



## CONDITIONS OF USE OF CHURCH FACILITIES

1. Use of Church facilities under this application shall be entirely at the risk of the applicant. Applicant shall provide a Certificate of Insurance naming Bethany Presbyterian Church as an additional Insured with the Additional Insured Endorsement, with a liability of \$1,000,000. (This Certificate can be provided by an individual homeowner's or rental policy, or by a General Liability policy, or obtained on various websites such as [www.theeventhelper.com](http://www.theeventhelper.com) or [www.insurevents.com](http://www.insurevents.com).)
2. Misuse or abuse of Church property shall be grounds for denial of future use.
3. The applicant shall be responsible for the cost of repair or replacement of any damage or loss of Church property, clearly caused by its use of such property.
4. **NO ALCOHOLIC BEVERAGES or OTHER CONTROLLED SUBSTANCES** of any type shall be permitted on Church property.
5. **NO SMOKING, VAPING** on church property.
6. Scheduled use of Church facilities by non-Bethany groups may be canceled upon 30 days' prior notice, if the facility is required by a Bethany Church Group. Alternate facilities will be provided if possible.
7. When leaving, check and lock windows, turn off lights, and check and lock all doors.
8. All tables and chairs shall be put away after use, making sure that they do not damage the walls.
9. Failure to return a key makes your group liable for expense of changing locks, in addition to loss of deposit. Key must be returned in person to the Church Office (during office hours), or other arrangements are to be made.
10. **CLEANING:** There is a \$25.00 refundable fee charged to groups using the building to ensure that premises are left clean. If there is a clean-up required the group will be charged an hourly rate (\$15.00), plus supplies, to return the facility to original condition by the Bethany custodian.
11. Church Facilities cannot be used for political, controversial or secret activities.
12. Applicants shall use only those facilities described in the application and approved by Session. The telephone should be used for emergency calls only.
13. Applicants shall provide adequate adult supervision of children. There shall be no running up and down stairs or in the hallways. Other groups may be using the facility also, and this would be distracting and could be dangerous.

| DEPOSITS                 | RECEIVED | DATE  | RETURNED | DATE  |
|--------------------------|----------|-------|----------|-------|
| Cleaning (\$25.00) _____ | _____    | _____ | _____    | _____ |
| Key (\$20.00) _____      | _____    | _____ | _____    | _____ |

TOTAL FEE CHARGED FOR FACILITIES: \_\_\_\_\_  
 (INCLUDING DEPOSIT(S) IF APPLICABLE)

PAID BY CASH \_\_\_\_\_ CHECK \_\_\_\_\_ (# \_\_\_\_\_)

TERMS ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Group Representative Signature)

APPROVED (Calendar Cleared) BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Church Administrator)

Facility Use BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Building & Grounds/Session)

DENIED: BY: \_\_\_\_\_ Date: \_\_\_\_\_