



Orchard Park

PRESBYTERIAN CHURCH

Non-Members

CHURCH PROPERTY USE GUIDELINES AND APPLICATION

Prepared and recommended by the Building and Property Committee

Approved by Session – February 19, 2018

CHURCH PROPERTY USE GUIDELINES AND APPLICATION

For

ORCHARD PARK PRESBYTERIAN CHURCH

As part of serving and interacting with the community, the Buildings, Grounds and Property of Orchard Park Presbyterian Church (“OPPC”) may be available for use by various non-profit organizations or community groups. Use and charges are determined by the nature of the user group and its activities, and by the Church support personnel and tasks required.

The definition of a non-profit organization is a group organized for purposes other than generating profit, such as a specific religious, charitable or educational purpose, and in which no part of the organization’s income is distributed to its members, directors, or officers. Any profits raised by the organization must be recirculated back into the organization, so it is able to fulfill its mission.

Use for any purpose must be scheduled through the Facility Coordinator.

PROCEDURE

An “*APPLICATION TO USE ORCHARD PARK PRESBYTERIAN CHURCH*” must be completed and submitted to the Facility Coordinator for the Church’s determination of availability of use, responsibilities and services required of Church personnel, consideration of outside personnel and services, and fees or other charges. After consideration and if approved, an executed copy of the application will be issued to the responsible person designated by the user group.

General Rules (see below) have been created to foster fair, equitable and non-discriminatory practices, to coordinate with the general program of OPPC, to provide for maintenance, and to comply with OPPC’s insurance programs and legal requirements.

Use is to be confined strictly to the areas designated on the application and no furniture or equipment may be moved or used unless it is designated on the application or unless the OPPC general supervising staff member on duty gives permission. Likewise, no additions or changes are permitted without approval of OPPC, under the jurisdiction of the Facility Coordinator.

GENERAL RULES

1. Worship services and other Church activities and programs shall have priority in scheduling use of the church property.
2. At least one general supervising staff member, per 100 people, is to be present during all functions (Church and non-Church sponsored), unless waived by OPPC. A general supervising staff member may be the custodian, another Church employee, or an adult Church member designated by OPPC. There will be a fee associated at a rate of \$50 per hour per staff member.
3. If services of police, fire, parking, or other non-Church personnel are necessary (due to size or type of function), the applicant must make those arrangements. Terms must call for the provider

to bill the applicant directly (not through OPPC). A description of applicant's use of Non-Church personnel must be included in its application. The Facility Coordinator must approve such personnel.

4. The use of Church supervisory personnel (i.e., custodian, security, audio-visual technician, etc.) at any event or activity is the financial responsibility of the applicant. If such use is contemplated in advance, approval must be obtained from the Facility Coordinator. The applicant must pay for any required church personnel.
5. Any damage to OPPC is the responsibility of the applicant. The applicant shall pay OPPC any damages assessed by OPPC for the use or misuse of its property beyond the use contemplated in its application.
6. OPPC and/or its employees shall not be responsible for damage or loss of property on OPPC's premises sustained by applicant, a participant in a program, or anyone attending any program or event held on Church property. Applicants will be required to furnish a certificate of insurance in amounts to be designated by OPPC at the time of contracting for such use. The applicant shall indemnify and hold OPPC, its employees, and its general supervising staff members harmless from any claims arising from its use, as further set forth below. Applicant shall name OPPC as an additional insured under the policy. The failure to provide said certificate of insurance in an acceptable amount under these terms, in advance of use, will preclude applicant's use of OPPC's property.
7. OPPC and/or its employees or supervising staff member shall not be responsible for damage or loss of property on OPPC's premises sustained by applicant, a participant in a program, or anyone attending any program or event held on Church property. The applicant shall indemnify and hold OPPC harmless from any claims arising from its use. Such indemnity shall include attorney's fees and all costs or other expenses arising there from or incurred in connection with applicant's use.
8. For activities with youth, adequate supervision must be provided by having one (1) adult per ten (10) youth unless waived by OPPC. For children age five (5) and under, childcare arrangements must be made directly with OPPC.
9. Drinking alcoholic beverages, using controlled substances, possession of intoxicants, and gambling within or upon OPPC are specifically prohibited. Smoking is not permitted inside OPPC buildings.
10. Vehicles are restricted to existing driveways and parking lots. No parking areas and parking areas designated for staff must be observed.
11. The kitchen is not available to community groups without supervision of an OPPC general supervising staff member.

