

# **Attica-Williamsport EPC Policy for Use of Church Property**

Weddings, Receptions, Parties, Classes, etc.

- I. The Church is a holy place— a house of worship and a house of prayer. Any proposed use must be consistent with Biblical requirements as taught by reformed theology and our Statement of Faith, which is incorporated here by reference.**
- II. Any special use of the building requires Session approval in advance**
  - A. Requests for use of the property must be made early enough that Session can act at their stated monthly meeting the third Thursday of each month.
  - B. In extraordinary circumstances, Session may call a special meeting to consider a permission request.
  - C. When permission is either granted or denied, the action will be documented in the meeting minutes, and the clerk will notify the requestor.
- III. Scheduling of special events must be regulated to avoid conflicts**
  - A. The clerk shall maintain a calendar of scheduled events
  - B. No event may be scheduled that might conflict with any previously approved event
- IV. Use Guidelines and Restrictions**
  - A. For all non-church sponsored events, requestor must provide proof of liability insurance of at not less than \$100,000 at least five days prior to the event
  - B. Groups are restricted to the areas of the premises requested and approved
  - C. Furnishings in the area approved for use are available as needed
  - D. Items moved or rearranged must be returned to their original locations
  - E. Beverage alcohol and tobacco in any form are prohibited on church property
  - F. Food and beverages are not permitted in the sanctuary
  - G. Violent behavior, foul or abusive language, and drug or alcohol abuse, are strictly prohibited everywhere on church premises. Persons exhibiting such behaviors will be removed from the premises, by law enforcement if necessary.
  - H. If use of the grand piano or the pipe organ is requested, the musician shall meet with the clerk or his appointed representative for orientation prior to using the instrument for practice or performance
- V. Session may collect fees for use of church facilities**
  - A. Active members of the congregation are not charged a usage fee
  - B. For use of the Sanctuary, main floor, and Fellowship Hall, the fee is \$300.00 per day
  - C. For use of the Sanctuary and main floor only, the fee is \$200.00 per day
  - D. For use of the Fellowship Hall only, the fee is \$200.00 per day
  - E. Use of either area includes incidental use of the front, side, and back yards
  - F. Damage to the grounds, building, or building contents, is the responsibility of the requestor, and shall be paid as actual cost of restoration
  - G. If the premises are not left clean and orderly, a fee of \$250.00 per area used may be billed to the requestor for professional cleaning services. For cleaning purposes, the yard may constitute a third area for cleaning services.

**VI. To the fullest extent permitted by law, the requestor agrees to defend (including attorney's fees), pay on behalf of, indemnify, and hold harmless the Attica-Williamsport Evangelical Presbyterian Church (AW-EPC), its elected and appointed officials, employees and volunteers, and others working on behalf of the AW-EPC against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the AW-EPC, its elected and appointed officials, employees, volunteers or others working on behalf of the AW-EPC, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract."**

**VII. On approval of a use request, the requestor is the responsible party for the event, and any fees and costs incurred**

A. Requested use: \_\_\_\_\_

B. Date of Event: \_\_\_\_\_

C. Requested Use includes use of the pipe organ and/or the grand piano in the sanctuary  Yes  No (strike out what does not apply)

D. Name of organization requesting use \_\_\_\_\_

E. Requestor or principal of organization: \_\_\_\_\_  
Printed Name

I agree to the terms above.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**VIII. This contract is not valid and binding until approved by Session, and signed by the Clerk**

Approved: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mark Mason  
Clerk of Session