

NORTH PARK WESLEYAN CHURCH FACILITY USE POLICY

The NPWC Facility Use Policy is in place to inform you of the guidelines and expectations in planning for your upcoming event.

Church ministry activities do not need to complete a “Request to Schedule an Event” form. All other non-church related activities will need a request form.

It is the responsibility of the **person in charge** of the group requesting the use of the facility to become familiar with these guidelines and to ensure that they are observed.

Request by Church Ministry Group

Ministry leader will call, email or visit the Administrative Assistant who will gather the required information. If the date is available the event will be placed on the church calendar and the Administrative Assistant will email the details to the Head Trustee or his/her designee and record the same in the ‘notes’ field of the event on the calendar.

The minimum required information is:

1. Date request was made
2. Ministry leader requesting space (responsible party)
3. Date and time the space is needed (including setup / cleanup)
4. Nature of event
5. Estimated number of attendees (to appropriately assign space)
6. Special needs
7. Contact info incase of need to move or cancel request

The request will be granted as long as it does not conflict with other requests already on the calendar, any rule or exception outline in the policy or restriction due to past use by the requestor. **Requests must be made at least 1 week in advance** but should be made as early as practical. The first request gets the date.

It is the responsibility of the requester to confirm availability, placement of event on calendar and arrangements for special needs.

Cleaning After Event:

1. A cleaning checklist (attached to the request form) must be filled out following your event and returned to the church office along with the church key, if you were given one.
2. As a church sponsored event, you are expected to clean up completely after your event. All items on the cleaning checklist must be completed. If this is not done, and cleaning is required by someone else after your event, then a refundable deposit will be required for your group to use the facilities in the future.
3. All church lights should be turned off and the church locked when you leave.

Request by Regular Attendee:

Request to Schedule an Event Form:

1. A “Request to Schedule an Event” form must be obtained from the Administrative Assistant in the church office or the internet and submitted at least one month prior to event date. Review the policy and the fee schedule before submitting it to the church office. The Administrative Assistant will check the church calendar to determine if the date is available. If the date is available the Administrative Assistant will give the event form to the Head Trustee. Otherwise the applicant will be advised that the date is not available.
2. The Head Trustee will review the form, and if necessary place it on the agenda for the next regularly scheduled trustee meeting. The Head Trustee and/or the Trustee Committee will approve or deny your request and notify the Administrative Assistant. The Administrative Assistant will add your event to the official church calendar, if approved. The Administrative Assistant will notify applicant of approval or denial. Arrangements will be made to have the church opened and closed for your event.
3. NPWC scheduled functions take priority over non-church events.

Cleaning After Event:

1. You must provide your own paper products, coffee, and food items for your event. **Do not use church supplies.**
2. A cleaning checklist (attached to the Request Form) must be filled out following your event and returned to the church office along with the church key, if you were given one.
3. The entire area used by your group must be **cleaned by you** according to the checklist. If this is not done a **refundable deposit** (according to the fee schedule) will be required for your group to use the facilities in the future.

Request by Non-Church Group Use:

Request to Schedule an Event Form:

1. A “Request to Schedule an Event” form must be obtained from the Administrative Assistant in the church office or the internet and submitted at least one month prior to event date. Review the policy and the fee schedule before submitting it to the church office. The Administrative Assistant will check the church calendar to determine if the date is available. If the date is available the Administrative Assistant will give the event form to the Head Trustee. Otherwise the applicant will be advised that the date is not available.
2. The Head Trustee will review the form, and if necessary place it on the agenda for the next regularly scheduled trustee meeting. The Head Trustee and/or the Trustee Committee will approve or deny your request and notify the Administrative Assistant. The Administrative Assistant will add your event to the official church calendar, if approved. The Administrative Assistant will notify applicant of approval or denial. Arrangements will be made to have the church opened and closed for your event.
3. NPWC scheduled functions take priority over non-church events, however, once your request is approved, that commitment will be honored.

Cleaning After Event:

1. You must provide your own paper products, coffee, and food items for your event. **Do not use church supplies.**
2. A cleaning checklist (attached to the Request Form) must be filled out following your event and returned to the church office along with the church key, if you were given one.
3. A **refundable cleaning deposit** of \$75 is required ahead of time and will be held until after your event. The entire area used by your group must be cleaned **by you** according to the checklist. If the area is clean, then your deposit will be returned. If cleaning is required after your event, the refundable deposit will be used to pay the custodian to clean the area used.

Use Policy for All Events and all Users

Only the area authorized may be used.

Only the equipment authorized may be used. Computers, copiers, sound equipment, etc., may not be used without approval. Ministry leaders may use the copier.

Decorations must not damage the facilities or furnishings in any way. Church decorations should not be removed. In order to keep the church facilities in good condition, if possible, use only poster putty to attach decorations to any part of the church. If this is not possible, contact the Head Trustee.

Nursery Use. The nursery may be used for your event if arrangements are made one month in advance with the Nursery Director. (Non-church events, please see fee schedule for honorarium amount).

Damage. If you or your group break it you are responsible to replace it

Church Equipment & Services. Use of facilities does not include use of Church's technical equipment by outside persons. The Church's tech equipment can only be operated by Church tech personnel. If you wish to use the Church's technical equipment, make your request at least 4 weeks in advance of event date to ensure personnel is available. Specific equipment needs should be finalized directly with tech personnel. There may be an equipment and/or a technician fee.

Advertising the Event. Any public advertisement by Party for the Event must state that the Church is not affiliated with the event &/or Party.

