

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: _____

Facilities Use Guidelines

Mission and Purpose

The Mission of Harundale Presbyterian Church is:

Harundale Presbyterian Church invites everyone to join us as we joyfully follow Jesus Christ by worshiping God, learning the Word of God, and serving each other and the world.

Hours of Availability

Our facilities are available for use at the following times:

- Monday – Friday (September 1 – May 31) 12:30PM – 9:30PM, Eastern Time
- Monday – Friday (June 1 – August 31) 9:00A – 9:30PM, Eastern Time
- Saturday: 9:00AM – 9:30PM, Eastern Time
- Sunday: 2:00 pm – 9:30PM, Eastern Time

Availability is subject to the church calendar. Exceptions to these times must be **requested 30** days in advance.

Capacity

Fellowship Hall: 400 meetings, 186 meals

Lounge: 40 meetings, 30 meals

Classrooms: 25 Maximum

Sanctuary: 544 Maximum

Donations and Usage Fees

In order to compensate for facilities costs, individuals and groups are asked to contribute to the ministry of Harundale Presbyterian Church using the following schedule:

Group 2 and 3 are charged a Refundable Security Deposit that will be refunded if the building is cleaned up and left in the manner as it was received. Refundable Security Deposits are to be paid separately with a signed non-dated check. The check will be returned within 7-10 business days if all criteria are met.

Space Used	Group 1	Group 2**	Group 3
Lounge	No charge	\$125	\$250
Kitchenette	No charge	\$75	\$150
Fellowship Hall	No charge	\$125	\$250
Kitchen: Cooking	No charge	Not Allowed	Not Allowed
Kitchen: Storage	No charge	\$25	\$50
Classrooms	No charge	\$35	\$75
Nursery	No charge	\$20	\$35
Sanctuary – <i>Must be approved by Session</i>	No charge	\$125	\$250
Security and Lock-up *	No charge	\$25	\$50
Cleaning Fee*	No charge	\$25	\$50
Refundable Security Deposit *	No charge	\$100	\$200

*Charge to all events

** Fundraising or Charging fees, you will be subject to Group 3 fees

Group Definitions (Priority of use will be granted in this order)

1. Ministries of Harundale Presbyterian Church (i.e. Youth Group, VBS, Choir, Mission Programs), Sponsored Groups of HPC as approved by Session (i.e. Boy Scouts, NA), and personal, non-commercial events of church

members (i.e. baby shower, graduation parties. Weddings are subject to the provisions of the HPC Wedding Policy). *Donations are accepted.*

2. Community, non-profit, and service groups whose purpose is for community and/or personal improvement. If the group charges a fee for participation in the event or fundraising (i.e. registration, admission, raffles, etc), it will be subject to Group 3 fees.
3. For-profit organizations and private individuals or groups not connected with Harundale Presbyterian Church.

Sanctuary Sound and Projection Systems

These systems must be operated by HPC a/v technicians, or others pre-approved by the Director of Music and A/V group. For HPC A/V technicians, the rate will be \$50 for the first hour and \$25 for each additional hour.

Nursery and Childcare

Use of the Nursery should be in coordination with the Christian Education Committee and must be in compliance with the Harundale Presbyterian Church Child Abuse Prevention and Safety (CAPS) Policy. Groups must provide their own childcare supervision.

General Policies

Availability:

The use of the church property – classrooms, Lounge, Sanctuary, Fellowship Hall, Kitchen and Kitchenette – is subject to the HPC Master Calendar availability. There are a number of church sponsored activities, community organizations and groups that use the church during the week, both day and night. Any standing reservation will take precedence over a new request. There are some exceptions and those will be dealt with on a request by request basis and decided upon by the HPC Session.

Supervision of Minors (under 18):

This church has adopted a Child Abuse Prevention and Safety (CAPS) Policy for any events involving minors. Any questions regarding this policy should be directed to the Christian Education Committee. All users of the facility are expected to follow the basic guidelines of this policy including:

- At minimum, two adults must be present at all times for events involving minors.
- Adults must be 18 or older and have consented to a criminal background check.

