



Application and Contract for Use of Facilities

Valley Presbyterian Church

GENERAL

17560 Chillicothe Road, Chagrin Falls, OH 44023

Phone: 440-543-1071 Fax: 440-543-4047

Email: valleypc@netlink.net Web: www.valleypresbychurch.org

Please complete all areas and return to the Church Office Manager

Name of Organization _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Contact Person _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

E-mail _____ **Web-site** _____

Date of Use _____ **Begin Time** _____ **End Time** _____

Recurring Event? (list recurring day/s) _____

Purpose of Event? _____

Number of people expected? _____ **Open to the public?** _____ Yes _____ No

Is there an admission charge? _____ Yes _____ No **If yes, how much?** _____

	Wedding	Wedding	
	(Non-member)	(Member)	Total Fee
____ Sanctuary	\$300	\$150	_____
____ Organist	\$250	\$150	_____
____ Pastor	\$250	\$0	_____
	Funeral	Funeral	
	(Non-member)	(Member)	
____ Sanctuary & Pastor	\$600	\$0	_____
____ Organist	\$150	\$100	_____
	Fellowship Hall	Fellowship Hall	
	(Non-member)	(Member)	
____ up to 25 people	\$50	\$30	_____
____ 26-50 people	\$100	\$60	_____
____ 51-100 people	\$150	\$90	_____
____ 101-150 people	\$200	\$120	_____
____ 151-200 people	\$250	\$150	_____
		Total Fee Due:	_____
	Deposit Received: _____	Balance:	_____

For one-time events, half of total due is required in order to reserve the date and space. Remaining payment is due immediately following event. Refunds will be made with two-week notice of cancellation. For recurring events, payment is due at the end of the first month of use.

Signature of application indicates acceptance of the church building use procedures and rules on back.

Applicant _____ **Date** _____

Church Office Manager _____ **Date** _____

The following rules regarding use of space, food, beverage, and clean-up apply to groups renting the church in addition to all church committees and church functions. A group may use only the space assigned and specified in the rental agreement. Use of the building is only for the specific hours in the rental agreement. The building will be open 30 minutes in advance of the scheduled event unless other arrangements have been made in advance.

RESTRICTIONS

The Session of the church will not allow the serving of any kind of alcoholic beverages in the church buildings or on church property. Smoking is allowed only in outside designated areas.

SUPERVISION

When the church facilities are to be used for group meetings of youth and/or children (under age 21), at least two (2) supervising adults must be present at all times. If group involves male & female youth, there must be male & female adult supervisors. These supervisors will be responsible for the proper conduct of the group, to prevent damages to any church property, or injuries to the youth. Two (2) adults will be required for a group of 12 (or less) youths with an additional adult being present for each additional group of 12 or any part thereof.

INSPECTION

An appointed member of the church staff or the custodian will inspect the church facilities following the use by all groups and report to the B&G Commission any damage to chairs, tables, carpeting, walls, windows, floors, kitchen, equipment and other appointments in the room or church building. The Session will then communicate the assessment of damage cost to the responsible person or group and remit an invoice for payment.

KITCHEN

Groups using the kitchen equipment must attain prior assistance to have gas stove turned on/off; silverware, pots and pans must be cleaned and returned to their marked storage areas. The counter tops, serving area and floors are to be wiped or mopped; all trash and garbage must be placed in plastic bags and put in containers in the kitchen.

FEES

For one-time events, such as a wedding or funeral, half of the total rental fee is required in order to reserve the date and space. The balance is then due immediately following the event. Refunds will be made with two-weeks notice of cancellation of the reserved date. For recurring events, payment is due at the end of the first month of use. Payment for use of the building is to be made in person or by mail to the church Office Manager. Room usage fees are listed on the accompanying reservation forms in this booklet. Fees are determined annually and are subject to change as needed. Checks should be made payable to **Valley Presbyterian Church**.

KEY ACCESS

For recurring events where key access is needed on a regular basis, a key to gain entrance to the church will be provided with the understanding that once the rental use is terminated, the key will be returned to the church Office Manager.

WEDDING GUIDELINES

Wedding service time allotment is approximately one hour. An additional two hours (before/after service time) will be allotted for setup, pre/post wedding photo shoots, etc. unless otherwise pre-arranged. **A wedding hostess, familiar with the church, will be available.** Bubbles are only permitted to be used outside the church building, as the last event of the celebration. Birdseed, rice or confetti are prohibited.

LIABILITY

The applicant/organization are liable for all duties of the applicant outlined herein:

The applicant agrees to be fully liable for any and all damage caused to Valley Presbyterian Church (hereinafter known as "church") or any property located therein by the applicant, any of its officers, agents, or employees, or anyone permitted, authorized, or allowed by the applicant to be at Valley Presbyterian Church pursuant to this reservation. At the church trustees' discretion, any such damage may be remedied by the church, and the applicant agrees to be fully liable for any costs incurred by the church in repairing such damage and any fees, costs, and expenses incurred by the church in recovering its costs and expenses, including its attorney fees and court costs.

The undersigned applicant and/or organization personally agree, as a further consideration and inducement for the consumption of this agreement, to protect and save harmless the church and the church's trustees, any loss and expense said church or board may be required to pay as a result of any action, claim or demand on account of injuries, property damage or any other claim whatsoever arising from the use of the church by the undersigned individual and/or organization, or other individuals, partnerships or corporations hired or employed by said applicant for the activity and use described on the reverse side of this agreement or permitted by the undersigned individual and/or organization to be at the church during the term of this reservation.

Signature of the applicant on the application indicates acceptance of the church procedures and building use rules.

Applicant Signature _____ Date _____