

Yachats Community Presbyterian Church Request for Use of Church Facilities

It is the mission of the Yachats Community Presbyterian Church, (YCPC), to be an integral and vital part of the community. Therefore, members, non-members, and groups may request the use of the church facilities when the type of usage is appropriate for the mission of the church. Yachats has many other venues and it is not the desire or the intent of the church to be in competition with these other facilities.

All requests must be approved by session and scheduled on the church calendar by the administrative secretary. Church facilities are intended primarily for the life and mission of the church and first priority for use shall be given to all official activities of the congregation. Priority is then extended to activities of members and regular supporters of the congregation such as social gatherings primarily attended by members of the congregation, weddings, anniversaries, etc. and then to community, educational, or social activities that are compatible with the mission of the church. Arrangements for **funerals and memorials** will be made through the pastor and administrative assistant and will not require the use of this form.

The Yachats Community Presbyterian Church's insurance carrier requires that a Certificate of Liability Insurance is provided whenever church facilities or grounds are rented, used, or leased by outside groups, agencies, or individuals. This certificate should name the Yachats Community Presbyterian Church as an Additional Insured. A minimum liability limit of \$500,000 (\$1,000,000 is preferable) is required. This certificate can be provided by an individual homeowner's or rental policy, or by a General Liability policy. It is to be on file in the office 2 weeks prior to the event, to prevent cancellation of the event. Should said insurance not be available, the Yachats Community Presbyterian Church session is the only authority able to waive the Certificate of Insurance requirement.

For activities outside the normal church working hours, arrangements for access and closing the church will need to be arranged with a person who has a key and knowledge of the security system. Therefore an appropriate person, who will be present on the church premises (unless session/pastor grants permission for that person to withdraw during the event), will be assigned to be a resource to you and to provide for church access.

Organization requesting facility use: _____

Address _____

Contact Person _____ Phone _____

Date(s) requested _____ Time _____

Type of function _____ No. of expected participants _____ Will food be served? _____

Applicant agrees to submit Certificate of Liability Insurance to the office 14 days prior to date of event. _____

Insurance Company supplying Certificate _____

Areas of use requested: Fellowship Hall _____ Kitchen _____ Sanctuary _____ McGuire Room _____ Other _____

Furnishings requested: Coffee pots _____ Oven _____ Dishwasher _____ Dishes _____ Sound Equipment _____ Organ _____

Piano _____ Television/VCR _____ Movie Screen _____

I (we) have read the above statements and the enclosed Use of Church Facilities Policy and agree to abide by the conditions and policies which have been established by the Session of the Yachats Community Presbyterian Church and agree, on behalf of myself or the organization I represent, to reimburse the Yachats Community Presbyterian Church the cost of replacement or repair of any damage caused as a result of our use of the facilities.

Signature _____ Representing _____ Date _____

Yachats Community Presbyterian Church
Use of the Church Facilities Policy
(Revised and Adopted on May 17, 2006)

- No use of any smoking material, alcoholic beverages or illegal drugs is allowed on the church premises.
- Food and beverages may not be taken into the sanctuary.
- The set-up of chairs and tables are the responsibility of the group using the facilities and they must be returned to their original configuration.
- The sanctuary is a place of worship. Any change to the configuration of the sanctuary furnishings must be approved by the worship and music committee and session and shall be under the supervision of the buildings and grounds committee through the contact person.
- Use of the church kitchen appliances and supplies require prior approval.
- Use of the sanctuary piano/organ requires prior approval. (See specific policy)
- Use of any sound equipment must be approved by the sound engineer.
- Temperature regulation adjustments are the responsibility of the contact person. Settings are not to be adjusted.
- Those using the kitchen must observe all posted rules which are on the bulletin board over the sink. The kitchen must be left clean. Pots and pans must be washed, dried, and put away. Take care to turn off all burners, the ovens, and the fans. The directions for cleaning the grill must be followed. They are posted to the right of the grill hood. All dishes, cups, and silverware must go through the dishwasher, allowed to dry, and be returned to the storage areas. By law, dishes, cups, glasses, and silverware, which were set out but not used, cannot be returned to their shelf area without being washed. Coffee urns must be emptied, rinsed, dried, and returned to their storage area. Counters and sinks are to be left clean and dry. Floors are to be swept/vacuumed. All garbage must be bagged and placed in the dumpster outside the Northeast door. Towels and tablecloths are to be gathered for washing. (If these items were used by a church member, they should be taken home, laundered, and returned.)
- The use of open flames in the fellowship hall is discouraged.
- Items are not to be attached to the walls or doors without permission from buildings and grounds or the administrative assistant.

Please retain this copy for your use.*