



Orchard Park

PRESBYTERIAN CHURCH

Members

CHURCH PROPERTY USE GUIDELINES AND APPLICATION

Prepared and recommended by the Building and Property Committee

Approved by Session – 4/16/18

CHURCH PROPERTY USE GUIDELINES AND APPLICATION

For

ORCHARD PARK PRESBYTERIAN CHURCH

As part of membership privileges, the Buildings, Grounds and Property of Orchard Park Presbyterian Church (“OPPC”) may be available for use at no or reduced cost. Use and charges are determined by the nature of the user group and its activities, and by the Church support personnel and tasks required.

For membership privileges one using the facility must be a registered member with the intent of using the facility for personal purpose for him or herself, such as birthday, graduation, anniversary and like parties. One cannot use the membership privileges to represent a business/organization function or event.

The definition of a non-profit organization is a group organized for purposes other than generating profit, such as a specific religious, charitable or educational purpose, and in which no part of the organization's income is distributed to its members, directors, or officers. Any profits raised by the organization must be recirculated back into the organization, so it is able to fulfill its mission.

Use for any purpose must be scheduled through the Facility Coordinator.

PROCEDURE

An "*APPLICATION TO USE ORCHARD PARK PRESBYTERIAN CHURCH*" must be completed and submitted to the Facility Coordinator for the Church's determination of availability of use, responsibilities and services required of Church personnel, consideration of outside personnel and services, and fees or other charges. After consideration and if approved, an executed copy of the application will be issued to the responsible member.

General Rules (see below) have been created to foster fair, equitable and non-discriminatory practices, to coordinate with the general program of OPPC, to provide for maintenance, and to comply with OPPC's insurance programs and legal requirements.

Use is to be confined strictly to the areas designated on the application and no furniture or equipment may be moved or used unless it is designated on the application or unless the OPPC general supervising staff member on duty gives permission. Likewise, no additions or changes are permitted without approval of OPPC, under the jurisdiction of the Facility Coordinator.

GENERAL RULES

1. Worship services and other Church activities and programs shall have priority in scheduling use of the church property.
2. If services of police, fire, parking, or other non-Church personnel are necessary (due to size or type of function), the applicant member must make those arrangements. Terms must call for the provider to bill the applicant member directly (not through OPPC). A description of applicant's use of Non-Church personnel must be included in its application. The Facility Coordinator must approve such personnel.
3. Any damage to OPPC is the responsibility of the member. The member shall pay OPPC any damages assessed by OPPC for the use or misuse of its property beyond the use contemplated in its application.
4. For activities with youth, adequate supervision must be provided by having one (1) adult per ten (10) youth unless waived by OPPC. For children age five (5) and under, childcare arrangements must be made directly with OPPC.
5. Drinking alcoholic beverages, using controlled substances, possession of intoxicants, and gambling within or upon OPPC are specifically prohibited. Smoking is not permitted inside OPPC buildings.

6. Vehicles are restricted to existing driveways and parking lots. No parking areas and parking areas designated for staff must be observed.
7. The Church building should be vacated no later than 10:00 p.m. so that the building may be secured. If the event will last longer, arrangements must be made with the Facility Coordinator prior to the event.
8. Signs, displays, materials, etc., may not be attached to or nailed to walls, woodwork, window glass, draperies, grounds or drives. Authorization for exceptions must be written in the application and granted by the Facility Coordinator.
9. Members using outdoor facilities are responsible for keeping the grounds clean and free of trash, bottles, containers, and papers. Rubbish must be disposed of by removing it from the Church property. The Church trash dumpster can be used for small quantities of suitable materials.
10. Tables, chairs, and/or other furnishings that are used are to be returned to their original places. Restrooms are to be left clean. All floors should be cleaned immediately should there be any spill. Any tile floor should be wiped up of any liquids or foods. Carpeted floors should be blotted with water, soaked with paper towels, and dried with paper towels. The user is to notify the general supervising staff member of the spill.
11. Any member using the property shall be the designated individual as "in charge" and he/she shall be expected to know and carry out these guidelines.
12. All expenses associated with the member's use of the facility, including but not limited to the cost of church personnel, will be due two weeks prior to the event. All charges are subject to change anytime at the discretion of OPPC management.

FOR POLICIES REGARDING WEDDINGS IN THE CHURCH, PLEASE
SEE THE WEDDING BROCHURE.

