

**First United Presbyterian Church**  
**117 N. Main Street**  
**Bellefontaine, Ohio**  
**937-592-6611**

**Guidelines for Use of Church Property**

It is the desire of First United Presbyterian Church (1<sup>st</sup> UPC) to support the community and community groups by making its facilities available for use to groups who need a place to meet or hold their activities. In order to do that, 1<sup>st</sup> UPC therefore establishes the following procedures to ensure the safe and proper use of its facilities and incorporates these guidelines into the Agreement on the Use of 1<sup>st</sup> UPC Facilities.

*Failure to abide by the Guidelines for Use may result in revocation of privileges.*

LIMIT OF LIABILITY/INDEMNITY

1<sup>st</sup> UPC shall NOT be liable to the person(s) or group(s) using its facilities in contract, tort, negligence, strict liability or otherwise, for any incidental, indirect or consequential damages. By entering onto the 1<sup>st</sup> UPC property under this Use Agreement, anyone waives any claim for liability or medical expense against 1<sup>st</sup> UPC.

To the extent permitted by law, the person(s) or group(s) using these facilities agrees to indemnify, save harmless and defend 1<sup>st</sup> UPC from and against any losses, liabilities, costs, expenses, suites, actions, claims and all other obligations and proceedings whatsoever, including without limitations, all judgments rendered against 1<sup>st</sup> UPC, and any reasonable attorneys' fees and any other costs of litigations (hereinafter referred to as "Liabilities") arising out of injuries to persons, including disease or death or damage to property caused by the person or group using these facilities, caused by its or their employees, agents, subcontractors, or in any way attributable to the use of the facilities. With respect to the State of Ohio, the person or group waives immunity under Section 35, Article II of the Ohio Constitution and Ohio Revised code Section 4123.74.

APPLICATION

\*All applications for use of church facilities on an occasional or continuing basis shall be made through the church office at least two weeks in advance and shall be approved by the Pastor and/or the Property Committee or its designated representative. The activity of the person/group applying to use the facilities will conform to and be limited to the purpose stated in the application for the use of the facilities.

\*Use of the facilities by persons/groups on a continuing basis is subject to review every six months and shall be evaluated according to all of the demands and needs for the use of the facilities. 1<sup>st</sup>UPC's commitment to allow persons/groups to use the facilities on a continuing basis may be cancelled at any time with a thirty day notice.

\*Activities and demands of the program and ministry of 1<sup>st</sup> UPC shall ALWAYS take precedent over either occasional or continuing use of the church facilities by outside persons or groups.

### RESPONSIBILITY

\*Each person or group entering into this Use Agreement shall designate a contact person who is responsible for the management and control of any other persons using the facilities in coordination with that person or group.

\*If a key is issued, it shall be issued ONLY to the designated contact person and should be kept in that person's possession ONLY.

\*The designated contact person is responsible for making sure this Use Agreement is complied with and that other persons within the using group are also in compliance.

\*The designated contact person is responsible for making sure that all lights are off all exit doors to the facilities are closed and securely locked upon leaving.

### CHILDREN

\*Children accompanying adults who are using the facilities shall be supervised at all times.

\*Parents and/or other responsible adults shall be responsible for the conduct of their children when attending an activity within the church facilities.

\*Persons in charge of children or youth activities shall be present before the arrival of the group, are responsible for their conduct while attending the activity, and must remain until all children/youth have vacated the premise.

\*Child care/Youth supervision MUST be provided at all times and care must be taken to ensure that all children/youth remain in the designated use area only.

### FOOD PREPARATIONS/REFRESHMENTS

\*Use of the kitchen facilities (refrigerators, stoves, dishwashers, sinks, countertops) is not automatically granted with application to use other church facilities. The application must specifically request use of kitchen facilities if so desired and use of such kitchen facilities is granted ONLY with prior approval.

\*Food will be permitted ONLY in the kitchen area and fellowship hall/gym.

\*Groups who serve food and refreshments must furnish all of their own supplies, including coffee, cups, plates, napkins, etc. No church supplies and/or equipment shall be used without prior permissions.

