

Bethany Presbyterian Church Facilities Use Agreement

Organization / Person Requesting Use: _____

Authorized Representative: _____

E-Mail: _____ Daytime telephone: _____

Cell: _____

Billing Address: _____

(Street or P.O. Box, City, State and Zip Code)

Sponsoring Bethany Pres. Church member if applicable: _____

Facilities to Be Used _____

Description of Activity _____

No. of Participants _____

Day of Week	Date(s)	Time In	Time Out
		am/pm	am/pm
		am/pm	am/pm
		am/pm	am/pm
		am/pm	am/pm
		am/pm	am/pm

Purpose: BPC also makes its facilities available to non-profit organizations and individuals who are not church members subject to the following guidelines: 1, The activity must be either Christ-centered or educational in nature. 2, The event must be sponsored by a member of BPC. 3, A Facilities Use Agreement must be completed and signed by the organization/person requesting the event and by an authorized BPC representative.

Agreement: The Agreement must be received no later than two weeks prior to the scheduled event. Failure to meet with this deadline may result in the release of the tentative date to another party. BPC reserves the right to cancel this Agreement in the event of an emergency requiring the facility specified in the Agreement be available to BPC for its use at the same time as the scheduled event.

Scheduling: Scheduling arrangements shall be made through the BPC facilities administrator no later than two weeks prior to the scheduled event. BPC assumes no obligations to meet any changes in requests and/or arrangements that have not been stated in the signed Agreement. Rental of the Facility includes the use of tables and chairs. The User is responsible for staging tables and chairs and ensuring that tables and chairs are returned to their pre-event storage locations. The User is responsible for providing any audio/visual equipment.

Cost: Charges will be determined by the rental rates listed in the BPC Facilities Rental Fee Schedule. (Exception: The fee for recurring facilities usage by the same organization is negotiable.) A \$100.00 reservation deposit payable to Bethany Presbyterian Church must be received from the User before the Agreement is signed by the BPC representative. Following completion of the event, the reservation deposit will be refunded to the User contingent on (1) complete payment of fees due to BPC, and (2) return of the Facility to its pre-event condition.

Cancellation: The BPC facilities administrator shall be notified at least two weeks in advance of the scheduled event. Failure to provide such notice may result in forfeiture of the reservation deposit.

Facility Use Conditions: Orderly conduct shall be required of all participants. Participants shall confine themselves and their activities to the Facility. The Facility shall be left in a clean and orderly condition. Alcoholic beverages and tobacco products are not permitted on any BPC property. Failure to comply with this Agreement may result in the denial of future facility use requests and termination of existing Agreement(s) at the sole discretion of Bethany PC.

Liability: The User is responsible for the repair/replacement of church equipment or property damaged beyond reasonable or normal expectation.

Bethany Presbyterian Church Liability: BPC shall not be held liable for accidents and / or injury suffered by individuals engaged in activities occurring within or upon the church facilities during the time the Facility is being used by the User. BPC assumes no liability for loss of property.

Indemnification: As a condition of the use of the Facility, the User agrees to indemnify, save and hold harmless BPC, its officers, employees, representatives and agents from any and all claims, liabilities, losses, expenses (including attorneys' fees and expenses of BPC), demands, lawsuits, allegations and judgments of any nature whatsoever (singularly or collectively "Claims") including Claims for bodily, emotional, and personal injury, or property damage or loss, brought or made against BPC, arising out of, relating to, caused by, or resulting from the User's use of the Facility, or negligence or intentional misconduct, or breach of this Agreement, including Claims relating to, arising out of, or caused by the physical condition of the Facility.

Insurance: As a condition of the use of the Facility, the User shall procure Comprehensive General Liability (CGL) insurance naming Bethany Presbyterian Church as a Named Insured or Additional Insured having the same coverage and coverage limits as the "Named Insured". The CGL policy shall have bodily and personal injury coverage limits of no less than \$1,000,000 and property damage coverage limits of no less than \$500,000. The CGL policy must include effective dates covering the time the User has contracted to use the Facility. At least 48 hours before the User commences use of the Facility, it shall provide written proof of its procurement of the CGL policy required by this provision, including an acknowledgement by the insurance carrier providing the CGL policy that if the CGL policy is canceled for any reason prior to the effective dates identified in the policy, it will immediately notify, in writing, Bethany Presbyterian Church of the cancellation.

Inspection: The User is fully aware of the physical condition of the Facility, accepts the use of the Facility in an "as is" condition, and agrees to comply with all terms and conditions of this Agreement, including the indemnification provision, knowing the physical condition of the Facility.

It is hereby agreed that:

- ▶ The User shall rent the Facility at the agreed upon date(s) and time(s) for the described function.
- ▶ The User agrees to pay actual fees and costs, which are estimated as follows, for the use of the Facility. The actual fees and costs will be determined and calculated after the use of the Facility is concluded.

Estimated facility fees: _____

Estimated personnel fees: _____



Fee Schedule:

The following fees apply to the use of a room for all or part of a day, unless otherwise marked as an hourly fee.

Space / Equipment Used	(5 hours)	(over 5 hours)
Small classroom	\$50.00	\$60.00
Large classroom	\$65.00	\$80.00
Parlor	\$50.00	\$60.00
Fellowship Hall – small room 101 or 102	\$120.00	\$130.00
Fellowship Hall – entire hall	\$170.00	\$220.00
Sanctuary	\$120.00	\$120.00
Kitchen only (no use of Fellowship Hall)	\$30.00	\$30.00
Event Coordinator service fee	\$25.00 / hour	\$25.00 / hour