



West End Presbyterian

*P.O. Box 13, 275 Knox Lane
West End, NC 27376*



*The Crawford Center
West End Presbyterian Church*

Facility Use Guidelines/Policy & Application

September 2014

Location / Contact Information

WEPC Church Office and the facilities are located at:

275 Knox Lane, West End, NC 27376 (For direction purposes we are off Rt. 211 and 73 in West End)

You can reach us at: 910 673-4341

Our Church Office is available: Monday - Friday
 8:30 – 4:30 p.m. (closed for lunch noon – 1 p.m.)

We invite you to visit our website: www.westendpres.church

Applications can also be received via:

Mail: P.O. Box 13, West End, NC 27376

Email: cindy@westendpres.church

Fax: 910-673-0120

REQUESTED AREAS / FEES			
\$100 Security Deposit to: WEPC [due upon approval]			
		<u>NO KITCHEN</u>	
		<u>0 – 99 People</u>	<u>100+ People</u>
PER DAY FEE:	Crawford Center	\$ 350	\$ 350
	Set Up/Custodial Fee	\$ <u>100</u>	\$ <u>125</u>
TOTAL DUE**		\$ 450	\$ 475
<u>WITH KITCHEN</u>			
PER DAY FEE:	Crawford Center	\$ 350	\$ 350
	Set Up/Custodial Fee	\$ <u>125</u>	\$ <u>150</u>
SUB-TOTAL		\$ 475	\$ 500
CHECK ONE – Kitchen Use Per Day:			
<input type="checkbox"/> Limited Use: \$50 OR <input type="checkbox"/> Full Use: \$100		\$ _____	\$ _____
TOTAL DUE**		\$ _____	\$ _____
<i>**Final payment due no later than 2 weeks before the event or event may be subject to cancellation.</i>			

Included: Application / Harmless Agreement

Thank you for your Interest in Using our Church

The Crawford Center is one of the many prides and joys of our congregation. It gives great pleasure to know that individuals within our church and community are utilizing it. With this guide, we would like to ensure everyone is comfortable in the procedures, and ask that you treat it kindly. In general, our Church Administrator and/or Facility Usage Team will be meeting with you to review the following and we ask that you adhere to any restrictions that may apply. We hope your experience with the Crawford Center is rewarding. If anything needs attention please let us know in the church office, as soon as possible.

Application

- **Application** - The application is attached to this guide and is also available in our church office.
 - Ensure that you indicate within the application areas requested for use. Substantive changes will necessitate a review of the original application.
- **Date/Time** - The date/time will be reviewed on our church calendar to ensure the facility is available for use.
 - Your requested date/time needs to include set-up/take-down/cleaning for that day. Additional days/times will be charged at fees specified on application.
 - Please note that contacting the church office staff, checking availability, and turning in an application with deposit does not constitute approval. A minimum of one (1) week is recommended for the church to ensure arrangements can be made.
 - We ask that you do not consider distributing invitations or promotions for your event before receiving confirmation that your request has been approved.
- **Deposit/Fees** - To lock in your date a **\$100 security deposit** will be required at the time of approval.
 - The deposit will be refunded within one week of the event provided there was no additional charges incurred for additional cleaning necessary or damage sustained during event.
 - All remaining payments are **due two weeks prior** to your event, as well as an applicable insurance certificate (if you are an organization).
 - Make all checks payable to: West End Presbyterian Church or WEPC.
- **Walk Thru** - Our church administrator or member of the facility usage team will be meeting with you to introduce you to the center and may request an additional meeting before your event.

Priority of Use

The priority of use shall be as follows:

1. Church Functions:
 - a. Church services (i.e. worship services, Sunday school, funerals, weddings)
 - b. Scheduled church activities for spiritual growth and/or administration (i.e. committee meetings, Adult Education, youth group, choirs)
 - c. Scheduled church activities for fellowship and/or service (i.e. Tuesday Tutoring, WOW, luncheons, church-sponsored fundraisers)
2. Church members' individual parties and special events including, but not limited to, birthday, graduation, and anniversary parties for members and other informal requests from church member(s) (family reunions, etc.)
3. Outside, non-profit individuals and groups with ongoing relationships with the church (and in keeping with WEPC's mission and the building use guidelines). These may be as diverse as Boy Scouts meetings, Girl Scouts meetings, etc.

4. Individual parties and special events with a church member sponsor.
 - a. The difference between #2 and #4 can be seen as the difference between a birthday party for church member Jane and a graduation party for church member Jane's niece.
5. Other meetings and/or events.

