

Grand Lakes Presbyterian Church

6035 S. Fry Road • Katy, Texas 77450
Phone 281.646.7500 • Fax 281.492.1534

FACILITY USE AGREEMENT

Name of group or Individual _____

Contact person _____ Mailing address _____

Phone number _____ Email address _____

The requested use is for: [] ONE TIME or [] ON-GOING, as described below:

ONE-TIME

Date Start and End Time Room or Rooms

ON-GOING

Day of Week Weekly/Monthly Start and End Time Beginning and End Dates

Number of guests expected _____ Time needed to set up the room _____

Briefly describe event/activity _____

(SEE ATTACHED "FACILITY USE POLICIES, TERMS AND CONDITIONS" FOR CONTRIBUTION SCHEDULE)

My signature below indicates that I have received a copy of the Church's "Facility Use Policies and Conditions;" that I have read it, understand it, and agree to the policies and terms therein, including, but not limited to, the following:

I/we ("Applicant") shall be responsible for the following: (i) care and orderly use of the room(s) and equipment used; (ii) cleaning and returning to its original configuration any set-up of tables and chairs that have been moved during the course of our use of the room; and (iii) that Applicant will turn off all electrical appliances, close and lock windows, and bag any trash accumulated by Applicant's use.

Applicant agrees to pay the cost of any damage occurring to the facility, fixtures and to equipment or other personal property in connection with Applicant's use, upon presentation of a bill for damages.

Applicant agrees that in consideration for the Church's agreement to allow Applicant use of Church facilities and/or surrounding grounds, APPLICANT SHALL INDEMNIFY AND HOLD HARMLESS the Church, its officers, employees, members, agents, representatives and guests from any and all claims, demands and causes of action relating to or arising out of such use, as set forth therein.

The Church deeply appreciates your responsible stewardship and respect of this property as a House of Worship. Signature _____ Date of request _____

GLPC Signature _____ Title _____ Date _____

Office Use Only:

Table with 4 columns: Card Key Number, Issue Date, Return Date, Payment Received, Check #, Amt., Notes.

Grand Lakes Presbyterian Church

Facility Use Policies, Terms and Conditions

"NOT-FOR-PROFIT" USE ONLY

Grand Lakes Presbyterian Church ("Church") has been dedicated to the Glory of God, and therefore the Church facilities may not be used by profit-making groups or organizations. No fund-raising events, other than Church-sponsored events which have prior Session approval, shall be allowed.

SEPARATION OF CHURCH AND STATE

Grand Lakes Presbyterian Church is a religious organization and avoids any perception of political endorsement. Therefore, the facility cannot be used for the purpose of any meetings, gatherings, or other events relating to or connected in any way with an election, candidate, or community issue of a political nature. The Church's policy is to deny all requests for such uses.

PROCEDURE FOR REQUESTING ROOM USE

The Church office hours are from 9:00am - 4:00pm, Monday through Thursday, and 9:00am – 12:00pm on Friday. To request the Facility Use Agreement form, you can call the office administrator, you can stop by the Church office during regular hours, or you can fill out the facility request form online at www.grandlakespc.org. The office administrator will check the master calendar and let you know if the space/time/date you request is available.

You will be asked to complete a Facility Use Agreement form. You may leave your completed form with the office administrator via fax or email, or return it, completed, at your convenience. Your request must then be approved by the Church Session or a person authorized by the Church Session.

The office administrator will contact the person named on the form to report approval or denial of the request. Upon receipt of the room use contribution and any required deposits, the event becomes a confirmed entry on the Church's master calendar.

INDEMNITY AGREEMENT

YOU SHALL PROTECT, INDEMNIFY, DEFEND AND SAVE HARMLESS THE CHURCH, ITS OFFICERS, DIRECTORS, EMPLOYEES, MEMBERS, AGENTS, REPRESENTATIVES, INVITEES, LICENSEES (EXCLUDING APPLICANT GROUP) AND GUESTS ("CHURCH GROUP") FROM AND AGAINST ALL CLAIMS, COSTS (INCLUDING REASONABLE ATTORNEYS' FEES), LIABILITIES, DEMANDS, SUITS, CAUSES OF ACTION AND JUDGMENTS, IN FAVOR OF OR ASSERTED BY YOU, YOUR OFFICERS, MEMBERS, AGENTS, REPRESENTATIVES, AND GUESTS ("APPLICANT GROUP"), ON ACCOUNT OF PERSONAL INJURY OR DEATH OR ON ACCOUNT OF DAMAGE TO PROPERTY OF APPLICANT GROUP RELATING TO OR ARISING OUT OF APPLICANT GROUP'S USE OF CHURCH FACILITIES AND/OR SURROUNDING GROUNDS, INCLUDING ANY SUCH CLAIMS, COSTS, LIABILITIES, DEMANDS, SUITS, CAUSES OF ACTION AND JUDGMENTS OCCASIONED BY OR ATTRIBUTABLE TO THE NEGLIGENT ACTS OR OMISSIONS OF

CHURCH GROUP OR ON ACCOUNT OF ANY BREACH OF EXPRESS OR IMPLIED WARRANTY OR IN STRICT LIABILITY. IN NO WAY SHALL CHURCH GROUP BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING LOSS OF USE OF FACILITIES, ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED TO APPLICANT GROUP'S USE OF CHURCH FACILITIES AND/OR SURROUNDING GROUNDS, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

