

WESTVIEW PRESBYTERIAN CHURCH

Church and Property Use Policy

I. Concept

- A. Westview Presbyterian Church (WPC) considers the use of its property as an important part of its overall mission program. By assisting local community organizations, WPC seeks to serve as Christ would want us to.
- B. WPC will only consider not-for-profit organizations. Through the organization structure of WPC, property use may be granted through the following process:

II. Procedure for Recurring Use

- A. The requesting organization files an application (available from the WPC office) with WPC and agrees to the conditions of use stated upon the application. Application to be signed by responsible party.
- B. The WPC Facility & Administration Committee (F&AC) reviews the application the 1st Thursday of the following month. After consideration, the F&AC pass their recommendation and the application through their chair person to the next meeting of the WPC Session (usually later the same month).
- C. The Session of the church makes a final decision based upon the Facility & Administration Committee recommendation.
- D. The church office will inform the applicant of the decision, the space to be used, and a suitable time period. Keys will be made available at discretions of F&AC.
- E. This process is repeated on an annual basis in early April for all organizations so that a status review can be concluded by the May Session meeting.

III. Procedure for Short-term or Emergency Use

- A. In an emergency use situation, or when facilities will be used on a short-term or one-time basis, approval from the Pastor or Facility & Administration Chair must be obtained. Continued use must then be granted as outlined above. The church staff, by itself, cannot grant use privileges, but should be consulted concerning space and time availability.

IV. Guidelines for Decisions Regarding Permission

- A. The Colorado Division of Property Taxation and the IRS have strict policies with respect to a church or synagogue and their tax exempt status. The tax administrator has ruled that activities have to be:
 - 1. Religious
 - 2. Educational
 - 3. A Charitable nature

- B. It is most important that organizations must be of a non-profit nature and must not seek to use the church in a manner that might eventually lead to a loss of non-profit status.
- C. Criteria for church space use are based on the following priorities:
 - 1. Westview church activities
 - 2. Church member use
 - 3. Non-profit charitable groups
 - 4. Non-profit groups

V. Guidelines For Community Groups Using the Church Building

- A. Present and recurring meetings of Westview Presbyterian Church have first priority.
- B. The organization or individual using the facility shall be responsible for any and all accidents or physical damage to the room or equipment.
- C. Smoking is not permitted anywhere within the church building.
- D. No alcoholic beverages are permitted on the church property.
- E. No food or drink is permitted in the church sanctuary.
- F. Food may be taken into The Gathering Place with adult supervision. No red punch or items with red dye is allowed in The Gathering Place.
- G. The organization or individual using WPC facilities after normal closing time will assume responsibility for securing the building following their use. Any damage, vandalism, or unusual expense involved by failure to do so will be the responsibility of that person or organization, and may result in cancellation of permission to use the facilities.
- H. Groups will limit their use to the room or rooms reserved. The use of other facilities (nursery, kitchen, etc.) must have prior approval in accordance with this policy.
- I. WPC equipment (chairs, tables, dishes, etc.) may not be removed from the church without prior permission.
- J. The individual or organization is responsible for cleaning, and for returning furnishing (such as chairs, tables, etc.) and equipment to their original arrangement unless other arrangements have been made in advance.
- K. If participants of an event are minors, the group must document that background investigation has been conducted on all persons who will have access to one or more minors to determine suitability for working with or being with minors. The group must also agree that they will supervise all activities involving minors during the use of the property.

L. CUSTODIAL FEES FOR USE OF WESTVIEW PRESBYTERIAN CHURCH

Classroom	\$25.00
Fellowship Hall	\$75.00
Fellowship Hall (with Kitchen)	\$125.00
Sanctuary	\$300.00
Gathering Place	\$150.00

Refundable Deposit \$25.00

Notes:

1. These charges are per event. Additional time needed (on a different day) in preparation for the scheduled event requires an additional \$25.00 fee and must be scheduled.
2. If a sound system and/or control board are needed, only a qualified member of Westview will be allowed to operate equipment. **A \$25.00 per hour fee may apply if no volunteer is available.**
3. These charges may be waived or reduced at the discretion of the Pastor or F&AC, depending on the size of the group and the hours in use. It is required that these charges normally be paid at the time the "Application for Use" is mailed back to the church. No events will be considered without payment included with the "Application for Use". The application will then be forwarded to the Facility & Administration Chair for consideration. Only then will the event be placed on the calendar.

VI. Disclaimers

- A. Westview Presbyterian Church does not warrant or represent that the property is safe or suitable for the purposes for which it is permitted to be used under the terms of this agreement, and that the outside group (for itself and on behalf of all of its members, guests, or participants who will be using the property) acknowledge that the church is providing the property and all appliances on an "as is" basis.
- B. All outside groups must agree to indemnify not only the church but also the church officers, agents, and employees from any and all claims or damages in connection with the use of the property.

