



Orchard Park
PRESBYTERIAN CHURCH

Non-Members (Donation Groups)

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. 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Vehicles are restricted to existing driveways and parking lots. No parking areas and parking areas designated for staff must be observed.
10. The kitchen is not available to community groups without supervision of an OPPC general supervising staff member.
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. Applications which are approved for ongoing usage should be reviewed annually with the Facility Coordinator.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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 or agreed upon payment schedual. 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

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
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Name of Organization _____

Address	City	Zip Code
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Telephone (Day)	Telephone (Night)	E-Mail Address
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