

USE OF CHURCH FACILITIES AND EQUIPMENT BY EXTERNAL NON-PROFIT OR NON-COMMERCIAL ORGANIZATIONS OR INDIVIDUALS

GENERAL POLICY

The Washington Alliance Church's first priorities are for worship, teaching, and church sponsored activities. The church recognizes its responsibility to assist other non-profit or non-commercial organizations whose goals are to benefit the community as a whole. Those organizations must follow reasonable rules set forth by Washington Alliance Church and accept a fair share of the church's cost for granting such use. Washington Alliance Church maintains the exclusive and complete right to deny use of the facility to any external group or individual. Use of the facilities will be granted based on availability and at the sole discretion of the Washington Alliance Church.

PRIORITIES

The Church Board approves the use of church facilities and equipment subject to availability and according to the following priority sequence:

Top level Priority is given to:

Any official Washington Alliance Church related activities such as services, meetings or activities

Second level priority is given to: Previously scheduled member activities such as weddings, funerals, anniversaries, showers, etc.

Third level priority is given to: Other previously scheduled external charitable or religious groups approved by the Pastor and/or the Church Board

Final level priority is given to: Other requests by certain non-profit or non-commercial request with special permission of the Church Board.

SCHEDULING

The Facilities Manager will be responsible for the master scheduling of all facility usage. Any scheduling conflicts will be applied to priority list above; any scheduling conflicts that still remain shall be resolved at the sole discretion of the Washington Alliance Church.

Scheduling will not be considered firm or final until **proper approval** (form should be returned immediately) has been granted and all **fees and deposits** have been paid (checks are held until after event). Forms and payment must be received **no later than 4 weeks** after form has been sent out.

Form mailed/emailed: _____ Received by: _____

All single use requests require approval by the Pastor and/or Board. Any requests for continuing use require approval of the Church Board.

Washington Alliance Church

246 Sanitarium Rd, Washington, Pa. 15301 724-705-0019

TERMS OF USE AGREEMENT

An Authorized Use Agreement (attached) is required before any use of the facilities by a an external group/individual, and the required deposit and usage fees must be paid when the agreement is signed.

The **Use Agreement** must be signed by one or more authorized contracting individuals who will be legally responsible to Washington Alliance Church for supervision of the use of facilities and responsible for any damage or misuse.

There must also be a Washington Alliance Church Member **Sponsor** in attendance throughout the schedule event. (Including setup & cleanup) There must be a minimum of one responsible adult supervisor present, at all times, for every ten minor participants or fraction thereof. Special approval is required for events that do not have a member sponsor. These events will be required to have a church coordinator present (see fee schedule).

The authorized contracting individual(s) will be required to **indemnify and to hold Washington Alliance Church harmless** from and against any damages, any claim or demand against Washington Alliance Church arising out of the use of church premises by any persons participating in or present because of the scheduled activity, regardless of negligence or wrong doing by Washington Alliance Church and agree to reimburse Washington Alliance Church all costs of defending any claims.

Authorized contracting individuals are to bring all of their own supplies: **plates, cups, plastic utensils, coffee, cream, sugar, plastic wraps, table clothes, dish towels & rags, etc...**

The church supplies and encourages the use of our cleaning products and cleaning equipment to maintain the cleanliness and proper care of the facility. Trash bags are supplied. Please follow all posted instructions.

All Continuing Use Agreements shall be reviewed on an annual basis. (Continuing Use is defined as situations when church facilities will be used on an on-going, regularly scheduled basis.) To facilitate record keeping, all arrangements shall begin on September 1st and end on August 31st of the following calendar year. They will be subject to renegotiation or termination prior to renewal. All Continuing Use agreements will be negotiated with the Trustees and approved by the Washington Alliance Church Board. Continuing Use agreements are subject to change at any time and at the discretion of the Washington Alliance Church.

Inappropriate behavior or use of the facilities as determined by and at the discretion of the Washington Alliance Church will be cause for immediate termination of any Use Agreement or Continuing Use Agreement. Any offending groups/individual(s) will be asked to terminate their event and will be asked to leave the facilities immediately.

