

Providence Presbyterian Church (PPC)
Application and Agreement to Use Church Facilities

On a case by case basis, PPC will consider permitting the use of its facilities by outside groups. Any use must be consistent with the church's mission and ministry.

For facility usage requests, please fill out all pages, sign, **include a copy of your certificate of insurance**, and return to:

Tricia Shaw-Communications Administrator Phone: 704 846 1079 Ext 12
Providence Presbyterian Church Fax: 704 846 9424
10140 Providence Church Lane E-mail: tricia@ppc1767.org
Charlotte, NC 28277

(Please allow at least 2 weeks from submission of request to event date for processing time.)

Please complete all sections: (Use an additional sheet if more room is needed.)

Name of group making request (hereafter Renter) Fairway Row Townhome Association, Inc.

Responsible individual and title Robin Kaplan, Community Manager

Address 10800 Sikes Place, Suite 330, Charlotte NC 28277 Phone 704-847-2630 ext 302

Fax _____ E-mail rkaplan@ewclubs.com

Church member sponsor _____

Date of request 6/20/17 Date(s) + day(s) facilities requested August 10, 2017

One time use, continuous use, or occasional use One-time use

Est. # of persons 75 Entry time 6:30 pm Departure time 8:30 pm

Describe how your group will use facility Membership Meeting - Standard set up is fine.

Room(s) requested Fellowship Hall

Nonprofit status?—Yes/No. If yes, please provide a copy of your IRS confirmation letter.

Will a fee be charged to your members or patrons to participate?—Yes/No. If yes, how much is fee, what is it for, and how will the money be used by your group? No

Will products be sold during event?—Yes/No. If yes, describe. For what are the proceeds used?
No

Will there be fund raising? If yes, describe No

Describe attendees—adult (18+), youth/children (under 18), mixed Adults

If children will be attending, name of responsible adult NA

Church equipment or supplies that are needed (subject to approval) Tables and Chairs as typically set up

Other information that PPC should be made aware of regarding this event _____

General Guidelines for using PPC facilities:

1. No individual or group shall use the facility for their own profit.
2. No drinking of alcoholic beverages, use of controlled substances or smoking is permitted on church property. Firearms are not allowed on church property. No illegal activities are permitted and Renter will comply with all applicable laws.
3. Groups using the facility are responsible for any damage caused by their group. Please notify us if any damage has occurred.
4. Group activities are restricted to the areas that have been reserved.
5. If children are part of the group, they must be supervised by an adult at all times and not allowed to roam church property or be disruptive of others using the facility.
6. Outdoor signs publicizing the group's event may be placed in the grassy area between the playground and Providence Road and alongside the sign on Providence Church Lane. Signs may not remain in place for more than one week.
7. Displays and indoor decorations should be limited to those that can be placed on tables, bulletin boards, or be free standing. Nothing may be attached to any walls.
8. All fees are due in advance.
9. All groups are responsible to clean up and restore the facility after use including:
 - windows and doors closed and locked
 - all lights and electrical devices turned off (coffee pots, TVs, etc.)
 - all trashed removed and placed in dumpster
 - all water turned off
 - chairs, tables, and furniture put back as it was
10. A responsible adult must stay with any children or youth until the last one is picked up by a parent or guardian.
11. Please do not tamper with the thermostats.
12. Facilities need to be vacated by 11 pm unless an exception has been made.
13. Use of church equipment and supplies is prohibited unless noted above.
14. Animals are not permitted unless specifically approved.

Providence Presbyterian Church Facility Usage Fees:

PPC's typical facility usage fees are shown in the Attachment at the end of this Application and Agreement.

Guidance:

Please come by the church within one week of your event to pick up the key, make payment, and provide any needed paperwork.

Should you need to cancel your event, please contact Tricia Shaw as soon as possible—contact info on page 1.

Insurance and Legal:

Renter is required to have adequate levels of liability insurance. **Renter must provide a certificate of insurance naming Providence Presbyterian Church as an additional insured.** The certificate must include general liability, auto liability, and umbrella coverage. PPC in its sole discretion will determine whether or not the insurance coverage is acceptable for the Renter to use PPC's property. The certificate of insurance **MUST** accompany this application.

PPC is not providing any supervision or control over Renter's use of PPC's property. Therefore, Renter agrees to indemnify and save harmless PPC, its members, and its staff from any and all claims, demands, actions, losses, and expenses of any kind whatsoever, and from all persons whomsoever, arising from Renter's use of PPC's property.

As part of the consideration for being allowed the use of PPC's property, Renter releases PPC, its members, and its staff from any claim for damages, injury, or death that may occur while Renter is using PPC's property. Renter alone is responsible for any property damage, personal injury or death that may occur during Renter's use of PPC's property.

PPC does not warrant or represent that PPC's property is safe or suitable for the purposes for which Renter is permitted to use the property. Renter acknowledges that PPC's property is being provided on an "as is" basis.

Renter represents that it is authorized to sign this agreement; that Renter understands the terms herein are contractual and not mere recital and are fully binding upon it; that Renter has signed this document of its own free will; and that Renter has read and understands the full document.

By signing below, Renter understands and agrees to comply with all parts of this Providence Presbyterian Church—Application and Agreement to use Church Facilities.

Renter Fairway Row TDA

Signature and Print Name Robin L Kaplan Robin L Kaplan

Title Column Manager Date 6/22/17

(Please return all pages of this form to Tricia Shaw—contact information is on page 1.)

Please keep a copy of all pages for your records.

<p>PPC Use Only:</p> <p>Date Received: _____</p> <p>Approved or Denied: _____</p> <p>Date: _____</p> <p>PPC approval signature: _____</p>

Fee Attachment

Providence Presbyterian Church Facility Usage Fees:

Key Deposit	\$ 25.00 (refundable)
Damage Deposit	\$250.00 (refundable)
Christian Life Center (Gym)	\$275.00 (one time use)
	\$100.00 (multi-week use, per 3 hour session)
All Classrooms and Parlor	\$ 50.00
Kitchen (CLC & FH)	\$150.00
Dining Room	\$ 50.00
Fellowship Hall—Main Room	\$150.00
Chair/Table setup/take down	\$ 50.00

The above fees are general guidelines for use of PPC facilities. Depending on the specifics of Renter’s application, the actual fee charged could be higher or lower. Once your application is approved, PPC will advise Renter of the applicable fee.

Do not include the fee with this application. Once the application is approved, the fee is due in advance of the event.

Make checks payable to Providence Presbyterian Church.

If the Renter needs to cancel the event, PPC should be notified as soon as possible. Fees paid in advance are refundable, less any expenses incurred by the church related to setting up for the event.