To Know

- **Media/Sound Equipment** – Church equipment will **NOT** be available. We ask that you furnish your own media/sound equipment.
- **Opening/Security of the Facility/Issuance of a Key** – Our Facility Usage Team will be opening and closing the facility for non-church members

The Facility

Lighting

- **Light switches** are located in the maintenance closet [end of the bathroom hallway on the left just before main room].
- If you are only using a small section, turn on the lights in that area only.
- Use **either** the big halogen lights **or** the incandescent. Please **do not turn on, or use, all of the overhead lights at one time.**
- The **parking area lights** and **porch lights** switches are located to the right of the double entry doors in the front of the building.
- There are timer switches in the back kitchen hallway closet adjacent to the exit door that control the lights in the **gazebo area.**
- The switches for the six **ceiling fans** are located in the maintenance closet.
- Please ensure that all lights are turned off including the bathroom lights upon leaving and securing the facilities.

Temperature Controls

- The thermostats and have been programmed for your event and are locked from further adjustments.
- Please inquire with the Facility Usage Team if you have unique temperature needs.
- The switches for the six ceiling fans are located to the right of the light switches in the maintenance closet.

The Kitchen

- **Limited Use** - Applicant may use kitchen serving and preparation areas -
 - Refrigerator and Freezer; Microwave
 - **Full Use** - Applicant may use kitchen serving and preparation areas -
 - Refrigerator and Freezer; Microwave; Ice Maker; Stove/Oven; Dishwasher
-
- Kitchen must be left neat following use, with all items left as they were found.
 - Counter tops wiped down.
 - Garbage removed.
 - Removing all food/items left over from event [specially from refrigerator/freezer]
 - Training is available for appliance use.
 - **IMPORTANT:** All WEPC kitchen supplies are intended solely for use of church functions. Pantry items, disposable dishes and tableware, linens, placemats, tablecloths, and table decorations **ARE NOT AVAILABLE** for outside groups or individual's personal use.

If Applicable -

- Please be sure that all lights and appliances are turned off when leaving, especially the coffee maker and ovens.
- Please ensure that kitchen serving window is down.

Furnishings

- The tables and chairs are located in the storage closet with double doors [they are all on rolling carts]. Note some may be already set up.
- Please use great care when you roll the carts, set up of tables - lift and carry them, do not drag tables or chairs across the floor.
- Upon completion of your event, please place the chairs and tables where you found them, unless otherwise directed.

Capacity: 300 persons

Available Tables: 25 - 60" *round* tables [8 chairs each seat a total of 200] / 22 *rectangle* tables

Available Folding Chairs: 300

Garbage / Cleaning

- It is the responsibility of the persons renting the facility to remove all garbage from the premises including the restrooms or we will charge you from your security deposit an additional fee of \$10 per bag.
- Facility and restrooms are to be left free of trash.
- If using the outdoor areas you are responsible for keeping the grounds clean and free of trash, bottles, containers, and papers.

Insurance

- **Outside, Non-Profit Groups Only - Liability Insurance:** Non-Profit Groups will be required to provide a **Certificate of Insurance to WEPC naming West End Presbyterian Church as "additional insured" with the application** showing that the non-profit carries liability insurance with a minimum liability occurrence limit of \$1,000,000 for the date of the event. West End Presbyterian Church and/or its employees shall not be responsible for damage or loss of property on WEPC premises sustained by applicant, a participant in a program, or anyone attending any program or event held on church property.
 - ***The certificate of insurance is due with final payment two weeks prior to your event to the Church Office.**
- **Hold Harmless and Indemnification** - User agrees to hold harmless, indemnify and defend WEPC, its agents, employees, and representatives from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using WEPC facilities, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of WEPC or otherwise.
- ***If you group or organization does NOT carry separate property and liability insurance, please communicate this clearly on the Facility Use Request Form.**

General

- **Alcoholic beverages** are not permitted on church property without prior approval and are limited to wine and beer only.
- **Smoking, controlled substances, and weapons are prohibited** in all buildings and surrounding areas.
- No use is to be made of church facilities during or near the time of worship.
- **Parking** on lawn areas is prohibited.
- West End Presbyterian Church facilities are not available to organizations for use as locations for games of chance or for a profit making business.
- Facilities are to be left in the same condition as they were found: chairs and tables replaced; floors clean of debris; garbage removed; lights off; doors and windows closed and secured. Failure to do so will result in an additional charge to the renting person or organization.
- Activities including clean up time are not to last beyond 10:00 PM.
- **Members** of West End Presbyterian Church using the facilities for their personal use must submit an application. Membership in an organization **is not** deemed personal use.

