

St. Peter United Church of Christ Facility Terms and Conditions

All details regarding arrangements and equipment should be confirmed with the church office one month in advance of your function. Use of the church facilities is subject to the terms and conditions set forth below, which constitute an agreement between the church, the applicant, the organization, and all who attend the function. Church functions will at all times be given scheduling preference.

- Use of the church facilities shall be confined to activities that are in keeping with the spirit and religious purposes for which the facilities were intended.
- Users of the church facilities will be responsible for setting up and taking down tables and chairs. Church keyholders are also responsible for turning off lights and water faucets and locking all windows and doors before leaving.
- A minimum \$25 clean-up fee will be assessed to the applicant when the space used is not returned to its original condition.
- Users of the church facilities will be held responsible for payment to correct all damages to church facilities and/or equipment due to abuse or misuse by the user.
- The renting organization will be responsible for all damage or loss to the church as a result of its use, including damage caused by minors or guests.
- Any applicant or organization using the facilities shall hold the church, the staff of the church, and the St. Peter Assembly harmless for any and all damage or injury occurring on church property.
- All scheduled use of the church facilities shall be subject to change by or with the approval of the St. Peter rooms reservation specialist.
- All scheduled activities on church property are to be terminated by 9 P.M. unless other arrangements are secured in advance and are approved by the St. Peter rooms reservation specialist.
- Flammable, combustible, toxic, or dangerous substances may not be brought onto church property without written authorization by the St. Peter rooms reservation specialist.
- Alcoholic beverages may not be brought onto church property without written authorization by the St. Peter rooms reservation specialist.
- No smoking (including e-cigarettes) is permitted on the church grounds at any time.
- No marijuana products are permitted on church grounds at any time.
- St. Peter believes that allowing our facilities to be used by local not-for-profit charitable or service organizations represents an outreach to our community. Those groups may request a rental fee modification for meetings related to their purpose. The St. Peter Assembly will need to review all such requests and approve each group before they can receive a rate modification. (Please note that participation in approved groups must be open to anyone in the community.) Approval of this rate modification may be contingent on the renting organization completing a service project at St. Peter. This service project must be approved by the Senior Pastor. Please make requests for reduced rental fees at the time of application.
- Any organization using church facilities must provide the church with the following documentation in regards to liability insurance:

- A copy of the organization's liability insurance with St. Peter listed as an additional insured.
- A completed copy of the "Safe Church Church Facility Usage and Hold Harmless Agreement" (available online and in the church office).
- Any organization working with youth must abide by the St. Peter Youth Safety Policy, including, but not limited to, meeting minimum requirements regarding the number of adults present with youth and performing background checks on volunteers working with youth.

If unable to gain access to the building at the scheduled date and time of the function, please call Laura at 847-778-0290.