12. The Church building should be vacated no later than 10:00 p.m. so that the building may be secured. If the event will last longer, arrangements must be made with the Facility Coordinator prior to the event.
13. Signs, displays, materials, etc., may not be attached to or nailed to walls, woodwork, window glass, draperies, grounds or drives. Authorization for exceptions must be written in the application and granted by the Facility Coordinator.
14. For publicity purposes, any non-Church group using OPPC's property must communicate clearly that the sponsoring organization is using OPPC's facilities, but it is not an OPPC function. All printed material that uses OPPC's name must have a disclaimer that OPPC is not affiliated with organization.
15. The Church staff must authorize use of special equipment belonging to the Church (i.e., stage, lighting, scenery, projectors, PA systems and scoreboards). The individual on duty is to be contacted when the event is finished so that the equipment may be returned to storage.
16. Groups using outdoor facilities are responsible for keeping the grounds clean and free of trash, bottles, containers, and papers. Rubbish must be disposed of by removing it from the Church property. The Church trash dumpster can be used for small quantities of suitable materials.
17. At the completion of a specified event or program, all items of non-Church equipment that are not for general use in other programs are to be removed from the premises.
18. Applications which are approved for ongoing usage should be reviewed annually with the Facility Coordinator.
19. Approved applications may be canceled at the discretion of OPPC. Any flagrant disregard of the rules and regulations will result in immediate termination of use of OPPC's property.
20. OPPC's property may not be used for political rallies or citizens groups for personal causes. No sale of merchandise or other activities for fund-raising purposes will be permitted, except by permission by the Facility Coordinator.
21. Tables, chairs, and/or other furnishings that are used are to be returned to their original places. Restrooms are to be left clean. All floors should be cleaned immediately should there be any spill. Any tile floor should be wiped up of any liquids or foods. Carpeted floors should be blotted with water, soaked with paper towels, and dried with paper towels. The user is to notify the general supervising staff member of the spill.
22. Any group using the property shall designate an individual as "in charge" and he/she shall be expected to know and carry out these guidelines. Should the "in charge" person change, the new person must be reported to the Church office and he/she must carry out these responsibilities.

23. All expenses associated with your use of the facility, including but not limited to the cost of church personnel, will be due two weeks prior to the event. Any security deposits required are due at time of request prior to securing date on church calendar. Security deposit shall be returned after event upon completion of inspection of facility in use. All charges are subject to change anytime at the discretion of OPPC management.

FOR POLICIES REGARDING WEDDINGS IN THE CHURCH,
PLEASE SEE THE WEDDING BROCHURE.

ORCHARD PARK PRESBYTERIAN
1605 East 106th Street-Indianapolis, IN 46280
Telephone 317-844-1107 or Fax 317-844-1195
www.orchardpark.org

APPLICATION TO USE ORCHARD PARK PRESBYTERIAN CHURCH PROPERTY

Date of event: _____ Date Room needs to be set up: _____

Group Name: _____ Name of Event: _____

Time of Event: Start _____ End _____ Number of People attending: _____

Point of Contact (POC) for the event: _____ Member of OPPC: Yes _____ No _____

Facility Rooms: (Check all that apply to your event)

- | | | |
|-----------------------|---------------------------|----------------------------|
| _____ Music Room | _____ Sanctuary | _____ Gathering Area |
| _____ Parlor | _____ Lounge | _____ Weekday Nursery, 212 |
| _____ Rm. 115 | _____ N. Chapel | _____ Children’s Chapel |
| _____ Sr. High Lounge | _____ Jr. High Lounge | _____ Pavilion |
| _____ Small Kitchen | _____ Adult Education Ctr | _____ Main Kitchen |
| Other _____ | | |

***NOTE: If using the kitchen please read and observe the Kitchen Guidelines (KG) – Initial _____**

Equipment needed – Indicate number of:

- | | | |
|---------------------|------------------------------|-------------------------|
| _____ Long Tables | _____ round tables | _____ Chairs |
| _____ Card Tables | _____ Podium | _____ Microphone |
| _____ Screen | _____ Extension Cords | _____ Paper Goods** |
| _____ Small VCR/DVD | _____ Computer/LCD Projector | _____ Plastic Ware** |
| Other _____ | | ** Please specify below |

Further Instructions regarding set-up of the room you have requested (attach drawing if needed)

Requests must be made at least 30 days in advance

Room Rental Fee Schedule

Fees effective _____ by Session

Pavilion:

\$100/hour for non-members Deposit: \$1,000 (returned if check out list is in order)

Main Kitchen:

\$100/hour for non-members Deposit: \$500 (returned if check out list is in order)

Lounge:

\$100/hour for non-members Deposit: \$250 (returned if check out list is in order)

Classrooms:

\$50 flat rate per day for non-member

North Chapel:

\$100 flat rate per day for non-members

*Deposit must be made when date is put on church calendar.

