**FACILITies USE**

**AGREEMENT**

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God has blessed our church with great facilities from which to accomplish the ministry of Jesus to congregational members and the surrounding community. We seek to use the facilities in ways that serve Jesus and facilitate the stated mission of our church.

Please carefully read this document and complete and return the enclosed three (3) forms. Also, note the fee schedule. Your attention to these matters will facilitate your facilities use request.

**SUBMISSION OF A FACILITIES USE REQUEST**

**CONTACT CHURCH SECRETARY** - All potential users requesting use of the facilities must contact the church secretary at (215) 947-5500 to make a request for the use of the facilities and to check for availability.

**SUBMIT REQUEST** – There are three (3) forms as listed below that must be reviewed, signed and submitted to the church secretary.

**SESSION APPROVAL –** All requests must be approved by Session. The Session generally meets on the third Tuesday of each month. Requests must be received by the church Secretary at least one (1) week before the Session Meeting.

**FORMS TO BE SUBMITTED**

**Policies & Guidelines (Exhibit “A”)**

* All potential users must sign and submit this exhibit.
* NOTE: The Policies and Guidelines for Facility Use also apply to church and church sponsored groups.
* Please review these guidelines one (1) week before your event.

**Facilities Request Application (Exhibit “B”)**

* All potential users must complete, sign and submit this exhibit.

**Facilities Use and Hold Harmless Agreement (Exhibit “C”)**

* All users must sign and submit this exhibit prior to using the facilities.

**Huntingdon Valley Presbyterian Church**

**Policies for Use of Church Facilities**

**(Exhibit “A”)**

The purpose of this policy is to define the guidelines for use of the facilities of Huntingdon Valley Presbyterian Church (hereafter referred to as “the church”).

The term “user” used throughout this document refers to the person, group or organization applying for use of the facilities.

The term “Facilities” used throughout this document refers to all buildings and grounds either owned or controlled by the church.

**Use of Facilities -** The primary use of the facilities shall be to glorify God and further our mission. The facilities shall not be used in any way which is not consistent with our mission.Should there arise any question as to whether a requested use is consistent with the mission of the church, the Session shall determine if such use is appropriate.

**Priority of use –** In general, priority of use will be on a “first come, first served” basis. In the event of conflicts, church activities, church sponsored activities, weddings and funerals shall have priority. Member sponsored non-religious activities shall have priority over any non-affiliated user activity (except weddings). Anyone requesting use may not reserve the facilities more than 120 days in advance (except weddings). Valley Christian School shall be consulted in scheduling new events.

**Designated areas of the facilities to be used -** Areas of the facilities to be used shall be limited to those outlined in the Facilities Request Application. All persons present for the activity must remain only in the area of the facilities designated for the event. Available toilet facilities are limited to the first floor restrooms. Roaming or loitering in other areas of the facilities during the event is not permitted.

**Non- Church Religious Services - T**he service must be approved by the Session and be conducted with the consent of the Pastor. The Pastor must approve outside Pastors who will conduct such services. Such outside Pastors must acknowledge in writing their agreement with the churches’ Statement of Faith prior to approval for use of the facilities.

**Fund Raising -** Use of the facilities by non-affiliated users for fund raising or non-Christian business purposes is not permitted. Church affiliated groups may hold fund raising events as long as they further the mission of both the church and the group.

**Smoking, Alcoholic Beverages and Illegal Substances –** Smoking, the consumption of alcoholic beverages or the possession and/or consumption of illegal substances anywhere in the church facilities and grounds is strictly prohibited.

**Nut-Free Facility** - There are to be no Tree Nuts or Peanuts in the church facilities at any time. We have children in our church who are allergic to nuts and exposure can cause a severe, potentially fatal, allergic reaction ([anaphylaxis](http://www.foodallergy.org/anaphylaxis)). Tree Nuts include almonds, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts (to name a few.) Please read labels to see if any food you bring into the facilities contain nuts or were made in a facility that processes nuts.

**Child Protection Certifications** - It is the responsibility of the user requesting use of the facilities to be in compliance with all Pennsylvania Child Protection Laws.

**Acceptance -** The user representative signing this “Facilities Use Agreement” must be at least 21 years of age and must be on site during the event.

**Exceptions to this Policy -** Exceptions to this Policy may only be granted by the church Session.

**Huntingdon Valley Presbyterian Church**

**GUIDELINES FOR USE OF CHURCH FACILITIES**

**(Exhibit “A” Cont’d)**

Group size must not exceed the maximum occupancy of the facilities areas used.

