

PARKSIDE CHRISTIAN CHURCH FACILITIES USE CONTRACT

Revised 3/31/09



Parkside is happy to open its facilities for appropriate use by church groups, church members and by the community. Guidelines and charges are noted below. Church facilities are *not* available for use by members, groups, organizations, or individual enterprises if such use includes the sale of products or services, unless that use is regarded as ministry/missions based and is approved by the church prior to the scheduling of the facilities.

The ongoing program of the church includes generous use of the facilities, and all outside requests must be scheduled with that consideration in mind. There may also be times when church programming may require modification of a scheduled use by an outside group. In these instances, appropriate notice will be provided so rescheduling can be achieved.



The undersigned organization using the facilities agrees to:

1. Use only those church facilities for which contracted, and to do so in a safe and prudent manner.
2. Accept a change of room(s) assignment if the requested room(s) is/are too large or too small for the number of attendees, or if another organization must be moved to accommodate their numbers. This provision also applies to an organization or organizations or group(s) that have long-term contractual use of the facilities.
3. Provide for the supervision of children and other minors who attend. Certain areas of the building are limited only to supervised age-specific children or are entirely off limits to unsupervised minors.
4. Leave designated facilities in as clean and neat condition as they were upon arrival. This includes the responsibility for bagging garbage and placing it in designated containers. Area used is also to be vacuumed, if needed. If refreshments or meals are consumed during your use of the building, please read item #10 in this agreement. (Should janitorial services be required after use of facility, a fee of \$25 per hour will be accessed.) Confetti, sparkles, and other hard to vacuum items should not be used.
5. Vacate the building by 10:00 p.m. (Use of the building after 10:00 p.m. may incur an hourly charge of \$25 per hour for securing the building until vacated.)
6. Possession or use of alcohol or illegal substances is not permitted on church property. The facilities and grounds of the church are a smoke and tobacco free environment. Further, firearms or other weapons, and fireworks are not permitted on church property.
7. Have prior approval for the use of any electrical equipment not specifically supplied by the church, including electrical lighting, heating elements, motors, or any other electrical equipment. The use of fuel generated lighting or candles require prior approval.
8. Be responsible for the repair of any damage to the facilities or any property and for any injury including death to persons; indemnify and hold the church harmless from all claims, demands, actions, and causes of action of whatsoever nature on behalf of the organization or third parties and any individual member of the organization which may in any manner arise or grow out of the use of the church facilities. Church is not responsible for disposition of any items left on church premises.
9. Remit, prior to scheduled use, any appropriate fee(s) to cover custodian. (See separate **General Fee Schedule**.)

10. Observe the policies and guidelines for the use of the special areas noted below.
 - a. The Gathering Place, The Crossing, and Grounds:
 - (i.) Athletic Use: Proper and modest attire are required at all times. No kickball, soccer, or batted ball activities are permitted. Basketball shoes only may be worn on the gym floors (Street shoes or walking/running shoes with black marking soles are not permitted). Only approved drinks in plastic containers are permitted. Bad or threatening language, taunting, or fighting are reasons for immediate and future prohibition from use of the facility.
 - (ii.) Meals and banquets: Special set-up and tear down requirements may result in additional charges. No red drinks are permitted in the facility. Use of the kitchen and kitchen equipment must have prior approval.
 - (iii.) Lighting, Audio, TV, and Video use: The operation of the lighting, and the audio/video equipment is restricted to those with prior approval by the church. Only TV and Video programs that meet copyright restrictions may be used. It is understood that the ethical/moral standards of the church will be observed in selection of programs shown. If a technician is required there will be a fee for his/her services.
 - (iv.) Dancing is not permitted anywhere within the facility. *(Exceptions are made only in the event that dancing has been included in part of a worship service.)*
 - b. Playroom on the Lower Level: This room is restricted for use by children who are Grade 2 or younger and who are being supervised by an adult. Prior approval is required from the Children's Minister before this room is used.
 - c. Nursery: The use of the nursery must have prior approval from the Children's Minister, and Nursery workers must meet the guidelines approved by the church.
11. The parking lots near the Park are the property of the park. Events using these lots must be arranged with the Park and all Park rules enforced.
12. Cancellation of Activities by the Church – If a cancellation occurs due to inclement weather, or any other unforeseen problem, the church will do its best to reschedule your event in a timely manner, based on availability. The church follows the Forest Hills School District cancellation policy, and notices will be posted on all local television stations.
13. Responsibility for Security and Medical Response – The church is not responsible to provide a representative immediately available in the event of a situation requiring a security or medical response. Parties utilizing these facilities will be responsible for following their own predetermined course of action to execute a security and medical response plan and will hold the church blameless for situations arising during usage of the facility. Security and medical responsibility is the individual responsibility of each group using the facility.