- User will be responsible for any damage to WEPC facilities or property caused by misuse, negligence, or carelessness.
- **Candles** or any other open-flame devices are not permitted in the facilities.
- **Tacking, stapling, taping** or any other type of adhering material such as signage inside or outside to the facility is not permitted without prior approval.
- The **Responsible Person/User** on the application is expected to be present at the event. If group has multiple leaders, all should be listed with contact / application information. User agrees to adhere to the responsibilities, guidelines and restrictions included in this Facility Use Policy.
- **When minors** attend an event, they must be visible and attended to by their parents or supervising adults at all times and are not permitted to roam freely on church property, into unapproved rooms, outside or other areas.
- WEPC does not make any expressed or implied warranty of the premises, the equipment, machinery, fixtures or furniture.

The Crawford Center of the West End Presbyterian Church Facility Use Application

Contact Information: Church Administrator 910 673-4341 / cindy@westendpres.church

Events shall be reserved at least 30 days in advance. This event will be securely booked on the church calendar **with approval from both** the Facilities Team and Church Staff, **in addition to**, receipt of the agreed upon reservation and custodial fees paid in full.

APPLICANT INFORMATION	EVENT INFORMATION
<p>Full Name _____</p> <p>Name of Group or Organization (if applicable) _____</p> <p>Mailing Address _____ _____</p> <p>Telephone & Cell Phone Numbers _____</p> <p>Email Address _____</p> <p>Are you a: Non-Profit Organization <input type="checkbox"/> Church Member <input type="checkbox"/> Non-Church Member <input type="checkbox"/></p> <p>Event Description: _____ _____ _____</p>	<p>Event Date (s) Month ____ Day ____ 20____ <i>Add'l</i> Month ____ Day ____ 20____</p> <p>Event Time [including set up/clean up] Start ____ a.m./p.m. Lock up ____ a.m./p.m.</p> <p>Furnishings # Tables ____ # Chairs ____</p> <p>Number of Attendees _____</p>
REQUESTED AREAS / FEES	
\$100 Deposit to: WEPC [due upon approval]	
<p>As per fee schedule on Page 2, I agree to pay for:</p> <p>Crawford Center: \$ _____</p> <p>Set Up/ Custodial Fee: \$ _____</p> <p>Kitchen Use: \$ _____</p> <p>TOTAL COST: \$ _____</p> <p style="font-size: small;">**Final payment due no later than 2 weeks before the event or event may be subject to cancellation.</p>	

Insurance / Liability / Minors / Hold Harmless Agreement/ Alcohol
<p>For Non-Profit Organization Only:</p> <p>Is your group/event insured for liability of at least \$1 million? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is WEPC names as an "additional insured" on this policy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Please attach the Certificate of Insurance to this application.</p> <p>For Individuals and Non-Profit Organizations:</p> <p><input type="checkbox"/> We understand that all minors need to be supervised by their parents, legal guardians or by supervising adults at this event.</p> <p><input type="checkbox"/> Alcohol - will/will not [circle] be served. [If so, Alcohol must be limited to beer and wine only]</p> <p><input type="checkbox"/> The executed Hold Harmless Agreement is attached to this application.</p>

Applicant Signature and Agreement
<p>Rental fees, Certificate of Insurance, hold harmless agreement must be provided to the church office as specified above. By signing this application I hereby agree to abide by the qualifications of using the Crawford Center facility and assume all costs for any damages that occur.</p> <p>Applicant's Signature _____ Date _____</p>

FOR OFFICE USE ONLY		
<input type="checkbox"/> Facility Usage Team Contacted _____	<input type="checkbox"/> Event placed on Church Calendar	<input type="checkbox"/> Staff Notified
<input type="checkbox"/> Security Deposit Collected _____	<input type="checkbox"/> Insurance Certificate	<input type="checkbox"/> Hold Harmless Form
<input type="checkbox"/> Remain. Fees Collected _____	<input type="checkbox"/> Meeting with applicant set for: _____	<input type="checkbox"/> Deposit to be returned week of: _____
<input type="checkbox"/> Initial Walk Thru conducted on: _____	_____	_____

West End Presbyterian Church

Hold Harmless Agreement

In consideration of being allowed to use and occupy the buildings, grounds, parking areas, and driveways, known as the property of the West End Presbyterian Church, and on behalf of ourselves and those who occupy said property with us, we do hereby fully and forever release, discharge, and hold harmless the West End Presbyterian Church and its employees from any and all claims for property, damage, personal injury or death that may arise from our use and occupancy of the said property and facilities there upon, including but not limited to any and all claims arising from negligence or carelessness of any person using said property and facilities.

We further agree to hold the West End Presbyterian Church harmless and to defend it from any and all claims for damages of any nature, whether to ourselves or others that may arise in our use of the property.

Signature of Applicant _____

Printed name of Applicant _____ Date _____

Name of Organization _____
(if applicable)

Title of Applicant _____ Date _____