Damage to church property or equipment resulting from the event is the sole responsibility of the user.

The user is responsible for all event deliveries made to the church

Children must be under adult supervision at all times.

Children under the age of 18 are strictly prohibited from using any church equipment unless they are under adult supervision.

All decorations must be temporary and shall be approved by the church.

No animals are permitted inside the facility with the exception of trained service animals.

No rice, confetti or birdseed shall be thrown at any time in or on the facilities.

The Church staff has the authority to expel any individual who is abusing the privileges granted by the church.

Thermostat adjustment is prohibited unless requested and must be done by church staff.

Use of any church video or electronic equipment is prohibited unless requested.

Use of church sound equipment, use or movement of church instruments is not permitted without permission.

Use of the kitchen requires permission and appropriate instruction. The user is responsible for all damage and/or breakage.

The user is responsible to clean the kitchen after use as follows

* Use of kitchen dishes is prohibited
* All other used equipment must be washed, air dried and put away.
* All sink and counter top areas must be cleaned and dried.
* No food or food products are to be put in kitchen drains.
* User shall provide all paper towels

All food and beverage spills during the event must be cleaned up immediately.

All leftover food or drinks must be removed from the facilities after the event.

The user is responsible to remove all decorations, clean up, remove and dispose of all trash and garbage, turn off lights, and close and lock all windows and doors.

All furniture, equipment and other items shall be returned to the location where they were found.

Carpets shall be cleaned of any leftover food or debris.

Required repair expenses resulting from the event shall be charged to the user if damage occurs in excess of the security deposit.   
The church agrees to return the security deposit approximately two (2) weeks after the activity minus any repair or clean-up expenses.

For all emergencies, call 911.

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I / We acknowledge that we have read the Policies and Guidelines for Facilities Use and will comply with them.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_ Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Huntingdon Valley Presbyterian Church**

**FACILITIES REQUEST APPLICATION**

**(Exhibit “B”)**

**Requestor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Member of HVPC:**  ☐Yes ☐No **Date(s) of Event:** \_\_\_\_\_\_\_\_\_\_\_\_ N**umber of Attendees**: \_\_\_\_\_\_\_\_\_\_

**Requested Use Will Be:** ☐ One Time Use ☐ Recurrent Use

**If Recurrent Use, Check Day(s) Requested:** ☐Mon ☐Tues ☐Wed ☐Thurs ☐Fri ☐Sat ☐Sun

**Other Scheduling Details:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Start Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM / PM **Preferred End Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM / PM

**Event Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facilities/Rooms/Equipment Needed Not Listed in the Reimbursement Schedule:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Reimbursement (Refer to Fee Schedule):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsible Person for Facility Use:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**OFFICE USE ONLY**:

Reimbursement Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Deposit Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Deposit Retained, Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Huntingdon Valley Presbyterian Church**

**FACILITIES USE AND HOLD HARMLESS AGREEMENT**

**(Exhibit “C”)**

I/We the undersigned authorized representative(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Organization)

will be using the facilities of Huntingdon Valley Presbyterian Church (church) on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)

for the purpose of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Event)

I/We understand and agree that neither the church nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the event which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facilities, including the buildings, all appliances and fixtures, and grounds in connection with the event, I/We hereby assume all risk in connection with participation in the event. I/We further release the church, its trustees, employees, agents, or representatives from any damage which may occur while participating in the event. I/We further agree to save and hold harmless the church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the event. I/We also authorize the church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the event.

I/We further state and acknowledge that I/We have received, read and understand the Facilities Use Agreement Document and agree to abide by its terms.

I/We understand that the church makes no representation with respect to the suitability of the facilities for use in connection with the event and I/We agree to use the facilities on an as is, where is basis.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the Terms herein are contractual and not mere recital; and I/We have signed this document of my/our own free act and volition. I/We further state that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_\_.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ONE TIME USE GENERAL REIMBURSEMENT SCHEDULE**

**Room/Equipment/Staff** **Members Non-Members Note**

☐ Sanctuary $150 $300 4 Hour Limit

☐ Soundboard/Technician $100 $100 In Addition To Sanctuary Amount

☐ Piano $25 $25 In Addition To Sanctuary Amount

☐ Boyer Fellowship Hall $50 $100 4 Hour Limit

☐ Kitchen (Not stove)\* $10 $10 In Addition To Boyer Amount

☐ Sound $50 $50 In Addition To Boyer Amount

☐ Lounge $25 $50 4 Hour Limit

☐ Kitchenette $10 $10 In Addition To Lounge Amount

☐ Outdoor Event/Facilities $50 $100 4 Hour Limit

☐ Kitchen (Not stove) $10 $10 In Addition To Outdoor Amount

\* If stove used, sexton must be on site. Total Reimbursement: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Sexton Hourly Rate $20/Hr $20/Hr In The Event Of Damage