It is strongly encouraged that adults be at least 4 years older than the oldest minor they are supervising and that at least one adult present holds a current First Aid/CPR certification. Groups must provide their own childcare supervision.

Food and Drink

There is no food or drink allowed in the Sanctuary except water bottles. All other food and drink use should be noted in the Facility Use Agreement. Groups are expected to wipe down all tables/serving surfaces as well as remove trash and take it to dumpster after event.

Smoking, Alcohol, Narcotics and Illegal Drugs

Smoking (including vaping), consumption of alcohol, and use of narcotics or illegal drugs is strictly prohibited on church property, including outdoor areas and parking lots.

Firearms and Weapons

With the exception of on-duty law enforcement officers, firearms and weapons of any kind are prohibited on church property, including outdoor areas and parking lots.

Musical Instruments or Equipment

Permission to use any musical instruments or equipment must be granted by the Director of Music. *Pianos cannot be moved* without permission from the Director of Music or the Pastor. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

Furniture and Other Property

No HPC-owned equipment, furniture, supplies or products can be moved or relocated by Users unless indicated in the Facilities Usage Agreement. Rooms should be left as they were found, unless otherwise noted.

Decorations

Decorations may be attached to walls, doors, and furniture with removable non-marking tape only, in accordance with fire safety regulations. Decorations must be removed immediately and completely following the event, unless otherwise arranged and noted in the Facilities Use Agreement.

Storage

There is no excess storage available for non-HPC groups. All organizations using the facility will be responsible for storing props and accessories offsite, unless otherwise noted on the Facilities Use Agreement.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility in a manner consistent with the anticipated number of participants. Parking is available on a first-come, first-served basis and may exclude certain spots specifically reserved for church use. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property. No overnight parking is permitted without prior approval.

Security

Users are asked to pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property. Group leaders are not permitted to share issued keys without additional permission.

Inclement Weather Policy

In the event of inclement weather, our facilities will follow delays or closings of the Anne Arundel County School System. It is the responsibility of the group leader to inform participants. In the event of cancellation because of inclement weather, groups will be refunded the associated usage fees if the event is unable to be rescheduled.

Emergency Scheduling Conflicts

The church reserves the right to pre-empt any facility in case of pastoral emergencies, such as funerals or memorial services, or other urgent congregational need. Notice will be provided as early as possible, and all associated usage fees refunded if the event is unable to be rescheduled.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, Session shall decide the matter and all individuals and groups shall abide by the directions or forfeit immediately the use of any part of the facility.

Emergency Response Plan

In the event of an emergency or other life-threatening events, all users are expected to use common sense and exercise best judgment. Please do not hesitate to call 9-1-1 for help.

Our physical location is 1020 EastWay, Glen Burnie, MD 21060.

FIRE

- 1) Call 9-1-1.
- 2) If fire is small, extinguish with nearest fire extinguisher (Remember PASS – Pull trigger pin, Aim nozzle at base of fire, Squeeze trigger, and Sweep from side to side).
- 3) If fire is large or out of control, calmly evacuate facility using posted exit routes. Do not allow participants or leaders to re-enter building until given the all-clear from emergency personnel.

POWER OUTAGE

- 1) Stay calm and wait for emergency lights to illuminate.
- 2) Slowly evacuate facility using posted exit routes and contact event host or Harundale Presbyterian Church Security

MEDICAL EMERGENCY, including HEART ATTACK

- 1) Call 9-1-1
- 2) First Aid Kits are located in the following areas: Kitchenette, Outside Kitchen, Main Office, Room 9, Resource Center and in the Deacons Office (2nd Drawer on the left, labeled Medical Supplies)
- 3) An Automated External Defibrillator (AED) is located in the hallway across from the men's restroom.