YOU SHALL PROTECT, INDEMNIFY, DEFEND AND SAVE HARMLESS CHURCH GROUP FROM AND AGAINST ALL CLAIMS, COSTS (INCLUDING REASONABLE ATTORNEYS' FEES), LIABILITIES, DEMANDS, SUITS, CAUSES OF ACTION AND JUDGMENTS, IN FAVOR OF OR ASSERTED BY ANY THIRD PARTY AGAINST CHURCH GROUP, INCLUDING BUT NOT LIMITED TO GOVERNMENTAL ENTITIES AND SUBDIVISIONS THEREOF, LAW ENFORCEMENT, AND HOMEOWNERS ASSOCIATIONS, OCCASIONED BY, ATTRIBUTABLE TO, RELATING TO OR ARISING OUT OF APPLICANT GROUP'S USE OF CHURCH FACILITIES AND/OR SURROUNDING GROUNDS IN ANY WAY.

YOU SHALL PROTECT, INDEMNIFY, DEFEND AND SAVE HARMLESS CHURCH GROUP FROM AND AGAINST ALL CLAIMS, COSTS (INCLUDING REASONABLE ATTORNEYS' FEES), AND LOSS WITH RESPECT TO PERSONAL INJURY, ILLNESS, DEATH AND/OR DAMAGE TO PROPERTY, INCURRED OR SUSTAINED BY CHURCH GROUP RELATING TO OR ARISING OUT OF APPLICANT GROUP'S USE OR MISUSE OF CHURCH FACILITIES AND/OR SURROUNDING GROUNDS, REGARDLESS OF WHETHER SUCH ACTIONS WERE NEGLIGENT, RECKLESS OR INTENTIONAL ACTS OR OMISSIONS.

CONTRIBUTIONS

It is appropriate that contributions be made to the Church to help defray the cost of maintenance and operation of the facility. Such contributions are based upon the Session's evaluation of the current cost of providing and maintaining the space. In addition, certain deposits are required. All room use contributions and deposits must be made prior to the approved use date.

Sanctuary: \$100 per hour

Other rooms: \$50 per hour

Main Kitchen: \$30 contribution plus \$100 refundable deposit

The main kitchen may be used for coffee & serving only. No cooking will be allowed. To get the deposit refunded, you are expected to clean the kitchen and to return it to its original configuration. The kitchen is not available for use by itself, but may be reserved for use in conjunction with another room/event.

OTHER PROTOCOLS

Upon approval of your Facility Use Agreement and receipt of any required contribution, your event will be placed on the Church master calendar. You will receive a card key to gain entry into the Church. This card key will be programmed with specific times for use and will deactivate once your event ends. **There is a \$10 replacement fee for lost key cards.**

When you arrive for your event, please close front doors behind you; propping them open for your late arrivals invites unauthorized persons to enter the facility and wander through the premises. At the conclusion of your event, please close the front doors firmly as you leave.

To reduce the risk of injury, please keep unattended children away from the elevator. The Church does not provide child care and denies any responsibility and/or liability concerning child care or supervision.

SANCTUARY USE

The sanctuary is an area of worship. No food or drinks are allowed inside the sanctuary other than for approved Church functions. **The piano cannot be moved in any way without prior approval.** *Prior approval is required for use of Church video and/or sound equipment.*

ROOM SET-UP

You are expected to do the set-up for your own meeting or event. The Church makes no provision for room set-up.

STAY IN YOUR ASSIGNED ROOM

To avoid embarrassing room-use conflicts, you are expected to use the space for which you have received permission. In the event that you need to change your meeting room, you are not at liberty to do so without notifying the office administrator in advance and requesting such a change.

THE FOLLOWING IS EXPECTED

You shall use the facility and loaned equipment in a responsible manner. If you discover equipment that needs repair, please report it to the office administrator. Accidents do occur; if there is breakage, please report it to the office as promptly as possible.

After your use of the facility, you are expected to return each room used to its original configuration with tables/chairs left in the manner in which you found them. Each room has a configuration picture hanging near the light switch.

Please check to be sure that you have picked up and bagged any trash or debris. Please leave it in the appropriate trash can in your assigned room.

Turn off all electrical appliances. Turn off all lights in the area you have used unless the lights are automatic.

USE TIME

Buildings must be vacated no later than 10:00pm. The only exceptions to this policy shall be for situations where the Church has agreed in advance to extend time and an agreed departure time has been arranged. Such permission shall be considered for unique, one-time only circumstances and shall be in effect only for the specified date. The building is secured and the alarm system will be activated when the building is vacated.

NO SMOKING

Smoking is prohibited inside any of the buildings. Smoking is not encouraged along the walkways as no ashtrays or other provisions for smokers have been made. If you must smoke, please do so away from the premises.

ALCOHOLIC BEVERAGES

The use of alcoholic beverages is strictly prohibited on the premises.

CANDLES

Unlit candles may be used as decoration, but lighting them must be specifically approved and they must be used only in a worship service or ceremony.

OTHER DECORATIONS

Any plans for decorations that involve attaching anything in any manner to walls or furniture requires prior approval from the office administrator.

PARKING/HANDICAP ACCESSIBILITY

The Church has private parking, including handicapped spaces. Do not park at the school across the street while the school is in operation or otherwise being utilized.

You are responsible for the actions of your group. We deeply appreciate your responsible stewardship and your respect for this property as a House of Worship.

May the Lord Richly Bless Your Activities Here