

Providence Presbyterian Church (PPC)
Application and Agreement to Use Church Facilities (2022-2023)

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:

Rob Ridgell, rob@ppc1767.org
Providence Presbyterian Church
10140 Providence Church Lane
Charlotte, NC 28277

Phone: 704 846 1079 Ext 12
Fax: 704 846 9424
E-mail: rob@ppc1767.org

(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 User) _____

Responsible individual and title _____

Address _____ Phone _____

Fax _____ E-mail _____

Church member sponsor _____

Date of request _____ Date(s) + day(s) facilities requested _____

One time use, continuous use, or occasional use _____

Est. # of persons _____ Entry time _____ Departure time _____

Describe how your group will use facility _____

Room(s) requested _____

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? _____

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

Will there be fund raising? If yes, describe _____

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

If children will be attending, name of responsible adult _____

Church equipment or supplies that are needed (subject to approval) _____

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 User 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.
15. User agrees not to assign or transfer any of its rights under this Application and Agreement.

Providence Presbyterian Church Facility Usage Fees:

PPC's typical facility usage fees and Additional Guidelines are shown in the Attachment at the end of this Application and Agreement. The Attachment is incorporated in and made part 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 Rob Ridgell as soon as possible—contact info on p. 1.

Insurance and Legal:

User is required to have adequate levels of liability insurance. **User 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 and limits. PPC in its sole discretion will determine whether or not the insurance coverage is acceptable for the User to use PPC's property. The certificate of insurance **MUST** accompany this application.

PPC is not providing any supervision or control over User's use of PPC's property. Therefore, User agrees to defend, 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 or relating to User's use of PPC's property.

As part of the consideration for PPC's permission allowing User to use PPC's property, User releases PPC, its members, and its staff from any claim for damages, injury, or death arising from or relating to User's use of PPC's property. User alone is responsible for any property damage, personal injury or death that may occur during User'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 User is permitted to use the property. User acknowledges that it has visited and is familiar and satisfied with PPC's property and that PPC's property is being provided on an "as is" basis.

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

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

User _____

Signature and Print Name _____

Title _____ Date _____

(Please return all pages of this form to Rob Ridgell—contact information is on p. 1.)

Please keep a copy of all pages for your records.

PPC Use Only:

Date Received: _____

Approved or Denied: _____

Date: _____

PPC approval and agreement signature: By _____

Fee Attachment

Providence Presbyterian Church Facility Usage Fees:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Key Deposit	\$25.00 (refundable)	
Damage Deposit	\$250.00 (refundable)	
Christian Life Center (Gym)	\$250.00 (one time use)	\$350.00 (one time use)
	\$75.00 (multi-week use, per 3 hour session)	
All Classrooms and Parlor	\$25.00	\$50.00 (one time use)
Kitchen (CLC & FH)	\$100.00	\$200.00
Dining Room	\$25.00	\$50.00
Fellowship Hall—Main Room	\$100.00	\$200.00
Chair/Table setup/take down	50.00	

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

COVID-19

User acknowledges the following Additional Guidelines are important and material terms of this Application and Agreement and User agrees to implement and adhere to the following additional guidelines while using PPC’s campus and facilities:

Additional Guidelines for COVID-19 Mitigation Measures for Indoor Gatherings of Small Groups at PPC (August 2022)

- The PPC campus (all rooms/buildings) is open and fully operational.
- We continue to provide hand sanitizer and face coverings in all our buildings.
- We will use the honor system regarding our individual COVID-19 vaccination status.
- We continue to worship in the Sanctuary/CLC.
- Group leaders should accommodate those who prefer to wear face coverings, social distance, meet outdoors, and/or participate virtually.
- Group leaders are not responsible for verifying whether a person is vaccinated.

Signature: _____

Date _____

