

# STATE COLLEGE PRESBYTERIAN CHURCH

132 West Beaver Avenue  
State College, Pennsylvania 16801  
814-238-2422

## FACILITIES USE POLICY

### Purpose

Establish rules for the use of church facilities and equipment. Wedding and funerals are governed by separate policies.

### Who May Use Facilities

Facilities are available to all organizations of the Church and to groups, which are sponsored by the Church. Non-SCPC organizations may also request consideration for use of Church facilities through the established application process.

### Church Groups Use of Facilities

All organizations of the church and groups sponsored by the church may use the facilities by scheduling the specific facility with the Church Office. Use of equipment owned by the Church is subject to certain restrictions, which are described under the equipment section.

### Non SCPC Group Use of Church Facilities

1. All groups must complete a CONTRACT FOR USE OF FACILITIES application requesting use of the church facilities. Completed forms should be turned in to the Church Office.
2. The request will be reviewed based mainly on the following criteria:
  - Compatibility with current church use and guidelines
  - Frequency of meetings
  - Anticipated impact to facilities and utilities
  - Group size appropriate for space available
  - Custodial assistance required
  - Demand on church staff to accommodate group

The Building Manager or designated Elder on the Building and Property Unit may approve the application. If further review is necessary, the request will be referred to the Clerk of Session, the Pastor, or Associate Pastor. Once the review is complete the group will be notified of acceptance or denial.

3. Once the Contract for Use of Facilities is approved, all groups must complete and sign and **Indemnification Agreement**, attach a **Certificate of Liability Insurance Coverage** with a minimum of \$500,000 combined single limit liability with an insurer acceptable to SCPC, and must pay the applicable cost-of-use fee per the attached schedule. The Certificate of Liability Insurance Coverage may be waived for smaller groups.

### General Rules and Regulations

- Rooms are available only during hours that a custodian is on duty unless special arrangements are made. Contact the Church Office for current operating hours.
- Smoking, drugs, and alcoholic beverages are prohibited.
- Chairs and tables may be moved within the facility with agreement by the Building Manager or Custodian, but must be returned by the user to their original location after use.
- All groups are required to clean up and turn off the lights before leaving the area used.
- Child and youth groups must be adequately chaperoned and supervised by adults. Children must not be allowed to run freely through the church.

- Food may be served with prior approval.
- All groups will be responsible for repair or replacement for any damages incurred to equipment or facilities.
- Groups using church facilities may not charge admission or sell items/food unless the proceeds will benefit a non-profit (human services, charitable, etc.) organization.
- Outside groups may not park in the church parking lot unless permission is given in advance. All groups must avoid using reserved spaces.
- When a room is committed to an outside group, this agreement shall not be set aside in favor of a later request by a Church group. Permission for room usage is granted in order of application.
- Any use of the Church Sanctuary is governed by the Church Wedding Policy and the Worship Committee.
- Any deserving exception to the above regulations will be considered by the Building and Property Ministry Unit.

### **Equipment Usage**

1. Audio/Visual equipment may be used within the Church facilities by an individual or organization of the Church after approval has been granted by the Church Office. Audio/Visual equipment may be used outside the Church only if the program relates to a specific Church function. The Church Office oversees the scheduling and use of audiovisual equipment. Requests for use of equipment should be made as early as possible. Borrowed audio/visual equipment must be returned to the Church within one (1) day after its use, in the same condition in which it was borrowed. The borrower is responsible for any repairs which may need to be made.
2. Portable equipment may be borrowed for Church related activities only. The Building Manager will approve these requests, or the decision may be referred to the Building and Property Ministry Unit. Borrowed equipment must be returned within one (1) day after scheduled use and in the same condition in which it was borrowed. The borrower is responsible for any repairs which may need to be made.
3. **Handbells and other musical equipment** may leave the Church building only with approval of the Director of Music Ministry or the Pastor.
4. Permission to use the J. Max Krumrine **pipe organ** is granted by the Director of Music Ministry or the Pastor. The Director of Music Ministry or Pastor may also grant to others permission for lessons and practice provided they are conducted during Church office hours and do not conflict with the organist's schedule. Use of any other musical equipment must be approved by the Director of Music Ministry or Pastor. Organ keys are obtained from the Church office and must be returned immediately following the service or practice period.
5. Requests for use of kitchen equipment must be referred to the Building and Property Ministry Unit for approval.

Approved by the Building and Property Ministry Unit

Date: 10/3/11

Approved by Session

Date: 10/9/11

### **Glossary**

Sponsored groups – Groups which are independent from the church but are sponsored financially or have a formal affiliation with the church. These groups should complete the Contract for Use of Facilities and sign the Indemnification Agreement when using church facilities.

