

THOMAS PRESBYTERIAN CHURCH
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FACILITY USE POLICIES

Thomas Presbyterian Church (TPC) is first and foremost a place where spiritual growth is encouraged through study, worship and other activities. TPC is blessed to have beautiful facilities designed for worship, education, fellowship and mission.

Use of TPC facilities for family celebrations, meetings and special events is welcome. Members, local non-profits and service organizations are invited to use the facilities.

Two types of usage may be requested: 1) a one-time event 2) a recurring event

Availability of our facilities is subject to the church calendar and the availability of support staff. Normally, Thomas Presbyterian Church facilities may not be scheduled beyond 3 months from the date of the application unless an exception is granted.

All requests for the use of TPC facilities must be directed to the Thomas Presbyterian Church Business Manager. After the application has been acted upon, a copy will be returned to the person designated on the application. In the event the application is denied, the applicant's deposit will be returned.

New Non-Member/Non-Affiliated groups applying to use TPC facilities need to have their request approved by Session. This may require up to 30 days after the application is submitted.

Non-Affiliated organizations that carry insurance are required to forward a copy of their certificate of insurance with their application. If the organization continues to operate on a regular basis, the insurance certificate needs to be updated yearly, based on the date the organization first applied.

All requests for fund-raising activities MUST be approved by the Session of Thomas Presbyterian Church, even if the event is being held by a TPC group. The approval of fund-raising requests will be determined on the following:

- Does the activity show a concern for others and bring glory and honor to God
- Items or services being sold must be consistent with TPC's mission and values and proceeds directed to an appropriate beneficiary
- Fundraiser provides opportunities for fellowship for those conducting the fundraiser and the participants

It is not to be assumed that a fundraiser previously approved can be held again without Session approval (for example, a bake sale to support the church library which would be held annually)

The Facilities Application and all the information submitted with it will become part of the agreement between the person/organization making the request and Thomas Presbyterian Church.

FACILITY USE POLICIES – Continued

Use of Thomas Presbyterian Church (TPC) facilities are subject to the following terms and conditions.

REQUIREMENTS:

1. The person requesting the use of the facility must be 21 years of age and on-site during the event including set-up and tear-down
2. The APPLICATION FOR USE of the facility is part of the agreement between the user and Thomas Presbyterian Church and be available during the event
3. Groups may not exceed the maximum occupancy of the facility requested (see application for specifics)
4. Arrangements to pick up or return keys should be made with the Thomas Presbyterian Church Business Manager – keys must be returned within 24 hours of the event
5. NO games of chance, political events, or for-profit events
6. NO alcoholic beverages, smoking, or any illegal activities are allowed anywhere on church property
7. NO animals are permitted inside the facility except for trained service animals
8. NO skateboarding, rollerblading, or use of hockey sticks inside the facilities
9. Do not drag tables or chairs across the floor or mark it in any way
10. Classrooms are not to be used for childcare or play without prior approval
11. Children are always to be under adult supervision
12. NO roaming or loitering in other areas of the facility during the event
13. All decorations must be temporary and need to be approved by the Business Manager
14. Thermostats are not to be adjusted. If it becomes necessary to adjust any thermostats, notify the Business Manager who will arrange to have them adjusted
15. The person responsible for using the facility is responsible for:
 - a. Contacting the Business Manager to arrange times for set-up and tear-down
The facility may not be left unattended during set-up or tear-down
 - b. Being on-site for any deliveries made to the church for the event including caterers and florists
 - c. Removing decorations, cleaning tables, and removing trash
 - d. Cleaning up food and beverage spills immediately
 - e. Closing windows, doors, turning out lights and locking outside doors
16. Request for the use of the Christian Life Center (CLC) kitchen must be made at the time of the original request for facility use and requires appropriate instruction prior to use
 - a. Arrangements for instruction on how to use the CLC kitchen equipment should be arranged with the TPC Business Manager
 - b. A \$50 fee in addition to the facility use fee will be charged for use of the kitchen
 - c. User is responsible for breakage of kitchen all equipment including dishes, etc. and will be billed for any breakages
 - d. The facility must be clean and left in the condition in which it was found. Failure to do so will result in forfeiture of the deposit

The Church staff has the authority to expel and individual or group abusing the privileges granted by the Church.

FACILITY USE FEES**CHRISTIAN LIFE CENTER (CLC) Seating Capacity up to 425; 200 chairs available; kitchen available****NON-MEMBER/NON-AFFILIATED GROUPS:**

\$150.00 – ½ day (0-5 hours) – NO kitchen use included

\$250.00 – Full day (5+ hours) – NO kitchen use included

\$50.00 – Additional Fee for use of the kitchen

SECURITY DEPOSIT REQUIRED: \$300 with use of kitchen
\$250 without use of kitchen

REGULAR RECURRING USE (Weekly or Monthly usage):

0-1 HOUR \$20.00 per week 1-4 HOURS \$25.00 per week

4-8 HOURS \$50.00 per week 8-12 HOURS \$75.00 per week

MEMBERS OF THOMAS PRESBYTERIAN CHURCH (TPC):