Right of Entry & Termination. Church maintains the right of entry at any time during the event to ascertain that Party and guests are acting in compliance with all rules and Terms of Use. Church reserves the right to terminate the event at any time during scheduled event if Church staff deems it advisable due to serious infractions of terms of use.

No Assignment. Use of the included facilities are particular to the undersigned Party, the Party's organization and invitees. This Use Agreement is not assignable nor transferable to any other individual or organization.

Safety of Youth & Children. To ensure that all children and youth on Church property are safe, the Church requires that when facility use includes minors, that minors are adequately supervised at all times. It is Party's responsibility to ensure such supervision by adults. Additionally, supervision of minors should include prohibiting minors from wandering outside of the leased facility areas, ensuring youth safety in parking areas, and to maintain proper decorum of children appropriate for the facility in use and event.

Fire & Safety Regulations. For the safety of Party and Party's invitees, all fire regulations must be observed. These regulations include but are not limited to the following: Do not exceed the maximum capacity for any facility leased. Do not block or otherwise impede any hallway, entryway, door or emergency exit. Do not cover any emergency exit signs.

Worship Space. The sanctuary is the Church's place of worship which it holds as a special space. If this facility use Agreement includes use of the worship space, you are asked to show particular respect for this space by discouraging shouting, running, playing, climbing on the furniture, eating, drinking or disturbing papers and books in the pews and similar behavior not appropriate in this space. In the event any of these activities are engaged in they should be as conservative as practical and closely monitored.

USE RESTRICTIONS. Party and Guests agree to the following restrictions while using Church facilities:

- No smoking in any building or near entry points
- No alcoholic beverages, or use of any illegal substances on Church grounds.
- No profanity.
- No provocative clothing or clothing with offensive pictures, words or sayings.
- No criminal activities or violations of local ordinances including noise ordinance.
- No dangerous activities including use of open flames.
- No defacing of the physical property including but not limited to: tape, staples or nails on any surfaces.
- No firearms, explosives, fireworks or similar items without approval.
- No uses for any activities related to practices contrary to Church religious beliefs or The Discipline of the Wesleyan Church. (i.e. "We believe that gambling violates the principle of Christian stewardship, ... can be emotionally addictive, ... and is a poor example to others" as noted on page 44 of the 2012 Discipline of The Wesleyan Church; "God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage" as noted on page 16.) Contact the church office as needed for additional information about the degree to which your event conforms to the guidelines of The Wesleyan Discipline.

HOLD HARMLESS AGREEMENT (required for all non-church events)

Hold Harmless Agreement:

Permission to use the church does not include liability on the part of the church for property damage or personal injuries resulting from the group's activities. It is strongly suggested that any group using any church facility acquire liability insurance. Depending on the event type, NPWC may require your group to purchase independent liability insurance. If insurance is purchased, a certificate of liability must be provided.

I/We, the undersigned, in consideration of being allowed to use the property and facilities of North Park Wesleyan Church in Cuba, New York, do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this _____ day of _____ 20_____.

Signed _____

On behalf of (organization) _____

This form must be signed and returned with the "Request to Schedule an Event" form.

Event Fee Schedule

	NPWC Ministry Group	Personal Use by Regular Attendee	Non-Church Event
Fellowship Hall only	N/C	N/C	\$50
Fellowship Hall w/Kitchen	N/C	N/C	\$75
Sanctuary	N/C	N/C	\$75
Nursery	N/C	N/C	\$25
Sound System/AV Equipment	N/C	\$25/hour	\$25/hour
Library/Conference Room	N/C	N/C	\$25
Classroom/Foyer	N/C	N/C	\$25
Key Deposit	N/C	\$25	\$25
Cleaning Deposit (all users)**	\$50**	\$75**	\$75**
Pianist	N/C	\$25/hour	\$25/hour

**Weddings: The cleaning deposit is non-refundable due to the additional work required by the custodian before and after the event. The money will be paid directly to the custodian.

“Refundable” cleaning deposits will be paid to North Park Wesleyan Church and held pending review by the Head Trustee.

Please contact the church office or Head Trustee for any questions.

REQUEST TO SCHEDULE EVENT FORM

Today's date _____ Date/Time of Event _____

Responsible Party Name _____

Home Phone _____ Cell _____ Email _____

Are you a regular attender/member of NPWC? _____

What group do you represent? _____

Event Description _____

Room(s) Requested _____

Do you need (circle): sound system nursery minister AV equipment organist Pianist
other _____

Deposit needed (see list) _____

I, _____, agree to the policy and rules of NPWC's facility use and agree to abide by it.

Signature _____ Date _____

POST USE CLEANING CHECKLIST FOR ALL USERS

INITIAL EACH ITEM BELOW AFTER MAKING SURE IT IS COMPLETE. RETURN THIS TO THE CHURCH OFFICE.

___ Trash emptied, bagged and clean bags replaced?

___ Kitchen counters cleaned

___ All dishes washed and put away

___ Sink clean

___ Stove cleaned and turned off

___ Floors swept/spills mopped

___ Bathroom checked

___ Coffee pots dumped, cleaned and coffee maker is turned off

___ Tables and chairs are put away after cleaning

___ Lights off

___ All doors locked

___ Dishcloths, towels etc have been hung to dry

___ All food has been removed from kitchen and refrigerator or freezer.

___ Sanctuary, if used, is cleaned up/vacuumed if needed

___ All decorations have been removed and no damage noted

___ If the nursery has been used, beds have been stripped, laundry put in hamper and room is cleaned up and toys put away.

___ Everything is the way I found it and would want it if I came in to use it

Signature: _____