

NAME OF INDIVIDUAL/ORGANIZATION: \_\_\_\_\_

**NORTH PRESBYTERIAN CHURCH**  
300 NORTH FOREST ROAD  
WILLIAMSVILLE, NEW YORK 14221  
(716) 632-1330  
*E-Mail: n.church@verizon.net*  
[www.northchurchwilliamsville.org](http://www.northchurchwilliamsville.org)

## **FACILITY USE POLICY**

This policy applies to the use of church facilities for members and non-member-sponsored groups. Weddings and funerals are services of worship and therefore are official church functions (and do not require a Certificate of Liability).

1. Each group desiring to use any part of the church must submit a signed copy of this entire document to the church office.
2. The activities of the applicants, both inside and outside of the church, must not be in conflict with the general goals and mission of the church. Permission to use the church facilities does not mean that the church endorses any organization or individual.
3. Each applicant **MUST** provide a Certificate of Liability insurance naming North Presbyterian Church as an “additional insured” in the amount of at least \$1,000,000 or larger sum if requested by the church. (Insurance companies will usually add such a rider to homeowners at little or no cost to policyholders.) One-time family events of church members are exempt from this provision. (This does not apply to weddings and funerals, which are official church functions.)
4. Hours of use must not be in conflict with activities of the church. The church reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity. In such cases, the user will be given as much advance notice as possible.
5. Only facilities and activities listed by the applicant in the *Facility Use Application* portion of the application shall be used and only by the listed user. Users may not make any additions or alterations to the premises. No materials, including decorations, signs, posters, etc. may be used, posted, or hung on church property without written permission of the Session. User will leave facilities and equipment in the same condition and in their proper place as they were found upon arrival. Repair or replacement of damage is the responsibility of the user.
6. Each application must be approved by the Property Committee. In cases where a lease may be requested, the Session must approve. The Session has the authority to revoke or amend any and all agreements.

7. A responsible adult must supervise children and youth at all times.
8. Each applicant will strictly comply with posted rules regarding the use of particular areas such as kitchen or any other area.
9. No alcoholic beverages or smoking is allowed on church property.
- 10. No food or drinks are allowed except in designated areas.**
11. The applicant agrees to indemnify and hold the church harmless of any and all loss or damage resulting from or to any use by the applicant or anyone acting for, by, or with the applicant, including the applicant's agents, servants, employees, guests (whether invited or not), co-sponsors, participants, or other persons or entities in any way related to applicant's activities. Such indemnity shall include payment of any attorney's fees incurred by the church.
12. If the applicant is an organization, the undersigned has full legal authority to act for the applicant.

*I have read the foregoing and agree to abide by them.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Group Name** \_\_\_\_\_

**Check this box to indicate you received the wedding or funeral brochure, if applicable.**

# FACILITY USE APPLICATION

**Group Name:** \_\_\_\_\_

**Name of Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

List all activities for which you wish to use church: (Attach additional sheets if necessary)

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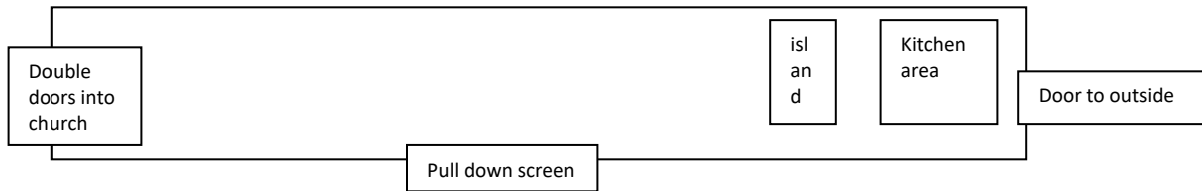
List **dates AND times** you wish to use church: \_\_\_\_\_

Will you need projector and screen? **Circle one:**    yes    no

Will you need podium? **Circle one:**    yes    no

How many tables & chairs? Round (seats 5) \_\_\_\_\_ Rectangular (seats 8) \_\_\_\_\_ Chairs (total) \_\_\_\_\_

For Westminster Hall use only—sketch how you want **Westminster Hall** set up for your event  
(even if you have used the hall before for this same event)



Areas or rooms of church you wish to use:

\_\_\_\_\_ **Westminster Hall** (capacity 120) (use space above to sketch set up even if you have used space before for same event)

\_\_\_\_\_ Sanctuary (capacity 300)

\_\_\_\_\_ Dickinson Room (living room type space)

\_\_\_\_\_ Chapel (capacity 75)

\_\_\_\_\_ Classroom

\_\_\_\_\_ Kitchen ( \_\_\_\_\_no cooking    \_\_\_\_\_cooking with dishwasher    \_\_\_\_\_dishes/utensils)

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- How did you hear about renting opportunities at North? (Circle all that apply.)

Word of mouth/referral                  Facebook                  Website

Other: \_\_\_\_\_

- Will you help us with our marketing efforts? If so, please visit

<https://www.facebook.com/pg/northchurchwilliamsville/reviews/> and let us know how we're doing or send an email to [n.church@verizon.net](mailto:n.church@verizon.net) with a sentence or two that we can use on our website. Thanks!

# CERTIFICATE OF LIABILITY INSURANCE

*(Wedding and funerals are official church functions and do not require a Certificate of Liability.)*

**Please CIRCLE one:**

1. Certificate is attached.
2. Certificate has been requested.

*(Any use of the church is contingent upon receiving this certificate)*

3. This event is an official church function and does not require a certificate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **BELOW: FOR CHURCH USE ONLY**

Property Committee met on: \_\_\_\_\_  
(date)

1. Action taken (check one):

- Item approved as is.
- Item approved if the following conditions met:

- Item not approved for the following reasons:

2. Further steps to be taken **and** by whom:

Contact applicant with committee's decision, by  
**letter, email, or phone** (circle one)

3. Signed by: \_\_\_\_\_  
(rep. from Property Committee)

# FACILITY USE FEE SCHEDULE

*Fee outlined below is per event (up to 4 hours)*

*No fee for church-sponsored functions.*

*No fee for one-time family events of church members.*

<b><u>FACILITY</u></b>	<b><u>MEMBER FEE</u></b>	<b><u>NON-MEMBER FEE</u></b>
<b>Sanctuary</b>		
Wedding	\$0	\$500
Other	\$100	\$500
<b>Dickinson Room</b>	\$0	\$100
<b>Chapel (Maximum Occupancy - 75 people)</b>		
Wedding	\$0	\$400
Other	\$75	\$400
<b>Classrooms</b>	\$20	\$50
<b>Westminster Hall</b>	\$75	\$250
<b>Kitchen</b>		
No cooking or dishwasher	\$20	\$40
Cooking, dishwasher	\$65	\$100
Above + dishes-utensils	\$85	\$125
<b>Facilities Coordinator</b>		
Fee for set up, clean up	\$75	\$75