

HERITAGE PRESBYTERIAN CHURCH
1400 East Second Street, Benicia, CA 94510
(707) 745-6650

FACILITIES USE AGREEMENT – SINGLE USE REQUEST

INTRODUCTION:

We are pleased to have the community use the facilities of this congregation. We want those who use our building to feel welcome! The church is a non-profit organization. We are not in the business of renting space, but we feel that we can render an important community service by making our space available to non-profit organizations. We also believe that you will enjoy using our facilities most if you are made aware of our expectations of all users. Only the Session of the church may grant approval of the use of facilities, so all requests must be made using this form and submitted far enough in advance to allow the Session to consider the request at its monthly meeting.

Please fill out this agreement. You will receive a copy for your files.

Name of your group:.

Contact person name

Phone:

Email:

Address :

Room(s) requested: Heritage Hall _____ Sanctuary _____

Maximum number of people:

DATE.

Start Time: End Time: Total Hours:

Total Hours EACH Visit (2 hr minimum): \$26.00 per hour x hours = Total Due.

AGREEMENT – INITIAL EACH PARAGRAPH TO NOTE AGREEMENT

We agree to reimburse Heritage Presbyterian Church as noted above to defray the cost of utilities and building maintenance, and to notify the church of cancellation at least 2 weeks in advance in order to have payment refunded in full. Payment is required in advance. **INITIAL** ____

We understand that the church assumes no liability for organizations and/or individuals who are using the church building and grounds. We agree to hold the church harmless from any and all claims, demands, lawsuits, or actions of any kind, damages, judgments, costs, and expenses which may be incurred or arise out of the use of the facilities. **INITIAL** ____

We understand for multiple use requests that church activities have **use-priority**, and agree to use alternative rooms assigned by the church, or to vacate premises entirely when church activities conflict with our requested date/time use. **INITIAL** ____

We understand that no fundraising, other than church-sponsored events approved by the Session, can be held on the premises. **INITIAL** ____

We understand that the facilities may not be used for events supporting a particular political party, affiliate, candidate or any campaign related activities. **INITIAL** ____

We understand there is no regular custodial service in the buildings, and therefore we will exercise care in protecting the building and furniture against damage or defacement. We will leave the room at least as clean as we found it. **INITIAL** ____

We understand that no food is allowed in the Sanctuary, other than elements of Communion. In addition, smoking and/or the use of alcohol or drugs is not permitted in any of the buildings or grounds. **INITIAL** ____

We understand that real candles may only be used in the Sanctuary, not in Heritage Hall or other rooms in the main building. **INITIAL** ____

We will do our own set-up of tables and chairs, and will return the space to the condition in which we found it. We will take note of how the chairs are arranged before moving them, and, when putting them back, particularly if using the Sanctuary where correct spacing and placement of the chairs and aisles is essential. (Sanctuary only: in order to have a curved arrangement, the chairs' back legs should not be locked.) **INITIAL** ____

We will turn off all lights and heat/air conditioning, conserve water use, and lock all doors after each use. **The buildings must be vacated by 10:30pm unless special permission is granted.** **INITIAL** ____

This is a contract and is not valid unless signed by the applicant, approved by the Session, and signed by a church officer. This contract, if approved, will be valid only for the date/time specified on page 1 of this contract. Keys must be returned upon termination of contract. **INITIAL** ____

Heritage Presbyterian Church has the right to terminate this contract if the conditions of these terms are violated. **INITIAL** ____

Signing below indicates acceptance of terms of this contract.

Official representative of group using facilities _____

Date _____

APPROVED BY SESSION _____ (date)

Signature of Session member _____