

## 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.

### GUIDELINES:

#### Church Ministry Group

Ministry leader will call, email or visit the church secretary who will gather pertinent information, place the event on the church calendar, and email the details to the Head Trustee or his/her designee. Otherwise the policy remains the same.

#### **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. Requests should be made at least 24 hours in advance but should be made as early as practical.

#### **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. The kitchen and all equipment must be cleaned immediately following your event. Tables and chairs must be returned to storage before leaving. All trash must be emptied and bagged and left outside the kitchen door for removal. Bags must be replaced in the trash cans. Floors must be swept before leaving. 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.

## Personal Use 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 at least one month prior to event date. Review the policy and the fee schedule before submitting it back to the church office. The Administrative Assistant will check the church calendar to see if the date is available and give the event form to the Head Trustee.
2. The Head Trustee will review the form, and you will be notified of approval or denial. The date will then be placed on the church calendar. 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. The entire area used by your group must be cleaned **by you** according to the checklist. 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 (according to the fee schedule).

### **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. A certificate of liability must be provided if the event is approved and a Hold Harmless Agreement must be signed.

## 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 at least one month prior to event date. Review the policy and the fee schedule before submitting it back to the church office. The Administrative Assistant will check the church calendar to see if the date is available and give the event form to the Head Trustee.
2. The Head Trustee will review the form, and you will be notified of approval or denial. The date will then be placed on the church calendar. 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 in the church office 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.

### **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. A certificate of liability must be provided if the event is approved and a Hold Harmless Agreement must be signed.

### **General Guidelines for All Events:**

1. Computers, copiers, sound equipment, etc., may not be used without approval. Ministry leaders may use the copier.
2. Only the equipment and area authorized may be used.
3. Sound system equipment in the sanctuary is highly technical equipment and requires trained persons to operate it. If you require the use of this equipment, please be aware that you must have this coordinated with the sound engineer no less than one month prior to your event. **There is a fee for the services of the sound technician if this is NOT a church ministry group.**
4. 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.
5. Candles are only permitted with prior approval. Only non-drip candles then can be used.
6. 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).**
7. Any work or preparation done for an event that requires painting, building, or putting up equipment must be cleaned and put away by your group. This also applies to the refundable security deposit.
8. Weddings and funerals are required to follow the same rules listed above.
9. Smoking or the use of alcohol within the church facilities is prohibited.

**Event Fee Schedule**

	<b>NPWC Ministry Group</b>	<b>Personal Use by Regular Attendee</b>	<b>Non-Church Event</b>
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 \_\_\_\_\_

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

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) \_\_\_\_\_

**POST USE CLEANING CHECKLIST FOR ALL USERS**

\_\_\_ INITIAL EACH ITEM BELOW AFTER MAKING SURE IT IS COMPLETE. RETURN THIS WITH YOUR KEY 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: \_\_\_\_\_