Note: This agreement must be approved by the church, which also reserves the right to deny or terminate the agreement should any party's use be found in violation of stated guidelines.

Room(s)/area(s) needed: _____

Date(s) needed: _____

Custodial services required: ___Yes ___No (If yes, complete set-up form.)

Fee required: ___ Yes ___ No

Organization/Group: _____

Representative: _____ Date: _____

Approved by: _____ Date: _____

INFORMATION REGARDING PARTY CONTRACTING FOR CHURCH FACILITY USE

• Name of Group/Organization: _____

• Name of Contact Person:

Phone Numbers to reach contact person in case of emergency:

• Nature/Purpose of Group/Organization: _____

• Church facility to be used for purpose of (be specific listing all parties involved and the nature and content of the event): _____

• Is any fee being charged to participants in event? Yes No

If so, how much? \$ _____. Estimated number of attendees? _____

• Will anything be bought or sold? Yes No

If "Yes," please describe? _____

Dates being scheduled for this contract:

Time:

Parkside Childcare Policy

Childcare provided by the above group must adhere to the following guidelines:

- One adult (age 21) and over and one additional person aged 16 or over must be present in the childcare area at all times. (Two people)
- The group is solely responsible for screening its own workers and Parkside will not be held responsible for any incidences that may occur while in the care of the organization that has scheduled the facilities.
- Nursery is usually not available, however the toddler room is available. The organization is responsible for washing all toys with soap and water following the use of the facility. An additional fee may be necessary if this task is not completed.
- Parkside adult:child ratios must be observed and are as follows:
 1. Nursery 1:3 (for children birth to 12 months)
 2. Toddlers and preschoolers 1:4
 3. School age or elementary 1:8 or 10

We will be providing childcare during our group meeting at Parkside and will adhere to the policy as stated by Parkside.

(Group Representative's Signature)

**Parkside Christian Church
General Fee Schedule
Revised as of 3/31/09**

	Members/ Non-Profits	All Other
Gathering Place (Room 225)	\$100	\$200
Aisle candleabra use	\$25	\$50
Wedding Ceremony (see Wedding Packet)		
The Crossing (Room 200)		
Lower level	\$50	\$100
Upper level including game room	\$25	\$50
Game set-up	\$25	\$50
(User supplies paper/plasticware/coffee, etc.)		
Heritage Rooms (3 sections) (Rooms 211, 212, 213)	\$20 per section	\$40 per section
Main Kitchen (Room 214)		
Custodial clean-up - (Required)	\$20 per hour	\$20 per hour
Kitchen - Limited use	\$25	\$50
Ice Machine	Free	Free
Use of coffee urns (includes coffee, regular & decaf only, creamer, sugar)	\$7.50 per pot	\$15.00 per pot
Use of TV/VCR/DVD	\$10	\$20
Use of Overhead Projector	\$10	\$20
Paperware (user must supply all)	N/A	N/A
Plastic tablecloths (user must supply all)	N/A	N/A
Fellowship Hall - 3 sections – (Room 136)	\$20 per section	\$40 per section
Kitchen use - warming kitchen	\$15	\$30
(User supplies paper/plasticware/coffee, etc.)		
Room 206	\$25	\$50
Kitchen use (Microwave, Sink)	\$10	\$20
(User supplies paper/plasticware/coffee, etc.)		
Single meeting rooms	\$15	\$30
Fireside Room (Room 224)	\$20	\$40
Audio/Visual Technician	\$25 per hour	\$25 per hour
Custodial fee for set-up/tear-down and cleanup	\$15 per hour	\$15 per hour
Sports sessions scheduled in the Teen Center	\$25 per hour	\$50 per hour
Sports sessions scheduled in the Gathering Place	\$35 per hour	\$70 per hour