**RECURRENT USE GENERAL REIMBURSEMENT SCHEDULE**

**Room/Equipment/Staff** **Members Non-Members Note**

Sanctuary

☐ Less Than 8 Hrs/Month $20/Hr $30/Hr

☐ More Than 8 Hrs/Month $15/Hr $25/Hr

☐ Soundboard/Technician $25/Hr $25/Hr In Addition To Sanctuary Amount

☐ Piano $10/Use $10/Use In Addition To Sanctuary Amount

Boyer Fellowship Hall

☐ Less Than 8 Hrs/Month $15/Hr $25/Hr

☐ More Than 8 Hrs/Month $10/Hr $20/Hr

☐ Kitchen (Not stove)\* $10/Use $10/Use In Addition To Boyer Amount

☐ Sound $15/Use $15/Use In Addition To Boyer Amount

Lounge

☐ Less Than 8 Hrs/Month $10/Hr $20/Hr

☐ More Than 8 Hrs/Month $5/Hr $10/Hr

☐ Kitchenette $10/Use $10/Use In Addition To Lounge Amount

☐ Outdoor Event/Facilities $10/Use $10/Use

☐ Kitchen (Not stove)\* $10/Use $10/Use In Addition To Outdoor Amount

\* If stove used, sexton must be on site.

Total Reimbursement: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Sexton Hourly Rate $20/Hr $20/Hr In The Event Of Damage

**Security Deposit for non-members/outside groups**: A separate check should be made payable to “Huntingdon Valley Presbyterian Church” for $200.00 must be sent to the church office within 2 weeks of being notified of Session approval for the event or before beginning a recurrent use. The funds will be returned 2 weeks after the event or the recurrent event ending provided there is no damage, excessive clean-up or additional expenses incurred by the church. If a one-time event or wedding is cancelled or rescheduled, the deposit will be retained as a non-refundable reservation fee.

**WEDDING REIMBURSEMENT SCHEDULE**

**Room/Equipment/Staff** **Members Non-Members Note**

☐ Pastor $0 N/A

☐ Sanctuary $150 $300

☐ Soundboard/Technician $100 $100 In Addition To Sanctuary Amount

☐ Piano $50 $50 In Addition To Sanctuary Amount

☐ Boyer Fellowship Hall $200 $400

☐ Kitchen $50 $50 In Addition To Boyer Amount

☐ Sound $50 $50 In Addition To Boyer Amount

☐ Lounge & One Classroom $50 $100 Prep Rooms for Bridal Parties

☐ Kitchenette $10 $10 In Addition To Lounge Amount

☐ Outdoor Facilities $100 $200

☐ Kitchen $50 $50 In Addition To Outdoor Amount

Organist (Required) $250 $250

Wedding Coordinator (Required) $200 $200

Sexton (Required) $100 $100

Total Reimbursement: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Sexton Hourly Rate $20/Hr In The Event Of Damage

**FUNERAL REIMBURSEMENT SCHEDULE**

**Room/Equipment/Staff** **Members Non-Members Note**

☐ Pastor $0 $300

☐ Sanctuary $50 $100

☐ Soundboard/Technician $100 $100 In Addition To Sanctuary Amount

☐ Piano $0 $50 In Addition To Sanctuary Amount

☐ Boyer Fellowship Hall $50 $200

☐ Kitchen $0 $100 In Addition To Boyer Amount

☐ Sound $50 $50 In Addition To Boyer Amount

☐ Lounge $50 $100

☐ Kitchenette $0 $10 In Addition To Lounge Amount

Organist (Required) $250 $250

Sexton (Required) $100 $100

Total Reimbursement: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Sexton Hourly Rate $20/Hr $20/Hr In The Event Of Damage

**Security Deposit for non-members/outside groups**: A separate check should be made payable to “Huntingdon Valley Presbyterian Church” for $200.00 must be sent to the church office within 2 weeks of being notified of Session approval for the event or before beginning a recurrent use. The funds will be returned 2 weeks after the event or the recurrent event ending provided there is no damage, excessive clean-up or additional expenses incurred by the church. If a one-time event or wedding is cancelled or rescheduled, the deposit will be retained as a non-refundable reservation fee.

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**Huntingdon Valley Presbyterian Church**

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*Revised 1/26/2018 - DCF*