

Harundale Presbyterian Church Facility Request & Use Agreement

Name of Organization/Individual _____

Type of Usage: HPC Event or Sponsored Group Non-Profit/Community Group Other

Non-Profit Status _____ Federal ID No. _____

Contact Person _____ E-mail _____

Phone (Day) _____ (Evening) _____ (Cell) _____

Organization Address _____

Organization Phone _____ Email: _____

Organization's Purpose _____

Event Name and Description _____

Days of Use: _____ Number of persons attending: _____

Frequency of use: One Time Weekly Monthly

Set up Time: _____ Start Time: _____ End Time: _____

No events start before 12:30PM Monday - Friday from September 1 - May 31

No events before 2:00PM on Sunday

All Events must end by 9:30PM

Does this event involve children under 18? Yes No Number of adult supervisors: _____

**If yes, organization must read and sign Acknowledgement of Receipt, Review and Acceptance of the Child Abuse Prevention and Safety (CAPS) Policy.*

What areas of the Church are to be used?

Lounge Fellowship Hall Classrooms – Specify: _____

Nursery Kitchenette Sanctuary Other: _____

Kitchen (nature of use): _____

Use of the kitchen for cooking purposes is only permitted by HPC Members. Non-members and outside groups are not permitted to use the kitchen for other purposes besides food cutting and plating.

Are any fees being collected by your organization for this event? Yes No

If yes, please explain _____

Equipment needs (tables, chairs, or other church property to be used):

**Note: groups are responsible for their own set-up and break-down of space used.*

Harundale Presbyterian Church Facility Request & Use Agreement

RESERVATIONS AND PAYMENTS

- This form must be completed, signed by the contracting individual(s) and Harundale Presbyterian Church representative, proof of insurance submitted, and payment (if required) made before the event will be confirmed.
- Facilities availability is subject to the church calendar and required approvals.
- Any exceptions to this Facilities Use Agreement must be submitted in writing and approved by Session. All events in the Sanctuary must be approved by Session and Music Director.
- All agreements expire automatically at the end of June.
- Cancellations require 48 hours' notice to the church office or the **refundable security deposit will be forfeited.**

FACILITIES USE RULES

CONTRACTING INDIVIDUALS promise to closely supervise all activities on Church premises, protect the property of Harundale Presbyterian Church, and strictly observe the following rules:

- All individuals and groups must abide by the Facilities Use Guidelines (provided by Administrative Assistant).
- All posted rules for the facilities must be observed, including maximum licensed occupancy limits.
- This facility is smoke, drug, and alcohol-free.
- No commercial activity shall be conducted
- There must be a minimum of two responsible adults present at all times for events involving participants under 18.
- The facility is expected to be left in good condition, including trash removal, with all doors locked and lights turned off before leaving. A checklist is included within the guidelines.
- Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
- Inappropriate behavior or use of the facilities will be cause for immediate termination of this Agreement.

INSURANCE

Organization represents that it carries standard general liability insurance coverage with a minimum of \$1,000,000 per occurrence. The organization must provide the church with proof of liability insurance, and if requested, will add the church as an additional insured on the organization's policy.

RELEASE AND INDEMNITY

This Release and Indemnity Agreement is between the above-named organization ("Organization") and Harundale Presbyterian Church.

- The church is the owner of the real property and improvements located at 1020 Eastway, Glen Burnie, MD 21060. ("Property").
- Organization desires to use the property described above for meetings and other activities.

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the HPC Session, and I hereby consent to the Release and Indemnity Agreement.

Print Name _____ Date: _____

Signature: _____

Please submit to our Administrative Assistant: office@harundalepc.org or in person at the office

Harundale Presbyterian Church Facility Request & Use Agreement

FOR OFFICE USE ONLY

Date Request Received: _____ By Whom: _____

Agreed usage fees: _____ Total Cost: _____ Date fees received: _____

Proof of Insurance Provided: Yes No

Requestor provided a copy of the Facilities Use Guidelines? Yes No

Clerk of Session/Session approval date: _____ or Denied: _____