

POLICY & FACILITY USE AGREEMENT

1. In order to be granted a license to use Hillside property, you must agree to abide by the terms and conditions as provided in the Policy & Facility Use agreement. Indicate that you have read and understood this policy by writing your initials at the bottom of each page and by completing and signing the Facility Reservation form. All requests must be submitted no later than thirty (30) days in advance.
2. Any purpose for use of any portion of Hillside Chapel property must not be in conflict with Hillside's stated purpose. If it is found that you are in violation of our stated purpose your event will be cancelled or denied.
3. Any request for usage of the facility must be pre-approved by staff. You will be notified when your event has been approved.
4. Under normal circumstances Hillside Chapel ministry events will take priority over other events.
5. After your event has been approved by the staff it will be noted on the church master calendar. Any conflict, not otherwise resolvable, will be resolved on a "first come" basis.
6. Hillside Chapel provides no supervision or control over the facility when being used by your group. You are responsible for any property damage or bodily injury resulting from your use of Hillside Chapel facilities and you agree to indemnify Hillside Chapel, its officers, agents, and employees from any and all claims or damages in connection with the use of our facility by your group, and to hold Hillside blameless. Any problems, accidents, damage or broken equipment occurring out of any usage of the facility are to be reported immediately to the facility manager. Responsibility for damage repair/replacement will be determined by the staff and facility manager.
7. Hillside Chapel requires all contractors, service companies and outside groups using the church facilities to provide proof of general liability and workers' compensation insurance. The appropriate form should be attached to the reservation form, prior to any work or event occurring, naming Hillside Chapel as an additional insured.
8. Hillside Chapel does not have a food license. Any organization cooking and selling food on the premises is expected to secure a temporary food license from the Greene County Health Department and is responsible for any matters related to an inspection. Hillside Chapel assumes no responsibility for any matters related to food service.
9. When using the gym:
 - Dry mop the floor before and after each use – NOT an option.
 - Only gym shoes allowed on the floor. They should NOT be worn outside. Shoes with wheels in them are **FORBIDDEN!**
 - No food or drink allowed in the gym – NOT an option.
10. The facility is to be returned to a state of readiness for normal church operations **immediately** following your event. All decorations, props, food, etc. are to be removed, tables cleaned off, trash placed in containers (liners are provided).

INITIAL: _____

- If your event concludes Sunday morning, you are required to be out no later than 7:30 A.M.
 - If your event concludes Wednesday afternoon, you are required to be out no later than 4:00 P.M.
 - If your event is on Saturday you are required to be out no later than 8:00 P.M.
 - If your event starts on Sunday afternoon, no earlier than 1pm.
11. Usage of the facility space includes respecting the property, equipment and supplies. You are responsible to supply your own consumable office supplies, school supplies, paper products, food, craft supplies, etc. Church supplies are not to be used. Recreational and electronic equipment should not be used without prior permission.
 12. Rooms for childcare purposes must be cleared by the Director of Children's Ministries. Approval will be dependent upon volunteers who meet Hillside's children's/youth staff policy, a proper volunteer/child ratio (1/1-2 for 2 years and under, 1/5-6 for 2 years – kindergarten, and 1/10 for elementary children) proper supervision of staff, and training/adhering to proper cleaning of rooms after usage. The quantity of rooms and staff needed depends on the ages and quantity of children. Room usage will include 15 minutes prior and 15 minutes afterwards to allow for drop-off, pick-up, and proper clean-up. Requests for Hillside to provide childcare staffing/supervision will be dependent upon the availability of screened staff and required payment of such individuals.
 13. No possession or use of alcoholic beverages, illegal drugs, or weapons on the property.
 14. No smoking or tobacco products in the building in compliance with the laws in the State of Ohio.
 15. Parking is solely restricted to regular parking areas. Parking in the grass is prohibited. If you park in a handicap area and are not authorized, you are responsible for any fines you might incur.
 16. If the kitchen is used, it is to be cleaned and returned to its original condition. Janitorial clean up for the kitchen is not included in facility user fees.
 17. All decorations attached to the facility (walls, ceiling etc) must be approved by the Facility Manager. No red colored drinks (punch etc) will be allowed. Use of rice or bird seed or small confetti type decorations is prohibited.

FEES: Payable in advance to the Business Administrator.

\$75.00 per hour for the Life Center gym with a minimum of \$50.00 plus \$20/hr janitorial services.

\$50.00 per hour for the large gathering rooms and any janitorial services, if needed.

\$25.00 per hour for classrooms.

A deposit of \$150.00 is required one week after approval is granted. Any additional janitorial fees will be deducted from this fee.

Revised May 17, 2016

INITIAL: _____