

Faith United Church of Christ

300 East College Avenue
State College, PA 16801

FACILITIES USE POLICY

Purpose

Establish rules for the use of church facilities and equipment. Wedding and funerals are governed by separate policies.

Who May Use Facilities

Facilities are available to all programs of the Church and to groups sponsored by the Church. Groups or individuals not sponsored by the Church may also request consideration for use of Church facilities through the established application process.

Church Groups Use of Facilities

All Church groups and groups sponsored by the Church may use the facilities by scheduling the specific facility with the Church Office. Use of equipment owned by the Church is subject to certain restrictions, described below.

Use of Church Facilities by Groups or Individuals Not Sponsored by the Church

1. All groups or individuals must complete a CONTRACT FOR USE OF FACILITIES application requesting use of the Church facilities. Completed forms should be turned in to the Church Office.
2. The request will be reviewed based on the following criteria:
 - Compatibility with current Church use and guidelines
 - Anticipated impact to facilities and utilities
 - Group size appropriate for space available
 - The sponsorship of a responsible member of the church to oversee lights, locks, and clean up following the event.
 - Demand on Church staff to accommodate group

The Pastor or designated Building and Property Trustee may approve the application. Once the review is complete the group or individual will be notified of acceptance or denial.
3. Once the Contract for Use of Facilities is approved, all groups must complete and sign an **Indemnification Agreement**, attach **Certificate of Liability Insurance Coverage** with a minimum of \$500,000 combined single limit liability with an insurer acceptable to Faith UCC, and must pay any applicable cost-of-use fee. (The Certificate of Liability Insurance Coverage *may* be waived for smaller groups.)
4. Cost-of-use Fees may change from time to time and *may* be waived for charity/non-profit events. Please ask. Donations are always appreciated.
5. A **refundable cleaning deposit** of \$50 is required along with the Indemnification Agreement and Certificate of Liability Insurance Coverage. The deposit will be refunded upon inspection of facilities after the event.
6. Checks are preferred payment; church policy discourages keeping cash in the building. Make checks payable to: Faith United Church of Christ. Please ask if alternate payment methods are needed.
7. Reservations are made on a first come, first served basis. Priority is given to congregational use.
8. When returning the key, please include a copy of the promotional flyer used and a headcount of the number of participants. This gives the congregation an ongoing grasp of the community groups supported throughout the year. Please note that should the key be lost, the person/group will be charged for rekeying the locks (8 @\$215 each) and

replacing all the external keys for those locks (approximately 45 @ \$12 each).

General Rules and Regulations

1. Rooms are available only during hours that they are not scheduled to be used by a Church program. Church programs always have priority over other groups or individuals.
2. Smoking, drugs, and alcoholic beverages are prohibited. Groups violating this rule may be banned.
3. Chairs and tables may be moved within the facility with agreement by the Pastor or Building and Property Trustee, but must be returned by the user to their original location after use.
4. All groups are required to clean up, turn off the lights, and lock the building before leaving the area used.
5. Child and youth groups must be adequately chaperoned and supervised by adults. Children must not be allowed to run freely through the church building.
6. Food may be served only with prior approval.
7. All groups or individuals will be responsible for repair or replacement for any damages incurred to equipment or facilities.
8. Groups or individuals using church facilities may not charge admission or sell items/food *unless* this has received prior approval and the proceeds benefit a non-profit (human services, charitable, etc.) organization.
9. Outside groups may not park in the Church parking lot unless permission is given in advance. All groups must avoid using reserved spaces. Violators will be towed at owner's expense.
10. Any deserving exception to the above regulations will be considered by the Trustee and Stewardship Ministry Team.

Equipment Usage

1. Audio/Visual (A/V) equipment may be used within the Church facilities by an individual or organization of the Church after approval has been granted by the Church Office. A/V equipment may be used outside the Church only if the program relates to a specific Church function. The Church Office oversees the scheduling and use of A/V equipment. Requests for use of equipment should be made as early as possible. Borrowed A/V equipment must be returned to the Church within one (1) day after its use, in the same condition in which it was borrowed. The borrower is responsible for any repairs, which may need to be made.
2. Church members may borrow portable equipment. The Pastor or Building Manager will approve these requests, or the decision may be referred to the Trustee and Stewardship Ministry Team. Borrowed equipment must be returned within one (1) day after scheduled use and in the same condition in which it was borrowed. The borrower is responsible for any repairs which may need to be made.
3. Permission to use the **pipe organ** is granted by the Pastor or by Consistory and is under most circumstances played for weddings, memorial services, or other worship services of the church. Guest organists must be vetted by the Faith UCC organist. Additional fees may be required to pay for the organist's time.

Glossary

Sponsored groups or organization – Groups which are independent from the Church but are sponsored financially or have a formal affiliation with the Church. These groups should complete the Contract for Use of Facilities (page 4) and sign the Indemnification Agreement (page 3) when requesting Church facilities use.

Please read the guidelines on pages 1— 4; keep for later reference.

Fill out and return pages 5 & 6.

