

Facility Use Policies

Introduction

The rules and procedures described herein must be followed by “outside users” who sign this agreement for use of the Church’s space and facilities. An “outside user” is defined as an organization or group which is not a part of the organization and structure of First Congregational Church United Church of Christ.

General Policy

The purpose and character of community groups using the Church must be consistent with the basic purpose and mission of the Church as described in the Church constitution. This means that only Not-For-Profit groups are eligible for use of this facility. Any derived income must be for the sole purpose of sustaining the financial needs of the group or for donating to other group(s) for the betterment of our Community, and not for making a profit. The Church’s governing Cabinet reserves the right to approve or disapprove any group or organization wishing to use the Church’s facilities. Any outside group that wishes to establish an on-going relationship with FCC-UCC for annual facility use must renew their Facility Use Agreement in January of each year. If you are using a meeting room on an ongoing basis and you find that your attendance is growing above the allowed number of people for your room, please contact the Church office to see if there is a larger room available. It is understood that the Church’s use of its own facility will take priority over that of an outside group. Therefore, there may be times when your group will be asked to meet in a different room or at a different time, or even cancelled if no other options are available. Notice to you of this type of change will be made as far in advance as possible.

Rules

- Smoking or vaping is NOT allowed in the Church or on the Church outside property.
- Responsible adults must be present with any child under the age of 18 at all times. In addition, an appropriate adult/child ratio must be maintained.
- All groups must vacate the building no later than 9:00 pm.
- Storage closets are provided to store your group’s materials. All materials must fit inside a storage bin and the bin clearly labeled with the name of your group.
- Respect for other groups’ bins and materials is expected. The borrowing of materials from other groups at any time is prohibited unless an agreement has been made between your group and the group from whose bin you are borrowing.
- Any desired changes to your time slot or meeting room must be made through the Church office, in writing, and will only be approved based on availability.
- Only service animals are allowed in the building. Meeting attendees with service animals must first register their animal with the Church office before they are allowed to attend meetings with the animal.

- This Church may NOT be used by any group in any way for any unlawful purpose and the group and its participants will obey all laws, rules, and regulations of all governmental authorities while using the Church's facilities.

Fee Payment

The First Congregational Church holds dear to the desire to share with others our space for the betterment of our community and to share God's good will. However, utilities and custodial and maintenance services can be expensive, and do exist for our Church. Consequently, our need to charge fees that will help to offset these expenses. We expect these fees to be paid in advance of your group's meeting. For those of you in an on-going relationship with this Church, the fees can be paid in advance on a monthly basis. Payments can be made in cash or by check on the account of the group's Responsible Party, made out to the First Congregational Church of Prescott. If a check is not honored by the bank, then the Church will immediately cancel the Facility Use Agreement. Payments may be mailed or placed into the locked mailbox next to the Church office door. In the case of a one-time use, all payments must be received no later than three (3) days before the event. Failure to adhere to this payment schedule will result in cancellation of this agreement.

Responsible Party

Your group must designate ONE PERSON who will be RESPONSIBLE for and REPRESENTATIVE of your group. This person will be the CONTACT PARTY with the Church. This will be the person fully identified on page 1 of this Facility Use Agreement and will provide the Church with a copy of a valid ID matching the given information. This person will then convey messages to and from the Church, including but not limited to, the entire contents of this AGREEMENT. Additionally, this person will supervise the set up and clean up of the assigned room as well as ensuring that all participants of the group comply with the requirements of this AGREEMENT.

Set Up and Clean Up

- You may set up your meeting room up to thirty (30) minutes before your assigned meeting time IF your meeting space is not being used by another group.
- Use of the heat is costly due to the age and design of the system and may not reach each of the meeting rooms evenly.
- Outside heaters are PROHIBITED.
- No furnishings of any kind may be moved from or to other parts of the facility. If you need additional items, please advise the Church office in advance.
- Nothing may be attached, hung, draped or otherwise displayed on the outer walls of the Church or its grounds. Please use sandwich board types of signs as guides for your participants if desired.
- No nails, tacks or tape are to be used on any surfaces at any time. There are bulletin boards provided in some rooms. Ask for one if there are none in your assigned room.

- All incidents of damage to Church property and furnishings must be reported to the Church office. Your group will be held responsible for said damage and charged accordingly for repair or replacement. Payment is expected within 30 days.
- Coffee and finger foods may be served at your meeting HOWEVER, you must clean up thoroughly after your meeting. Your group will be charged a carpet cleaning fee if your group causes any stain to the carpet.
- After your meeting, make sure the area used is picked up and left in good condition. Please replace all folding chairs back onto the chair rack. Any furnishings within the room that you moved must be returned to the configuration found upon arrival.
- Be sure to turn off all room lights when leaving.
- In the case of a one-time event, you may be allowed to set up the day/evening before.
- A Church representative will allow access into the Church starting 30 minutes before your assigned time and then for another 15 minutes at which time the door will be locked. Access is through the lower Alarcon St. door. You may contact Tom at 480-862-0153 or David at 928-308-9464 should there be a last minute issue.

INDEMNITY & INSURANCE REQUIREMENT

Any group wishing to use the Church's facilities on a **reoccurring basis** must obtain and maintain a General Liability insurance policy with a minimum per occurrence amount of \$1,000,000.00 that provides coverage for bodily injury and property damage, as well as a minimum of \$10,000.00 in medical payment coverage. Should you have any minors (under age 18) present in your meeting you will also need sexual misconduct, abuse and molestation coverage in the amount of \$1,000,000.00. The group will provide the Church a Certificate of Insurance that indicates the group has made the Church (including Church Cabinet members, trustees, officers, employees, representatives, volunteers and agents, as well as its successors and assigns) an "Additional Insured" on the group's policy with respect to the use of the Church facility, and that the group's policy shall be "Primary and Non-Contributory with any other insurance carried by the additional insured".

The group, and on behalf of the group's heirs, estate, executor, administrator, and assignees, agrees to the maximum extent permitted by law, to indemnify, hold harmless, and defend the Church (including Church Cabinet members, trustees, officers, employees, representatives, volunteers and agents, as well as its successors and assigns) against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature whatsoever arising from the group's activities on and in the Church's property.

I, _____, being the responsible party for

the group known as _____,

acknowledge that I have received, read and understood my copy of this Facility Use Agreement, and I agree that I and the group noted above agree with its terms and will comply with it in its entirety. I further understand that failure to comply with this AGREEMENT will result in the immediate cancellation of my group's usage of the Church's facility.

Signature _____

Print Name _____

Date _____

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