Washington Christian & Missionary Alliance Church reserves the right to cancel any future scheduled use without cause.

The contracting individual will be responsible to assure compliance with the **rules as contained in the agreement**, any **rules posted** on the premises and instructions given by the Member Sponsor or Coordinator.

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RULES:

1. Authorized Contracting individuals are to closely supervise all activities on the premises and protect the property of the Washington Alliance Church.
2. The sanctuary platform/stage area will be considered off limits during dinners or sport events. Gym curtain should be lowered and portable wall in place to protect platform and equipment.
3. Outdoor activities – please protect the landscaping by staying out of the mulch and plantings. Use the sidewalks, pavilion and grass areas for outdoor activities.
4. There must be a minimum of one responsible adult supervisor present at all times for every ten minor participants or fraction thereof.
5. The using individual or organization is required to obtain any necessary insurance.
6. Pantry supplies and linens are reserved for Washington Alliance church ministry use only
7. A Trustee must review the proper use, cleanup & setup procedures with the Washington Alliance church member/sponsor prior to the event.
8. All users of the kitchen, including church staff, members, and outside groups, are required to strictly observe posted rules.
9. Nothing is to be taped, stapled or tacked to the walls.
10. No Church equipment can be removed from church premises for any reason.
11. Do not move any equipment, instruments, platforms or furniture on the stage.
12. Media/Sound System –Can only be used by a member of the Washington Alliance church media/sound team. **PLEASE NOTE:** On occasion we may have a problem with our WiFi service not working. Contracting individuals need to be prepared with a backup plan if this happens.
13. No commercial activity shall be conducted on the premises.
14. No alcoholic beverages may be served, consumed or brought onto the church property.
15. Washington Alliance Church is a smoke-free and tobacco free facility
16. There is to be no gambling, games of chance or auctions on Washington Alliance Church property.
17. Fundraising should be in compliance with the Washington Alliance Church Philosophy and Principles.
18. Dancing and/or music that is disrespectful or offensive to God, others or self is prohibited. There shall be no dancing or music that is sexually suggestive, takes God's name in vain, includes swearing or is otherwise considered foul and immoral.
19. Cleanup **CHECKLIST** (attached) must be completed before vacating. The facility is expected to be left in good condition. All doors must be locked and lights turned off before leaving.

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FACILITY USE FEE SCHEDULE FOR EXTERNAL GROUPS

All fees are to be paid in advance. Checks are held till after the event.

See wedding brochure for all wedding fees.

1. Sanctuary use (101 to 350 people)

Non Food Event: \$600.00

Serving Food: \$1,000.00 (includes use of kitchen)

Sanctuary use (up to 100 people)

Non Food Event: \$200.00

Serving Food: \$400.00 (includes use of kitchen)

2. Fireside Room (up to 60 people)

Shower, party, etc. \$150.00 (includes use of kitchen)

3. Classroom Use

(per room) \$ 50.00

4. Pavilion Use (up to 250 people) includes use of kitchen and indoor restrooms.

\$ 400.00

*Items 1-4 are discounted 75% for members & adherents of the Washington Alliance Church (Washington Alliance Church reserves the right to adjust fees for special circumstances)

5. Custodial Fee

\$80.00 /Day

6. Garbage Removal

\$100.00

7. Church Coordinator Fee

\$15 per hour (See wedding brochure for wedding coordinator fee breakdown) this includes all communication (emails, phone calls, texts, etc.) and all coordination before, during, and after the event.

8. Media/Sound Person Fee

\$100 up to 4 hours and then \$25 each additional hour

9. Chair Team Set-up and Teardown (excludes member/adherent funerals)

\$100 minimum with additional \$25 per man needed (or per room needing special set-up)

10. Security deposit

\$100.00 (required) for use of Sanctuary, Fireside Room or Pavilion. Security deposit will be forfeited to cover any expense incurred for cleaning or damage which goes beyond normal custodial fees. Any deductions will be itemized and refund made within approximately two weeks after use.

DAMAGES- Authorized Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.

PLEASE NOTE: Snow Plowing Fees – In the winter months, snow plowing fees will apply. Please speak to the church office for details.