INSURANCE

An endorsement to the user's insurance policy naming Westview as an "additional insured" may be required. This is usually accomplished at no cost to the user.

Attachments:

1. Application for Use of Space
2. Usage and Hold Harmless Agreement
3. Calendar Scheduling Request
4. Certificate of Insurance Request form

APPLICATION FOR USE OF SPACE
Westview Presbyterian Church
1500 Hover Street, Longmont, CO 80501

Name of organization: _____

Non-profit: Yes _____ No _____

Purpose of organization: _____

President or responsible officer: _____
(Name)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone# _____ Work phone # _____

Is there a member of Westview Presbyterian Church associated with your group?

Yes _____ No _____

If yes, give member's name _____ Phone# _____

Person making application: Name _____ Phone# _____

One time use _____ Date of event _____ Recurring use _____

If recurring, frequency and schedule of use _____

Starting time _____ AM _____ PM Ending time _____ AM _____ PM

Number of people _____ Adults: YES _____ NO _____ Children: YES _____ NO _____

How many supervisors: _____ If children, how many _____

Special equipment required: _____

No smoking or alcoholic beverages are permitted in the building. Please note: you are responsible for your own set-up and clean-up. Westview Presbyterian Church is not responsible for injuries caused by moving furniture. Please attach a copy of your liability insurance to this application. Proof of insurance must be received PRIOR to use.

This organization agrees to the conditions and restrictions of this agreement. Failure to comply may lead to termination of the agreement, and if information is missing or inadequate, this form will be returned to you for completion.

Signed: _____ Date _____
Signature of responsible person

This use is in conformity with the purposes of Westview Presbyterian Church and the policies governing the use of the facilities.

Signed: _____ Date _____
Chairperson, Facility Committee

**WESTVIEW PRESBYTERIAN CHURCH
USAGE AND HOLD HARMLESS AGREEMENT**

I/We the undersigned authorized representative(s) of _____
(Name of Organization)

of the city of _____, state of _____, shall be using the
building and grounds of Westview Presbyterian Church from _____ to _____, 20____,
for the purpose of _____

herein referred to as “the activity.”

I/We understand and agree that neither Westview Presbyterian Church, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds as well as all appliances and fixtures in the Activity, I/We hereby assume all risk in connection with participation in the activity. I/We further release Westview Presbyterian Church, its trustees, employees, agents, or representatives for any damage that may occur while participating in the Activity. I/We further agree to save and hold harmless Westview Presbyterian Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the Activity. We also authorize Westview Presbyterian Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____

Signature: _____

Signature: _____

WESTVIEW PRESBYTERIAN CHURCH
CALENDAR SCHEDULING REQUEST

Today's Date _____

Is this a change? ___yes ___no

Please indicate what the change is: example - Time, from 10:00 a.m. to 10:30 a.m.

Event Day _____ Event Date _____

Monthly _____ Weekly _____ or other frequency _____

Name of Event _____

Room(s) being used _____

Beginning time reserved _____ Actual time (starting—ending) _____

Ending time reserved _____

Person scheduling _____

Daytime phone _____

Number of people attending _____

Set up information: You are responsible for your own set-up.

If information is missing or inadequate, the form will be returned to you for completion.

You are responsible for putting away furniture after your meeting. *Westview Presbyterian Church is not responsible for injuries caused by moving furniture.* Please provide us with a copy of your insurance policy at the time of application.

_____ Date

Approved _____ by _____

CERTIFICATE OF INSURANCE REQUEST FORM

It is a policy of Westview Presbyterian Church to require all contractors, service companies, and outside groups using the Westview Presbyterian Church facilities to provide proof of general liability and workers' compensation insurance.

The appropriate form should be attached to this sheet prior to any work or event occurring, naming Westview Presbyterian Church as an additional insure.

Name of contractor/organization: _____

Address: _____

Phone number: _____

Contact person: _____

Title: _____

Description of activity/job/event: _____

Approximately how many people will be involved in the activity/job/event? _____

What types of activities will be included in this event? (i.e. dancing, construction, climbing ladders, use of power tools, meetings, etc.) _____

Amount of coverage: _____ Name of insurer: _____

Phone number of insurer: _____ Policy expiration date: _____

Limits of liability: \$ _____

Do you have an umbrella form? Yes _____ No _____

Are all workers included under your workers' compensation policy? Yes _____ No _____

Is our church/organization named as an "additional insured"? Yes _____ No _____

Signature: _____ Today's date: _____

For Church Use:

I have looked at the attached paperwork and have approved the above named agency/group/business to use the Westview Presbyterian Church facility for the purpose described above.

Signature: _____ Title: _____

Date: _____