### LIGHTS/WINDOWS/DOORS

\*Individuals or groups using church buildings should use only such lights and other facilities as previously approved and are absolutely necessary for their requirements.

\*Entrance to the building shall normally be through the rear door. Please do NOT open or use the front doors of the church without prior knowledge of the management.

\*All lights are to be turned off, windows and doors closed and locked prior to leaving the facilities.

### HEATING/AIR CONDITIONING CONTROLS

\*UNDER NO CIRCUMSTANCES are any heating or air conditioning controls to be changed by any person/group using the facilities.

### RESTRICTIONS ON USE/DAMAGE RESPONSIBILITY

Persons/groups using the church facilities shall be responsible for any damage to church property, reimbursing the church for the cost of repair. The following restrictions apply to use of facilities:

1. NO tape of any kind is to be used on any painted surface. Decorations must be attached to tack strips only!
2. Signs outside the church are not to be posted without prior approval of the management.
3. Consumption of alcoholic beverages is STRICTLY PROHIBITED on church property, including parking lot and grounds.
4. Smoking is permitted ONLY outside the building with cigarette/cigar butts properly disposed of in properly designated containers.
5. No furniture or equipment may be moved from one area to another without prior consent. This includes such items as tables, chairs, and toys in the child care area. All furniture or equipment (if used with prior consent) should be replaced at the conclusion of the activity.
6. No candles or open flames are to be used other than in properly covered containers. Extreme care should be taken to eliminate any fire hazard both inside and outside church buildings.
7. All trash should be removed and disposed of in the dumpster behind the building.
8. Access to the church building shall only be through the rear door unless other arrangements are otherwise made.
9. No one is to be in any other area of the building OTHER than the area originally designated for activity.
10. No one is permitted to use the telephones within the church building except for emergency.

### IN CASE OF EMERGENCY

\*In case of fire or medical emergency, call **911** immediately.

\*If problems arise during use of the facilities, after normal office hours, call the designated contact person Bill Wical at 599-5664 or Rob Fulton 592-6627 or Ralph Morrison 597-2339.

DONATIONS

\*Each group shall clean up after use of the church facilities. This includes return of furniture/ equipment to its original place, removal of trash and sweeping of floor of obvious trash.

\*1<sup>st</sup> UPC will gratefully accept a donation to offset wear and tear of the facilities, compensate the custodian for set up and cleaning, and for utility charges.

\*A donation of the following amount, based on facilities used, will be gladly received. All donations should be made prior to final approval for use or the issuing of a key to the church facilities:

Sanctuary	\$275
Fellowship Hall	\$150
Chapel Area	\$100
Kitchen	\$ 75
Classrooms	\$ 75

No donation is expected from church members using the facilities or from any approved non-profit group or agency.

Suggested Donation: \$ \_\_\_\_\_.

\_\_\_\_\_  
Name of Church Facilities User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Representative of First United Presbyterian Church

***APPLICATION FOR USE OF CHURCH FACILITIES***

**First United Presbyterian Church**

**117 N. Main Street**

**Bellefontaine, Ohio 43311**

***Name of Church Facilities User*** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**What church facilities do you wish to use?** \_\_\_\_\_

(ie: Fellowship Hall, Rest Rooms, Kitchen, Class Rooms, Chapel)

**For what PURPOSE do you need the facilities?** \_\_\_\_\_

**What date(s) do you need the facilities?** \_\_\_\_\_

**What hours do you need the facilities?** \_\_\_\_\_

**Do you need tables and or chairs?** \_\_\_\_ Yes \_\_\_\_ No **How many?** \_\_\_\_\_

**Will you set up tables and chairs or do you need the church custodian to do that?**  
**(There will be a charge for custodial setup/takedown)** \_\_\_\_\_

**Is there other equipment you will need?** \_\_\_\_\_

**Will you need a church key?** \_\_\_\_\_  
**(There will be a \$100 key/damage deposit required)**

\_\_\_\_\_  
**User Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Church Representative Signature**