\$150.00 – ½ or Full Day
No Security Deposit required; kitchen use allowed with instruction

FELLOWSHIP HALL (FH) Capacity 30; no kitchen; limited space**NON-MEMBER/NON-AFFILIATED GROUPS:**

\$65.00 – Full day – NO kitchen and LIMITED space

SECURITY DEPOSIT REQUIRED: \$100

REGULAR RECURRING USE (Weekly or Monthly usage):

1 – 5 HOURS \$15.00 per week 5+ HOURS \$30.00 per week

MEMBERS OF THOMAS PRESBYTERIAN CHURCH (TPC):

NO FEE

FACILITY USE FEES – Continued

SANCTUARY BUILDING (EDUCATIONAL ROOM 7):

NON-MEMBER/NON-AFFILIATED GROUPS:

\$10.00 per week

MEMBERS OF THOMAS PRESBYTERIAN CHURCH (TPC):

NO FEE

SANCTUARY: Seating Capacity 150 in pews; 200 with chairs in aisles and choir loft

NON-MEMBER/NON-AFFILIATED GROUPS:

\$250.00 fee for Sanctuary use

Consult with Pastor for schedule of additional Wedding Fees and Costs

MEMBERS OF THOMAS PRESBYTERIAN CHURCH (TPC):

NO FEE

Consult with Pastor for schedule of additional Wedding Fees and Costs

THERE IS NO CHARGE FOR THE FOLLOWING:

1. Use of facilities for Mission activities and by groups that are approved Affiliates
2. Session recognizes the following affiliates:
 - a. Washington Presbytery and any of its churches
 - b. Boy Scouts and Cub Scouts Troop 1300
 - c. Friends of Haiti
 - d. Family Promise
 - e. Food and Friends
 - f. Thomas Youth League
 - g. Unicycle Club
3. Use of the CLC for Bereavement Lunches
 - a. When TPC Pastor conducts a Funeral Service
 - b. When a member of TPC requests the use

FACILITY USE FEES – Continued

PAYMENT:

1. All payments and security deposits are to be forwarded to Thomas Presbyterian Church **30 days prior to the event.** Failure to do so will result in forfeiture of the scheduled space.
2. Checks should be made payable to *“Thomas Presbyterian Church”*
3. One half of the fee is due with the application. The balance shall be paid in full 30 days prior to the event.
4. If balance is not paid 30 days prior to the event, the deposit and the scheduled date shall be forfeited.
5. There is a \$35.00 fee for all returned checks
6. Thomas Presbyterian Church will return the deposit less any damage charges.
7. If damage charges are in excess of the deposit, the costs will be charged to the person signing the agreement.

FACILITY USE APPLICATION

This agreement is made today _____ (date) between Thomas Presbyterian Church
and _____ Name/Organization Name

Member of Thomas Presbyterian Church? Yes No

Request use of: Christian Life Center Fellowship Hall Sanctuary
 Room 7 Other Please specify _____

Requesting: One Time Use Recurring Use Day of the week: _____

Date Requested: _____ Time: from _____ to _____

Event Description: _____ Number Attending _____

Request use of CLC Kitchen Caterer: Yes No

If yes, name of caterer: _____ Phone: _____

- Request use of Basic Preset sound system with microphone only in the CLC
- Custom use of the sound system in the CLC requires instruction and additional fee

LIABILITY AND INDEMNITY

1. User agrees to defend, indemnity and hold harmless Thomas Presbyterian Church, its officers and employees from and against any and all claims, suits, demands, losses, defense costs, liability or damages whatsoever caused to any person or the property of any person occurring during the term of this agreement and resulting from the use or occupations of the premises or grounds, including any sidewalks and parking areas.
2. Further User agrees to defend, indemnity and hold harmless Thomas Presbyterian Church, its officers and employees from and against any and all claims or suit for loss, liability or damages of whatever nature arising from any accident, injury or damage occurring on the premises or grounds where such accident, damage or injury results. User will e held solely liable for any accident, loss or damage. The User shall indemnify Thomas Presbyterian Church, its officers and employees for all expenses including reasonable attorney fees, incurred in defending such claims.
3. User shall indemnify and hold harmless Thomas Presbyterian Church from and against all claims for loss, liability or damages of claims to have resulted from an act or omission on the part of the User, User’s contractors, licensees, agents, invitees, visitors, servants or employees.
4. Any questions or disagreement concerning any matter not written or described clearly herein will be decided entirely at the discretion of Thomas Presbyterian Church.

The person signing this document states that he/she has read and understands the information provided and agrees that he/she will be considered by Thomas Presbyterian Church to be the responsible party who will be present at the event and will ensure that the event is conducted in a manner that upholds the Church’s purpose.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year written below.

USER:

By _____ Date: _____
Signature of responsible person

Print Name: _____

CHURCH:

By _____ Date: _____
Representative of the Church

Print Name: _____

Approved by Session: [] Yes [] No Date: _____