ORCHARD PARK PRESBYTERIAN

1605 East 106th Street-Indianapolis, IN 46280

Telephone 317-844-1107 or Fax 317-844-1195 www.orchardpark.org

APPLICATION TO USE ORCHARD PARK PRESBYTERIAN CHURCH PROPERTY

Date of event: _____ Date Room needs to be set up: _____

Group Name: _____ Name of Event: _____

Time of Event: Start _____ End _____ Number of People attending: _____

Point of Contact (POC) for the event: _____ Member of OPPC: Yes _____ No _____

Facility Rooms: (Check all that apply to your event)

_____ Music Room	_____ Sanctuary	_____ Gathering Area
_____ Parlor	_____ Lounge	_____ Weekday Nursery, 212
_____ Rm. 115	_____ N. Chapel	_____ Children's Chapel
_____ Sr. High Lounge	_____ Jr. High Lounge	_____ Pavilion
_____ Small Kitchen	_____ Adult Education Ctr	_____ Main Kitchen
Other _____		

***NOTE: If using the kitchen please read and observe the Kitchen Guidelines (KG) – Initial _____**

Equipment needed – Indicate number of:

_____ Long Tables	_____ Round Tables	_____ Chairs
_____ Card Tables	_____ Podium	_____ Microphone
_____ Screen	_____ Extension Cords	_____ Small VCR/DVD
	_____ Computer/LCD Projector	
Other _____		

Further Instructions regarding set-up of the room you have requested (attach drawing if needed)

Requests must be made at least 2 weeks in advance

Room Rental Fee Schedule

For OPPC Members

Fees effective ___ by Session

A hired supervising staff member serving as host must be present during all functions (Church and non-Church sponsored) with over 40 people, unless waived by OPPC. A general supervising staff member may be the custodian or another Church employee, designated by OPPC. There will be a reduced fee associated at a rate of \$25 per hour.

Pavilion/Main Kitchen:

FREE for events 3 hours or less

\$50/hour for events over 3 hours

Lounge:

FREE for events 3 hours or less

\$50/hour for events over 3 hours

Classrooms:

Free for Members

North Chapel:

Free for Members

****Rental fee must be paid 2 weeks before event.**

LIABILITY RELEASE FOR CHURCH BUILDING USE

I/We, the below named (member), being desirous of using the Orchard Park Presbyterian Church (“OPPC”) building and facility, do knowingly and without reservation hereby agree to defend, indemnify, and hold harmless OPPC, their employees, and agents, in connection with such use of OPPC’s building and facility for any and all claims, actions, causes of action, judgments and liens arising from or related to the use, including claims allegedly arising from the maintenance or condition of OPPC’s building or facility. Such indemnity shall include attorney’s fees and all costs and other expenses arising there from or incurred in connection therewith. In addition, I/We, do knowingly and without reservation hereby release OPPC, and the employees and agents of OPPC from all negligence and/or any liability for death, physical injury, or loss of or damage to property in connection with the use of OPPC building and facility, whether due in whole or part to negligent acts or omissions of OPPC and its agents or employees.

I/We have read and fully understand the enclosed Use Guidelines for the Orchard Park Presbyterian Church and the Liability Release of Church Building Use above governing the use of these facilities. We agree to the strict observance of these rules and regulations, and to be responsible for any damage to church property caused by our use.

Member Signature	Printed Name	Date
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Address	City	Zip Code
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Telephone (Day)	Telephone (Night)	E-Mail Address
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The above request does not interfere with the education program of this church, and this request is hereby approved.

There is a \$ _____ fee, payable two weeks prior to the scheduled date or as indicated below.

Make check(s) payable to **Orchard Park Presbyterian Church.**

Mail to: Orchard Park Presbyterian Church, 1605 East 106th Street, Indianapolis, IN 46280

Check Out List

_____ Dispose of all papers, paper cups, napkins, etc. after your meeting or event is completed. All tables must be wiped down and chairs wiped if needed.

_____ Pick up all trash on the floors in the restrooms used.

_____ Place all trash bags in the dumpster located at the back of the parking lot.

Take out back door only!

_____ Place chairs and tables back in their original position in the rooms that your group uses for meetings and gatherings.

_____ Clean up all spills on the carpet or tile immediately by blotting with water- soaked paper towels. Please notify the host on duty of the spill.

_____ Turn off the lights in the room after your meeting is completed. Also, remember to turn out the lights in the restrooms if you're the last to leave.

Check out Damage Assessment

List of all damage:

No damage found: _____

- **Cost of all damage will the responsibility of the member**

Signature of member

Signature of Check Out Personnel

Date

Fee Transactions

****Please see the Rental Fee Schedule page above to determine the amount due****

POC Name: _____ POC Phone #: _____ Name
of Event: _____ Date of Event: _____

Total Amount Due:

Personnel Fee: _____ (Due two weeks prior to event)

Room Rental Fee: _____ (Due two weeks prior to event)

Total Due: _____

Rental & Personnel Fee Collected: _____ Check #: _____ Date Collected: _____

Damage assessment cost: _____

Deposit Amount Returned: _____ Check #: _____ Date Returned: _____

Event Cancellation

If you should need to cancel your event, please contact the Facility Coordinator as soon as possible at 317-844-1107.

If cancellation is within 2 weeks of the event date, 100% of fees will be returned.

If cancellation is within in 1 week of the event date, 50% of fees will be returned.

If cancellation is less than 1 week of the event date, 25% of fees will be returned.

Date Event was scheduled: _____ Date Event was cancelled: _____

Percentage of fees due to be returned: _____

Amount of fees returned: _____ Date fees were returned: _____

Signature of Member

Signature of OPPC, Facility Coordinator

Date