SAFETY THREAT

Report any suspicious behaviors or individuals and call 9-1-1 if individual or group safety is threatened.

- 1) In the event of intrusion, shelter group in nearest locked room until cleared by first responders.
- 2) In the event of bomb threat, call 9-1-1 for instruction and prepare to evacuate facility.

Departure Checklist

The following checklist must be completed at the conclusion of any event:

- Remove trash and take to the dumpster located behind building
- Confirm that all in your group have exited the building
- Turn off all lights
- Make sure all exterior doors are locked

Fellowship Hall Use Guidelines

Areas of Use

Fellowship Hall usage allows for access to Fellowship Hall, entryway, and restrooms. Any additional usage (i.e. classroom space or kitchen) must be noted and approved in advance. Additional fees may apply.

Furniture

Users may arrange folding tables and chairs within the room to suit their activities. At the conclusion of the event, all furniture should be returned to the configuration in which it was found, unless otherwise arranged. No other objects in the room should be moved without prior permission.

Departure Check-List- Fellowship Hall

The following checklist must be completed at the conclusion of any event:

- Place all tables and chairs back in storage racks
- Confirm that all in your group have exited the building
- Turn off all lights
- Make sure all exterior doors are locked

Kitchen Use Guidelines

Areas of Use: Storage

Kitchen Usage for Storage allows for access of the Kitchen for the purpose of storing food and serving materials for an event. This includes: counter space, refrigerator and freezer. Users should indicate space needs for cold storage on the Facility Use Agreement. All items should be clearly labeled with the group name and date. This usage does NOT include operation of ANY kitchen equipment.

Areas of Use: Cooking

The use of the kitchen appliances (stove, oven, steamer table, dishwasher) is not permitted by any non-members of Harundale or outside groups. Kitchen Usage for Storage allows for access of the Kitchen for the purpose of preparing such as staging, plating, cutting of food, etc and serving food for an event.

Pantry

Consumable goods (i.e. paper products, storage bags, foils and wraps, spices or drink mixes) located on the shelves within the kitchen are for the exclusive use of HPC Ministry groups. These groups are encouraged to communicate about the intended use of these items to Trustees so to be the best stewards and sharers of these resources.

Leftovers

ALL leftovers must be removed from the refrigerators and freezers at the conclusion of the event unless other arrangements have been made. Outside groups wishing to donate leftover paper products are invited to do so by leaving them on the prep table within the kitchen with a note.

Cleaning

Use of the HPC Kitchen facility requires proper cleaning of all equipment and food preparation surfaces and the return of any equipment used to its proper storage location. Proper cleaning products are located within the kitchen above and next to the sink.

Dishwasher

Use of dishwasher requires **additional training and** is NOT considered part of Kitchen Usage for Storage purposes. The dishwasher is not to be used by non-members of Harundale or outside groups. All dishes must be dried and returned to their proper location in the pantry.

Departure Check-List – Kitchen

The following checklist must be completed at the conclusion of any event:

- Clean all kitchen equipment and food preparation surfaces
- Return any equipment and/or supplies to its proper storage place
- Remove any leftover food or drink from the refrigerator or freezer
- Sweep floor. Mop as needed
- Remove trash and place in dumpster located behind the building
- Confirm that all in your group have exited the building
- Turn off all lights
- Make sure all exterior doors are locked

Other Policies relating to Facilities Use (contact office for copy):

- Child Abuse Prevention and Safety Policy
- Wedding Guidelines

OFFICE USE

I, _____ have read and agree to the above HPC facilities use guidelines. I understand that it is my responsibility to follow these guidelines and failure to do so will result in additional fees or inability to use the facility in the future.

Signature: _____ Date: _____

Date(s) of event: _____

Approved by Clerk/Session: _____

Office will scan a copy of the signed page and keep for reference until conclusion of event(s). The original signature and additional pages in the guidelines will be provided to the requestor.