

Presbyterian Church of the Big Wood

P.O. Box 660

Ketchum, ID 83340

Office: (208) 726-5123 Fax: (208) 726-0014

www.pcbw.org

USE OF FACILITY BY NON-CHURCH GROUPS

Policy in effect July 1, 2008

POLICY

It is our goal to use our church facilities as a tool of faith in promoting fellowship, family, and community. Non-profit groups or organizations (herein: "User") not in direct conflict with the tenants of the Presbyterian Church (USA) may apply to use the facilities. The applicant will remember that it is God's house, and we ask you to respectfully use it at all times.

1. Request for use of any part of PCBW church facility must be submitted in writing using the two-page **Facility Use Application Form** which follows this Policy. Each request will be reviewed by the Building Use Committee on a case- by- case basis.
2. The Facility Use Application Form must be fully completed and signed by the responsible party accepting full responsibility for any damage incurred while using the building and grounds.
3. The church office manager will contact responsible party as to approval status and will review and confirm fees required and deposits where applicable.
4. In the case of first time user groups, full payment must be received before the day of the event. Established user groups will be invoiced following the event.
5. NO smoking is permitted in ANY of the church buildings or church property.
6. NO alcoholic beverages of any kind may be served or brought into the church buildings or consumed on church premises.
7. NO food or beverages may be served or consumed in the sanctuary.
8. In the case of spillage of food or beverages, complete clean-up must take place immediately by the group using the facilities. Any additional cleaning will be at user expense.
9. NO nails, wires, screws or any other materials that might damage finishes may be used in placing decorations. No candles may be used without prior written approval.
10. The user group Contact / Responsible person must be present during the entire event and will coordinate with the church liaison assigned of any special needs. A church liaison is a mandatory requirement and will be on hand to open up and secure the facility at closing and will be the on site resource person to answer questions.

11. Chairs, tables, and other church owned equipment must be returned exactly as found by the user group. Choir risers and choir chairs to be returned to their exact location for the Sunday Worship service. The church liaison may assist but not be responsible for movement of furnishings.

12. In the event the kitchen is used, it must be returned to a sanitized condition – a Health Department requirement.

13. Children must be supervised at all times by a responsible adult in the rooms(s) / spaces applied for. There will be no unsupervised playing or running through the buildings. The school classroom wing is strictly off limits.

14. Activities must be concluded by 10:00PM unless special approval is granted.

MANDATORY LIABILITY INSURANCE

15. User shall provide and maintain comprehensive general liability insurance issued by a licensed agent during the period covered by this Agreement insuring Presbyterian Church of the Big Wood (Church) against liability for bodily injury (including death) and property damage from occurrences in or about the facilities or the use of condition thereof, with combined occurrences in or about the facilities of the use thereof, with combined single limits of \$500,000 minimum and \$1,000,000 preferred. Such policy or policies shall name as additional insured and entities and persons named as described below. Such insurance shall be primary and any other insurance available to the Church shall not be called upon to contribute. Such insurance of User shall be evidenced by a certificate of insurance and endorsement furnished to: Presbyterian Church of the Big Wood (7) days prior to use of the facilities. Said insurance shall provide and the certificate or endorsement shall state that such insurance cannot be modified or canceled without 30 days notice to said broker.

User represents that it is organized and operates as a non-profit organization, and that such facilities shall be used exclusively for religious, and / or charitable purposes, or for uses incidental thereto.

The Church may terminate this agreement, and permission to use such facilities, at any time for good cause without obligation except to refund any amount which User has therefore donated or paid.

Thank you for faithfully adhering to these conditions.

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FACILITY SHORT TERM USE APPLICATION

*All **non-profit groups and organizations** wishing to use any of all of the church facilities or property are required to complete this form, **and to agree to the two pages of conditions that accompany this agreement.** Any such group not in direct conflict with the tenants of the Presbyterian Church (USA) may apply to use the facility. The Church reserves the right to decline any application.*

Date of Application: _____

Activity Date(s): _____ Time Starting: _____ Time Ending: _____

Name of Organization:

No. of Participants (performers etc.): _____

Contact / Responsible Person: _____ Cell: () _____

Mailing Address: _____

Alternate Contact Person:

Physical Address: _____

Daytime Phone: () _____ Evening phone: () _____

Fax: () _____ E-mail address: _____

Type of Activity to occur at the church facility (please be specific): _____

Kitchen Needed: ___YES ___NO Food / Refreshments Served ___YES ___NO

No. of people expected: _____, Is church equipment to be used? ___YES ___NO

If yes, please describe _____
(Building use application continued on next page)

Will admission fee be charged? ___YES ___NO

Facilities Requested: Fees based upon a 3 hour time frame plus set- up/ rehearsal if same day.

Sanctuary with Outer Court Gallery and attached Choir Rehearsal room		
Facility use fee ---- \$600.00 per day -----	=	
Rehearsal if not same day as performance --- \$75.00/hr -----	=	
Additional day performance ---- \$600.00 -----	=	
Audio technician \$150.00 for 2 hour minimum. Addn'l. time --- \$50/hr	=	
Piano – N.C. (special tuning may be arranged by PCBW at user expense)		
Family Center (Gymnasium) ----- \$175.00 -----	=	
Commercial kitchen used in conjunction with Family Center -- \$75.00 -----	=	
River Rm. (only) - \$325.00 ; River Rm. if combined with any of the above - \$275	=	
Incidental meeting rooms \$50 - per room. (N.C. if in conjunction with an event)	=	
		TOTAL _____ =

Note: A refundable damage deposit may be charged at Church's discretion.



Note: Application for all lecture events held in any of the church facilities must be submitted with the name of the speaker, the topic, and a brief description of the lecture.



I have read "Use of Facility by Non-Church Groups – Policy"(pages 1 and 2 enclosed and agree that I (and the sponsoring group) will abide by the rules stated. I / We assume all financial responsibility for damage to the building, its contents, and the church grounds, caused by the above named group. We agree to provide liability insurance coverage as required herein under POLICY.

Signature _____ Date _____

Title _____

Do not send money with this application. You will be notified as to acceptance.

Office Use Only

Application Accepted _____ Date _____
 Application Denied _____ Date _____ Reason _____
 Church representative assigned as contact _____
 Phone () _____
 Total Fees billed / collected. _____ Paid by Check: No. and Date _____



(please put in custodian's box)

Special Events Form (Weddings)

Reservation Date

Reservation Time

Alternate Date

Sanctuary: check all that apply

- Remove musical instruments **(extra \$25)**
- Remove choir chairs **(extra \$60)**
- Center aisle runner **(extra \$25)**
(reroll & return to closet after ceremony)
- Put Candelabra on chancel
(return to closet after ceremony)
- Other

Family Center: check all that apply

- Tables
- Chairs
- Clean Floors (before and after \$100)
- Other

Person or Group Making Request: _____

Telephone Number: _____

Signature of Requesting Party: _____

Church Contact: _____

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