**Rental fee must be paid 2 weeks before event.

***Sanctuary is not rented to a non-member.

****Certificate of insurance must be given for long term rental agreements.

Equipment Rental Fee Schedule

Stage:

\$75 per event

A/V Equipment to include projector and Laptop:

\$20 per event

Microphone with Podium or Stand

\$10 per event

Tables/Chairs:

Round table with 8 Chairs	\$10 each set
Rectangle (6' or 8') Tables only	\$ 5 per table
Card Table with 4 chairs each	\$3 per table
Chairs per 1-50	\$ 5 up to 50

Not for rent:

Tablecloths, Centerpieces, China, Flatware or Glassware

LIABILITY RELEASE FOR CHURCH BUILDING USE

I/We, the below named (individual organization), being desirous of using the Orchard Park Presbyterian Church ("OPPC") building and facility, do knowingly and without reservation hereby agree to defend, indemnify, and hold harmless OPPC, their employees, and agents, in connection with such use of OPPC's building and facility for any and all claims, actions, causes of action, judgments and liens arising from or related to the use, including claims allegedly arising from the maintenance or condition of OPPC's building or facility. Such indemnity shall include attorney's fees and all costs and other expenses arising there from or incurred in connection therewith. In addition, I/We, do knowingly and without reservation hereby release OPPC, and the employees and agents of OPPC from all negligence and/or any liability for death, physical injury, or loss of or damage to property in connection with the use of OPPC building and facility, whether due in whole or part to negligent acts or omissions of OPPC and its agents or employees.

We have read and fully understand the enclosed Use Guidelines for the Orchard Park Presbyterian Church and the Liability Release of Church Building Use above governing the use of these facilities. We agree to the strict observance of these rules and regulations, and to be responsible for any damage to church property caused by our use.

Signature _____ Printed Name _____ Date _____
Name of Organization _____

Address _____ City _____ Zip Code _____

Telephone (Day) _____ Telephone (Night) _____ E-Mail Address _____

The above request does not interfere with the education program of this church, and this request is hereby approved. The use of the necessary facilities for the above dates has also been scheduled.

Scheduled: _____

Orchard Park Presbyterian Church _____ Date _____

There is a \$ _____ fee, payable two weeks prior to the scheduled date or as indicated below.

There is a \$ _____ deposit, due immediately prior to securing date on the church calendar. Security deposit must be a separate check.

Make check(s) payable to **Orchard Park Presbyterian Church.**

Mail to: Orchard Park Presbyterian Church, 1605 East 106th Street, Indianapolis, IN 46280

Check Out List

_____ 5% of Security Deposit: Dispose of all papers, paper cups, napkins, etc. after your meeting or event is completed. All tables must be wiped down and chairs wiped if needed.

_____ 5% of Security Deposit: Pick up all trash on the floors in the restrooms used.

_____ 10% of Security Deposit: Place all trash bags in the dumpster located at the back of the parking lot.
Take out back door only!

_____ 5% of Security Deposit: Place chairs and tables back in their original position in the rooms that your group uses for meetings and gatherings.

_____ 25% of Security Deposit: Clean up all spills on the carpet or tile immediately by blotting with water-soaked paper towels. Please notify the host on duty of the spill.

_____ Turn off the lights in the room after your meeting is completed. Also, remember to turn out the lights in the restrooms if you're the last to leave.

Check out Damage Assessment

List of all damage:

No damage found: _____

- **Cost of all damage will the responsibility of the renter**

Signature of Event POC

Signature of Check Out Personnel

Date

Fee Transactions

****Please see the Rental Fee Schedule page above to determine the amount due****

POC Name: _____ POC Phone #: _____ Name
of Event: _____ Date of Event: _____

Total Amount Due:

Deposit: _____ (Due at time of request, returned after check out)

Personnel Fee: _____ (Due two weeks prior to event)

Room Rental Fee: _____ (Due two weeks prior to event)

Total Due: _____

Deposit Amount Collected: _____ Check #: _____ Date Collected: _____

Rental & Personnel Fee Collected: _____ Check #: _____ Date Collected: _____

Damage assessment cost: _____

Deposit Amount Returned: _____ Check #: _____ Date Returned: _____

Event Cancellation

If you should need to cancel your event, please contact the Facility Coordinator as soon as possible at 317-844-1107.

If cancellation is within 2 weeks of the event date, 100% of deposit will be returned.

If cancellation is within in 1 week of the event date, 50% of deposit will be returned.

If cancellation is less than 1 week of the event date, 25% of deposit will be returned.

Date Event was scheduled: _____ Date Event was cancelled: _____

Percentage of Deposit due to be returned: _____

Amount of Deposit returned: _____ Date Deposit was returned: _____

Signature of Event POC

Signature of OPPC Director of Building Operations Date