

**USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH**

The Board of Trustees – February 2009

Four documents associated with Building use:

GUIDELINES FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH

DEPARTMENT OF HEALTH SAFETY RULES

USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH

SIGN OUT FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH

THE BOARD OF TRUSTEES, and \_\_\_\_\_, - who is

the (name of office held) \_\_\_\_\_, representing

(name of organization/group/club) \_\_\_\_\_. On the

day/days of \_\_\_\_\_, 20\_\_ from \_\_\_\_ AM/PM to \_\_\_\_ AM/PM,

the organization stated above has agreed to rent the following:

**USAGE AND CUSTODIAL FEES:**

Please check all that apply

- \_\_\_\_\_ Sanctuary Rental for Weddings Non-Members ..... \$100.00 Rental + \$50.00 Custodial Fee
- \_\_\_\_\_ Sanctuary Rental for Weddings Active Members ..... \$50.00 Custodial Fee
- \_\_\_\_\_ Organist ..... \$100.00 One Rehearsal + Soloist \$125.00
- \_\_\_\_\_ Pastor ..... \$200.00 Non-Members  
     [Pastor’s fee covers 3-4 premarital counseling sessions, a rehearsal, and the wedding.]  
     Active Members: No fee/honorarium necessary.
- \_\_\_\_\_ Sanctuary Rental for Other Events Non-Member .....\$50.00 Rental + \$25.00 Custodial Fee
- \_\_\_\_\_ Sanctuary Rental for Other Events Active Members ..... \$25.00 Custodial Fee
- \_\_\_\_\_ Audio/Visual Equipment Operator ..... \$10.00 per hour [must be NPC trained technician]
- \_\_\_\_\_ Willits Hall Rental for Weddings Non-Members ..... \$250.00 Rental + \$50.00 Custodial Fee + \$150.00 Deposit
- \_\_\_\_\_ Willits Hall Rental for Weddings Active Members ..... \$50.00 Custodial Fee
- \_\_\_\_\_ Willits Hall Rental for Other Events Non-Members ..... \$50.00 Rental Fee + \$25.00 Custodial Fee
- \_\_\_\_\_ Willits Hall Rental for Other Events Active Members ..... \$25.00 Custodial Fee
- \_\_\_\_\_ Willits Kitchen\* Rental Non-Members ..... \$50.00 Rental Fee + \$25.00 Custodial Fee
- \_\_\_\_\_ Willits Kitchen\* Rental Active Members ..... \$25.00 Custodial Fee
- \_\_\_\_\_ Willits and Kitchen\* Rental Non-Members ..... \$75.00 Rental Fee + \$50.00 Custodial Fee
- \_\_\_\_\_ Other Room Rentals: Non-Members and Active Members ..... \$25.00 Custodial Fee [per room]

**TOTAL USAGE FEES ..... \$ \_\_\_\_\_**

**\* Includes use of stoves, refrigerators, freezer, dishwasher, and appropriate containers and utensils. Food supplies and paper products must be provided by the organization.**

**Fees Do Not include set-up/take down work. If set-up/take down is desired, it may be contracted with North Presbyterian Church for an additional fee of \$25.00 per room.**

**ALSO that it is hereby agreed that NO ALCOHOL BEVERAGES will be served NOR SMOKING, NOR ILLEGAL DRUGS, NOR FIREARMS be allowed on said property and that the area/areas designated above will be left in an orderly manner.**

Upon mutual agreement to all stipulations listed on the following pages, please sign below and submit the following items at least one week before the event:

USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH (continued)

1. Completed copy of the Agreement;
2. An in-force proof of liability coverage for a minimum of one million per group per day (for non-member groups) and a minimum of one hundred thousand per group per day (for active members).
3. A check for usage and custodial fee make payable to north Presbyterian Church.  
The above items are to be returned to:

ATTN: Board of Trustees Building Use Representative  
North Presbyterian Church  
921 College Ave.  
Elmira, NY 14901

4. Hold Harmless Agreement;
  - A. As a representative of the using or borrowing group/organization, I personally assume all responsibility and also assume responsibility for the using group/organization for any and all damage or liability resulting from use by my group/organization. I have read all the enclosed guidelines and agree to abide by them.
  - B. Building user agrees to supervise and to assume full control and responsibility for any persons, entities, or things other than North Presbyterian Church staff or members or property who/which are, for any reason, at the church by reason of the Building User's program or use of the facility.
  - C. Building User agrees to defend, indemnify, and hold harmless North Presbyterian Church and its past, present, and future members, directors, officers, employees, agents and independent contractors and their successors, assigns and heirs from and against any harm and/or claim by any third party arising out of or in any way connected with the Building User's actions and/or failure (s) to act in respect of its use of the church property.
  - D. For the purpose of this section, "any person" includes, but is not limited to, Building User's agents and employees, participants in Building User's program/activity, and Building User's visitors and/or guests.
  - E. Building Users, who contract for usage of the church facility, shall submit proof of insurance coverage as outlined in the Building Use Guidelines.

Signed: \_\_\_\_\_ Office Held: \_\_\_\_\_

Name of Organization/Club/Group: \_\_\_\_\_

Phone Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

PLEASE RETURN THESE COMPLETED PAGES WITH YOUR CHECK AND PROOF OF INSURANCE.

Thank you, Board of Trustees Building Use Representative.