If you have any questions or concerns, contact:

Faith United Church of Christ

300 E College Ave

State College, PA 16801

(814) 237-3904

faithucc@comcast.net

**FACILITIES FEE SCHEDULE
NON-FAITH UNITED CHURCH OF CHRIST GROUPS**

Sanctuary (capacity: 235)	Fellowship (Romig) Hall (capacity: 100)	Kitchen (capacity: 8)	Asendorf Hall/ Meyer Library (Upper Floor) (capacity: 40)	Antoinette Brown Room (capacity: 10)
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Charitable/ service organizatio ns	\$25 deposit*	\$25 deposit*	\$50 deposit*	\$25 deposit*	\$25 deposit*
Other groups sized 0-50	\$25	\$25	\$50	\$25	\$25
Other groups sized over 50	\$50	\$50	\$100	NA	NA

*Deposit will be refunded if group performs setup and clean-up to Faith United Church of Christ's employee or trustee satisfaction. The deposit requirement may be waived by authorized staff or trustee.

Faith Church highly recommends having someone stop by well in advance of your event to determine whether the space meets your needs. This is not required however, especially if you/your organization have been here before.

Sometime the week prior to your event, bring the deposit/use fee. We will swap the deposit check for a key. This key opens the exterior doors and kitchen (for those using the kitchen). Please return the key within the week after your event and we'll swap the key for the uncashed deposit check (assuming we didn't need to hire our cleanup crew).

We also recommend that whoever might be in charge of kitchen operations for your event, should you be using the kitchen, stop by prior to the event to tour the facility so you know the layout and equipment available, to better plan your logistics.

Please note: It is your responsibility to schedule time to pick up the key. While accommodation can be made for actual emergencies, lack of planning is not an emergency.

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Faith United Church of Christ (FUCC)
Indemnification Agreement
For Use of Church Facilities by Non-FUCC groups

Purpose(s) of Use: _____

Faith United Church of Christ (hereafter referred to as "FUCC"), hereby agrees to permit _____

(hereafter referred to as "Group" or "Individual") to use Faith United Church of Christ (FUCC) premises:

(Specify Rooms/spaces)

on _____ from _____ **(AM/PM)** to _____ **(AM/PM)** but only for the purpose(s) listed above.
(Date)

In consideration of FUCC permitting the Group or Individual to use FUCC premises, and intending to be legally bound, the Group or Individual hereby agrees as follows:

1. Organization, on behalf of itself, its members, agents and employees hereby releases FUCC, its officers, agents and employees, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Organization, its members, agents or employees, or third parties, from any cause or causes whatsoever while Organization is in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the Organization in connection therewith.
2. Organization hereby covenants and agrees to indemnify, defend and hold harmless FUCC, its officers, agents and employees, from and against any and all liability, claims, charges, expenses (including counsel fees) and costs on account of or by reason of any injuries, liability, claims, suits, or losses however occurring or damages growing out of the same, arising out of Organization's use of FUCC premises, whether or not caused in part by a party indemnified hereunder.
3. FUCC has the right to require acceptable proof of certain insurance coverage, limits and endorsements depending upon the purpose(s) of the use. Failure to provide acceptable and timely evidence of these insurance requirements to the FUCC upon request will result in the immediate termination of the right to use FUCC premises.
4. The FUCC has the right to terminate Organization's use of FUCC premises if, in the sole discretion of FUCC, such use would interfere with the operation of FUCC, or if the event cannot be held by reason of fire, flood, acts of God, strikes, labor disturbances, or other events beyond the control of FUCC.
5. The Organization agrees to release, hold harmless and defend FUCC from any costs, including legal fees, due to FUCC's termination of Organization's use of FUCC premises.
6. This agreement shall be governed by the laws of the Commonwealth of Pennsylvania. The Organization hereby agrees to be subject to the jurisdiction of the courts of the County of Centre, Pennsylvania and agrees further that Centre County shall be the venue for any and all legal actions brought under this Agreement.
7. The organization agrees to abide by FUCC's Facilities Use Policy and agrees to any applicable fees prior to the use of the facilities.
8. **As evidenced by the signing of this Agreement, the Organization agrees to the terms specified herein.**

Signature, Organization Officer: _____ Date: _____

Officer Title and Printed Name: _____

Email: _____

Telephone number: _____

Faith United Church of Christ (FUCC)
Facility Use Contract
For Use of Church Facilities by Non-FUCC groups

Group Name: _____

Address: _____

Phone #: _____

Requests approval to use the following facilities of the Faith United Church of Christ during the date and time specified below and agrees to abide by the church's Facilities Use Policy (attached).

Facility/Room: _____

Duration of requested use: Start date: _____ End date: _____

Time of requested use: _____

Approximate attendance: _____

Describe intended use: _____

The following items *must* be returned to the church office **two weeks prior** to the scheduled use of the facilities unless otherwise indicated. Failure to return any required items will void this agreement and make the facility available to another group.

⇒ Indemnification Agreement (this page; *must* be signed)

⇒ Certificate of Liability Insurance Coverage (ACORD 25)

⇒ Cost-of-use fee (see fee schedule) _____

⇒ Refundable Cleaning Deposit (\$50)

(A refundable deposit of \$50 must accompany any application for use of the facilities to secure the date and space)

For Office Use Only

Approved by: _____ Date: _____

Date Indemnification Agreement received: _____

Date Cost-of-use fee received: _____

Date Certificate of Liability Insurance Coverage received: _____

Date key given/to whom (print): _____ Name _____

Date key returned (if applicable): _____

Date Deposit received: _____

Date Deposit returned: _____

(initials of Faith representative)

Flyer/Headcount: _____ Total in Attendance: _____