**The State College Presbyterian Church (SCPC)  
Indemnification Agreement  
For Use of Church Facilities by Non-SCPC groups**

Purpose(s) of Use: \_\_\_\_\_

The State College Presbyterian Church (hereafter referred to as "SCPC"), hereby agrees to permit  
\_\_\_\_\_ (hereafter referred to as "Organization") to use the following

SCPC premises: \_\_\_\_\_  
(Facility)

on \_\_\_\_\_ from \_\_\_\_\_ (A.M.) (P.M.) to \_\_\_\_\_ (A.M.) (P.M.)  
(Date)

but only for the purpose(s) listed above.

In consideration of SCPC permitting the Organization to use SCPC premises, and intending to be legally bound, Organization hereby agrees as follows:

1. Organization, on behalf of itself, its members, agents and employees hereby releases SCPC, its officers, agents and employees, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Organization, its members, agents or employees, or third parties, from any cause or causes whatsoever while Organization is in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the Organization in connection therewith.
2. Organization hereby covenants and agrees to indemnify, defend and hold harmless SCPC, its officers, agents and employees, from and against any and all liability, claims, charges, expenses (including counsel fees) and costs on account of or by reason of any injuries, liability, claims, suits, or losses however occurring or damages growing out of the same, arising out of Organization's use of SCPC premises, whether or not caused in part by a party indemnified hereunder.
3. SCPC has the right to require acceptable proof of certain insurance coverage, limits and endorsements depending upon the purpose(s) of the use. Failure to provide acceptable and timely evidence of these insurance requirements to the SCPC upon request will result in the immediate termination of the right to use SCPC premises.
4. The SCPC has the right to terminate Organization's use of SCPC premises if, in the sole discretion of SCPC, such use would interfere with the operation of SCPC, or if the event cannot be held by reason of fire, flood, acts of God, strikes, labor disturbances, or other events beyond the control of SCPC.
5. The Organization agrees to release, hold harmless and defend SCPC from any costs, including legal fees, due to SCPC's termination of Organization's use of SCPC premises.
6. This agreement shall be governed by the laws of the Commonwealth of Pennsylvania. The Organization hereby agrees to be subject to the jurisdiction of the courts of the County of Centre, Pennsylvania and agrees further that Centre County shall be the venue for any and all legal actions brought under this Agreement.
7. The organization agrees to abide by SCPC's Facilities Use Policy and agrees to any applicable fees prior to the use of the facilities.
8. As evidenced by the signing of this Agreement, the Organization agrees to the terms specified herein.

Signature, Organization Officer: \_\_\_\_\_

Officer Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**The State College Presbyterian Church (SCPC)  
Contract for Use of Facility  
For Use of Church Facilities by Non-SCPC groups**

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Requests approval to use the following facilities of the State College Presbyterian Church during the date and time specified below and agrees to abide by the church's Facilities Use Policy.

Facility/Room: \_\_\_\_\_

Date and time of requested use: \_\_\_\_\_

Approximate attendance: \_\_\_\_\_

Describe intended use: \_\_\_\_\_  
\_\_\_\_\_

The following checked items must be returned to the church office two weeks prior to the scheduled use of the facilities. Failure to return any required items will void this agreement and make the facility available to another group.

- Indemnification Agreement (must be signed)
- Cost-of-use fee of \_\_\_\_\_
- Certificate of Liability Insurance Coverage

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Date Indemnification Agreement received: \_\_\_\_\_

Date Cost-of-use fee received: \_\_\_\_\_

Date Certificate of Liability Insurance Coverage received: \_\_\_\_\_

**Facilities Fee Schedule**  
**Charges are per day unless otherwise indicated**

<b>Group</b>	<b>Sanctuary</b>		<b>Social Hall and Westminster Hall</b>		<b>Fireside Room and Martin Room</b>		<b>Kitchen</b>		<b>Other</b>
SCPC organizations or sponsored groups	No Charge		No Charge		No Charge		No Charge		No Charge
Charitable/service organizations not sponsored or financially sponsored by SCPC	\$50 deposit *		\$50 Deposit *		\$50 Deposit *		\$75 Deposit *		No Charge
Non SCPC groups not covered above	<b>Group Size</b> 0-50 >50	<b>Amount</b> \$50 \$75	<b>Group Size</b> 0-50 >50	<b>Amount</b> \$50 \$75	<b>Group Size</b> 0-50 >50	<b>Amount</b> \$50 \$75	<b>Group Size</b> 0-50 >50	<b>Amount</b> \$50 \$125	\$50
After hours custodian fee (charged in 1 hour increments)	\$25/hr (\$50 min)		\$25/hr (\$50 min)		\$25/hr (\$50 min)		\$25/hr (\$50 min)		\$25/hr (\$50 min)

\*Deposit will be refunded if group performs set-up and clean-up to Building Manager's or Custodian's satisfaction. The deposit requirement may be waived by the Building Manager or Building and Property Ministry Unit based on prior experience with the group.

**There is no charge for funerals.**