

FIRST PRESBYTERIAN CHURCH

1169 Clark Street
Covington, GA 30014

FACILITIES USE AGREEMENT FORM

Name of person making reservation: _____

Address: _____

Telephone number: (H): _____ (W): _____

(C): _____ Email address: _____

Name of group requesting use of facility, if applicable _____

Non-profit organization Yes____ No____ For-profit Organization Yes____ No____

Does your organization have general liability insurance with limits of liability equaling 1 million dollars?
Yes____ No____ (Proof of Liability insurance is required for For-profit organizations/groups.)

Explain:

Date of requested use: _____

Time of requested Use: from Start _____ to Finish _____

Approximate number of people_____

Room(s) requested for use: _____

(check all that apply)

Fellowship Hall _____ Sanctuary_____ Kitchen_____ Classroom(s) _____ (how many)_____

Playground_____ Garden_____

Fees*:

Non-Profit one-time use \$0

Non-Profit month fee - suggested donation \$50 _____

For-Profit one-time minimum fee \$25 _____

For-Profit monthly fee - negotiated & approved by session _____

Fee for Sanctuary – minimum \$100 _____

Fee for Fellowship Hall – minimum \$100 _____

For-Profit – non-refundable reservation deposit \$50 _____

Please make checks payable to First Presbyterian Church. The balance due should be paid directly to the Church Administrator four weeks prior to the event date.

* Fees may be waived by the Session when the facility is being used by a church member or charitable organization.

Email or Fax the form to: admin@fpccov.org FAX: 770-786-6596

I have read and will abide by the terms of First Presbyterian Church's Facilities Use Policy and this Agreement:

Applicant's Signature

Date

Clerk of Session or Pastor's Signature

Date of Approval

***This contract is not final or official until signed by the Clerk of Session or Pastor of First Presbyterian Church. Date WILL NOT be entered on the church calendar until this form is on record in the Church office. The Church Session, which meets monthly, must approve all facility use. Activities will NOT be contrary to the mission, purpose or belief of the owner, which is a biblically based religious institution. Any use of musical or sound equipment is subject to approval.**

FACILITIES USE POLICY

All persons/groups must check with the church office to see if the date you wish to hold your activity is clear on the master calendar. Then you must fill out a Facilities Request form and turn it in to the church office. The Facilities Team will then take the request under consideration.

1. It will be the User's responsibility to obtain from the Church Office keys for access to the facilities and return keys to the Church Office after the event. One week in advance of the event, the User should contact the Church Office to confirm plans and to arrange for key pickup and the setting of the thermostat for heating and cooling. Neither the User nor participants in the scheduled event shall alter the settings of thermostats in Church facilities.
2. Except for folding tables and chairs, no furniture will be moved without permission of the Church's Facilities and Equipment Committee or a member of the Church Office Staff. Any folding tables and chairs moved for the event shall be returned after the event to the places they were found. All exterior doors must be locked and lights turned off after each use.
3. The User shall take appropriate measures to insure that only the reserved areas are used by the participants in its program(s).
4. There will be absolutely no smoking in the Church facilities nor alcoholic beverages or controlled substances brought onto the premises.
5. The Church reserves the right to terminate any multiple use agreement with or without cause and for any reason or no reason if the Church in its sole judgment is not satisfied with the User's use of the facilities.
6. The User hereby agrees to indemnify and hold harmless the Church and all of its employees, members and staff of and from any and all liability and loss which the within use gives rise to for any reason whatsoever other than from the gross negligence of the Church, its members, employees and staff. The User shall immediately repair all damage to Church property arising out of its use of the Church's facilities.
7. Organizational ushers, just carry liability insurance with a minimum liability per Occurrence, limit of \$1,000,000. The user will provide a certificate of insurance to the church at least seven (7) days prior to the date upon which the user begins to use the premises. The certificate of insurance will indicate the church as "an additional insured" on the user's policy.
8. User shall immediately repair all damage to church property arising out of its use of the church's facilities.
9. For groups already in use of our facilities as of April 2021, their original contract is still valid. They may request moving locations within the church and/or change dates and times with approval from the church administrator.

Please see our Covid-19 Building Usage Form for Additional Information at this time.

Building Usage Covenant

Name of Group: _____

Contact Person: _____

Email: _____

Contact Number: _____

Group Description: _____

Number of participants: _____

Meeting Date: _____

Time: _____ Recurring: _____

We agree to:

- Submit Covenant form to Administrator
- Notify Administrator of cancellations
- Unlock/lock building
- Please return space to how you found it
- Stay in designated area, use nearest rest rooms
- Record all participants' names and phone numbers on day of each event
- Report Covid-19 cases to Administrator
- Appropriate social distancing

Signed by Contact Person for Group: _____

Printed Name of Contact Person _____

Date: _____

Church Administrator: Peni Kehoe, 770-786-7321, admin@fpccov.org

Pastor: Rev. Neeley Rentz Lane, neeley@fpccov.org