Fees Breakdown:

#10 - \$100 Security Deposit

On separate check – to be returned after event if no damage

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INDEMNIFY/HOLD HARMLESS CLAUSE:

“ _____ on behalf of themselves, their agents, servants, employees,
Organizational Authorized Representative
affiliated entities and persons, successors and assigns, do hereby and for their assigns, agents, principals,
representatives, subrogees and subrogors, forever, fully and unconditionally release, indemnify, remise, acquit
and discharge the Washington Alliance Church and its successors, assigns, agents, principals, representatives,
members, subrogees, subrogors, and affiliated entities and persons of and from any and all claims, suits,
actions, causes of action, demands, rights, judgments and debts for injury, loss, damages and or other relief of
whatsoever kind or nature, whether liquidated or unliquidated, matured or unmatured, known or unknown,
suspected or unsuspected, which

_____ now or which may hereafter accrue against the Washington Alliance
Organizational Authorized Representative
Church, on account of or in any way growing out of any and all known and unknown, foreseen and
unforeseen claims, injuries, losses and damages, and the consequences thereof, resulting or to result from any
transactions or activities between the Parties or in any way connected to the use of the facilities of the
Washington Alliance Church.”

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AUTHORIZED FACILITY USE AGREEMENT

Name(s) of Contracting Individual(s) _____

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone(s) _____ Email(s) _____

Member Sponsor/Coordinator (required) _____

Member Sponsor Phone _____ Email _____

Number of People attending event _____ Number of Adult Supervisors _____

What rooms or areas of the church that will be used?

_____ Sanctuary _____ Fireside Room _____ Kitchen

_____ Pavilion _____ Class Rooms- which ones: _____

Description of Event / Activities _____

Date(s) and Time(s) of use: _____

(Include set up date and time) _____

I (we) have read and understand the general policy, terms of agreement & rules as listed.

Authorized Contracting Individual(s)' signature(s) :

_____ Date _____

_____ Date _____

Sponsor/Coordinator signature _____ Date _____

Admin. Assistant _____ Date _____

(event has been scheduled and cleared on the calendar and all fees paid)

Trustee Signature _____ Date _____

(reviewed all procedures for proper use and care of the facility)

Board/ Pastor Signature: _____ Date _____

(required approvals have been made)

Initial _____

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Facility Use Checklist

Prior to the event:

- ✓ Schedule your event with the administrative assistant. Fill out a facility usage form, return asap and pay all applicable fees. Checks will be held until after the event. *NOTATION:* Scheduling will not be considered firm or final until **proper approval** has been granted and all **fees and deposits** have been paid. See additional details on page one under “Scheduling”.

At conclusion of event:

- ✓ Return all tables and chairs to their original configuration.
- ✓ Wipe down all tables and chairs as needed.
- ✓ If you use church utensils, bowls, coffeepots, etc. please wash, dry and place items where they were found.
- ✓ Bathroom toilets must be cleaned and flushed and counters wiped dry.
- ✓ Clean and vacuum all areas following use.
- ✓ If there are finger and hand prints on the windows or doors in the entryway, please clean them with the glass cleaner located in the janitor’s closet.
- ✓ A couple of used dish towels maybe left for the linen ministry to care for. If you use more than a few, please launder and return as soon as possible.
- ✓ Do not leave leftover food and drinks behind. Give away, take home or throw away.
- ✓ Do not leave open bags of chips, etc. in the pantry. This encourages unwanted guests.
- ✓ Collect and bag all trash and place inside the dumpster at the far end of the parking lot. If you fill the dumpster, do not put bags outside. Instead, please take them with you for disposal unless you have paid for a garbage pickup.
- ✓ Turn off breakers to coffee makers, if applicable.
- ✓ Make sure all lights are turned off, all doors are locked and building is secured before leaving.
- ✓ Any shortages or maintenance issues discovered while using the facility should be reported to the church office as soon as possible. Fill out a trustee work request if applicable.

This checklist has been established to ensure that we remain good stewards of what God has blessed us with. Thank you for your careful adherence to this checklist.

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