

COVENANT PRESBYTERIAN CHURCH
40 Ohio Street, Racine, Wisconsin, 53405
262-634-4597 www.covpres.org

POLICY GUIDELINES REGARDING THE USE OF CHURCH SPACE

REGULATION OF SPACE

The Trustees of Covenant Presbyterian Church (Covenant) are responsible for regulating the use of Covenant's building and grounds (Covenant's space) in cooperation with the staff and members of Covenant.

REQUESTS FOR SPACE USE

Requests to use Covenant's space should be made with the Ministry Assistant at 262-634-4597.

SPACE USE REQUEST AND AGREEMENT FORM

The Space Use Request and Agreement form (Space Use form) serves the dual purpose of providing both a means to request the use of Covenant's space and, if approved, an agreement for the use of such space (Space Use Agreement). In addition, it provides pertinent information regarding those using Covenant's space.

Groups requesting the use of Covenant's space must identify the church or other organization with which they are affiliated, if any, and a responsible person in charge who has authority to act on behalf of the group and, if applicable, the organization.

Space Request forms should be submitted a sufficient time in advance of publicizing an event at Covenant's space to allow time for review and potential approval of the request.

Space Use Agreements will be kept on file in the church office, with copies given to the Trustees and the Facilities Committee. Persons or groups using Covenant's space without an approved Space Use Agreement may be asked to leave the church facility.

Year-long Space Use Agreements are reviewed annually in June.

OF SPECIAL CONCERN

All groups using Covenant's space are requested to provide proof of their own insurance policy, if they have one, with Covenant Presbyterian Church listed as an Additional Insured. In any event, signing the Space Use Agreement serves as a liability waiver.

All those using Covenant's space must follow best practices with children, which includes having at least two adults with children at all times (never one-on-one) and having background checks completed on each adult who works with children.

Covenant's pastors may pre-empt any Space Use Agreement for special services of worship, e.g. weddings and funerals. Notice will be given as far in advance as possible.

All rooms and furnishings must be returned to their original configuration after usage.

The entire church property is an alcohol-free environment and the church facility itself is a smoke-free environment.

WHO MAY RESERVE SPACE

Covenant's on-going programs will have first priority in considering space use.

Covenant's pastors may schedule meetings, weddings, wedding rehearsals, and funerals by checking with the church calendar.

Other religious affiliated and community groups will be considered on an individual basis at the time of request.

Use of space by other religious leaders requires approval by one of Covenant's pastors.

Covenant does not provide space use for political purposes.

Covenant's Trustees reserve the right to deny the use of Covenant's space to any person or group for any reason.

WHO MAY APPROVE THE REQUEST

A combination of any two of the following may approve a space use request: Covenant's Ministry Assistant, one of Covenant's pastors, or Covenant's Trustees.

FEES

There are no usage fees for members of Covenant or for funerals. Fees for non-member users of Covenant's space shall be determined on a case-by-case basis.

SPACE USE REQUEST AND AGREEMENT

COVENANT PRESBYTERIAN CHURCH
40 Ohio Street, Racine, WI 53405, 262-634-4597, kmiller@covpres.org

All groups are requested to provide, preferably with this form, proof of their own insurance policy, with Covenant Presbyterian Church listed as an Additional Insured. Whether your group has insurance or not, signing this form serves as a liability waiver.

Covenant Presbyterian Church requires all groups to follow best practices with children, which includes having at least two adults with children (never one-on-one) and to have background checks completed on each adult who works with children.

Will you have children at your event? _____

Will there be at least 2 adult caregivers? _____

Have you done a background check on the caregivers? _____ (If you are unable to do a background check, we can do it for you at a cost of \$9 per person.)

Date of Request: _____

Date of Event: _____ **or**
On-Going Event (day, time, frequency) _____

Organization making request: _____

Person in charge/responsible: _____

Address: _____

Phone (Home/Work) _____ / _____

Purpose: _____

Time (Start/End – include prep time): _____ / _____

Number of Persons Expected: _____

Space Requested:

____ Sanctuary (Organ ____ Piano ____)

____ Welsh Hall - downstairs (Kitchen ____)

____ Providence Room – across from Sanctuary (Kitchenette ____)

____ Kitchen (downstairs)

____ Children's classrooms

____ Nursery

____ TV with computer connection and/or DVD player needed?

____ Other _____

The fee for use of this space is: _____

On behalf of _____,
(print the organization or group name) (print the person in charge)

agrees as follows with respect to Covenant Presbyterian Church (Covenant) and the use of Covenant's building, grounds, and all fixtures and personal property therein (Covenant's space):

I will, or will immediately supervise others who will, as is necessary for my use of Covenant's space, open and close all doors and windows (unlock and lock if necessary), turn lights on/off, arrange space as needed, **return all space to its original configuration, and empty all of my group's trash and recycling into the appropriately labeled dumpsters located in northeast corner of the parking lot.**

I agree that my group's activities will not, in any way, disrupt or interfere with any other activities being conducted in Covenant's space and will not affect the utility, maintenance, or upkeep costs of Covenant's space. I agree that I and my group and/or organization will be financially responsible for any and all damages to Covenant's space that results from our use of it.

I understand that Covenant's entire building is a smoke-free environment and that Covenant's entire building and grounds are alcohol-free environments, and will refrain, and will have any individuals I allow into such environments refrain, from using any alcohol or smoke producing products in these environments.

I understand and agree that neither Covenant, nor its trustees, employees, agents, members or representatives, may be held liable in any way for any occurrence in connection with any activity which I, or any member of my group, conduct in Covenant's space that may result in injury, harm, or other damages to any person, invited or not. Rather, I agree that I, members of my group, and/or my organization, shall be responsible for any property damage, personal injury, or death that may occur during my or members of my group's use of Covenant's space.

As part of the consideration for being allowed to use Covenant's space, I, on behalf of myself and my group and/or organization, release, indemnify, and hold harmless Covenant, its trustees, employees, agents, members and representatives, from and against all claims, damages, losses and expenses arising out of or resulting from my or my group's use of Covenant's space.

I understand and agree that Covenant reserves the right, at any time, and for any reason, to suspend or terminate this agreement.

I understand and agree that the terms herein are complete and contractual and that I am authorized to sign this agreement on behalf of my group and/or organization. Further, I agree that I am signing this document of my own free will after reading it and fully informing myself of its contents.

Responsible Person in Charge

Date

Approved by: Covenant Presbyterian Church representative

Date

Approved by: Covenant Presbyterian Church representative

Date

Arrangement for Loan of Keys: _____
If you are not given the loan of a key, the building will be opened before your use and closed after your use by a Covenant Presbyterian Church representative.