Facility Use Policy

Bethesda Presbyterian Church (BPC) welcomes the use of its facilities by groups whose aims, purposes, and goals are consistent with those of the church mission. We especially encourage functions which contribute to the glory of God through Christian fellowship and witness.

Policies and fees for weddings are not included in this document. Wedding information is available on the BPC website.

Eligible Facility Users – in priority order

BPC services, ministries, events, including Presbytery functions.

*BPC Members (i.e. personal celebrations or special occasions such as anniversary, birthday, or retirement gatherings).

*BPC Sponsored Groups determined by the Local and Global Mission Committee and approved by the Session (See Addendum A for listing).

*BPC Affiliate Groups; previously approved groups with long-standing history of facility use. (See Addendum A for listing).

*Annually Approved Community Groups (See Addendum A for listing).

*Outside Groups not previously affiliated with BPC but in keeping with BPC's mission and guidelines.

- Non-members

NOTE: The word "Group" is used for simplicity; it can represent a non-profit committee, club, association, or organization.

**Application required – Fee Schedule on page 5*
It is recommended that applications be submitted four weeks in advance of an event.
Recurring events must reapply annually.

Ineligible Users

Political organizations/events
For-profit organizations/events not affiliated with BPC

Application Process

Requested dates, times, and areas of use will be checked for availability and priority of use on the BPC calendar.

NOTE: Speaking with BPC staff, checking availability, and submitting a form does not constitute approval. Do not distribute invitations or promotional materials before receiving final written approval from BPC.

- Indicate on the application all areas requested for use. Substantive changes will necessitate re-approval.
- All fees will be determined and communicated to the applicant if the application is approved.
- All fees are due at least one week prior to the event. The event will be canceled for non-payment.
- For activities with minors, the BPC *Safe Gatherings* guidelines must be adhered to.

Along with the completed and signed application, the following documents may be required.

- **Building Use Contract, Hold Harmless, and Insurance Agreement**: User agrees to hold harmless, indemnify, and defend BPC, 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 BPC facilities, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of BPC or otherwise.

- **Certificate of Insurance may apply to BPC Sponsored Groups, BPC Affiliate Groups, Annually Approved Community Groups and Outside Groups.** User may be required to provide a Certificate of Insurance showing their organization carries liability insurance with a minimum liability occurrence limit of $1,000,000 and naming Bethesda Presbyterian Church as an "additional insured." BPC and/or its employees shall not be responsible for damage or loss of property on BPC premises sustained by the applicant, a participant in a program, or anyone attending any program or event held on church property. *NOTE: If the applicant does not carry group liability insurance, indicate clearly on the application.*

- Non-profit outside groups may be required to submit a copy of the organization's 501(c)(3) certificate.

- For large or unusual events, BPC staff may request an in-person meeting with the applicant prior to approval. For recurring events, applications must be resubmitted annually for approval. Forms are typically mailed to recurring users in the Fall.

- **Completed applications may be delivered, mailed, or submitted electronically to the office at BPC28315@gmail.com. A BPC staff member will notify the applicant as soon as possible after a decision has been made for a requested use.**

User Requirements

- "Responsible person" on the application is expected to be present at the approved event. If a group has multiple leaders, provide contact information for all, with one leader marked as "Responsible Person."

- User will coordinate with the Bethesda Administrator to obtain a key or to schedule unlocking/locking of appropriate doors for the day of the event.

- Users are responsible for their own set-up, take-down, clean-up, and trash removal.
- Users must indicate if they need sound or media equipment. There may be an extra charge if staff is required to run the equipment.
- Parking should be directed to the main parking lot off Bonnie Brook Rd. Handicap parking is reserved directly behind the Fellowship Hall.
- Time uses stated and approved in the application must be followed. In all cases, users must vacate the building by 10 pm.
- Please notify the BPC office of any changes in scheduling or cancellation of meetings/events.
- When minors attend an event, they must be visible and attended to by supervising adults (minimum of TWO at all times) and are not permitted to roam freely on church property, into unapproved rooms, outside, or other areas.
- Please turn out lights and turn off appliances (fans, coffee maker, ovens) when you are finished.
- Before leaving, verify that any individuals remaining in the building will be responsible for the final lock-up. All doors should be closed and locked upon departure, and all lights and appliances turned off. When outside the building, please double-check that doors are locked by pulling on the handle.
- Tables, chairs, and/or other furnishings are to be returned to their original places. Any debris on floor or tables must be cleared away and rooms used left in good condition. Restrooms are to be left clean, and lights turned out.
- Should there be a spill, please clean floor immediately.
- If the Fellowship Hall Kitchen is approved for use, the following requirements apply,
    - **All kitchen supplies are intended solely for BPC functions. Pantry items, disposable dishes and tableware, linens, and table decorations are not available for other users or for personal use.**
    - The kitchen must be cleaned after use, leaving all items as they were found. Floors should be swept, and countertops wiped down. No BPC items should be removed from the premises.
    - **Limited Use of Kitchen –** Applicant may use kitchen serving and preparation areas, including the refrigerator and freezer, microwave, coffee maker, ice maker, serving platters, and serving tableware. Dishes and tableware should be washed, dried, and put away. **All leftover food must be removed.**
    - **Full Use of Kitchen –** same items as above, *plus* stove, oven, griddle, dishwasher, silverware, dishes, and salt/pepper shakers. **All leftover food must be removed.**
- Garbage must be disposed of by removing it from the buildings and placing it in the appropriate containers located behind the Fellowship Hall. Green bins are for bagged trash only. Brown bins are for loose recyclables (paper and plastic) only. No other trash receptacles may be used.

- Groups using outdoor areas are responsible for keeping the grounds clean and free from trash.
- Use of the Sanctuary will be reserved for acts of Christian worship and practice. Any other events must have appropriate staff approval.
- Use of BPC musical instruments is restricted. Requests for use should be made on the application. Unauthorized use may result in loss of building use privileges and/or fees for restoration and maintenance.
- User will be responsible for any damage to BPC facilities or property caused by misuse, negligence, or carelessness.
- If someone is injured during an event, any type of safety hazard exists, or an area is in need of maintenance, please notify BPC office staff as soon as possible. You will be asked to complete an incident report. There are defibrillators on every floor of every building. In a true emergency, dial 911 – if using a church phone, dial 9 first for an outside line, then 911.

User Restrictions

- No alcoholic beverages on the BPC campus.
- No use of tobacco on the BPC campus.
- No doors may be “propped” open unless loading or unloading. No windows should be opened.
- No gambling activities, such as bingo or lotteries.
- No candles, incense, or other open-flame devices except in an approved religious service.
- No firearms or fireworks on the BPC campus.
- No tacking, stapling, taping, or use of any other adhering materials on walls, windows, or doors.
- No pets allowed inside any building, with the exception of service animals.
- No food or beverages allowed in the Sanctuary.
- No use of facilities when BPC worship events are scheduled.
- No unauthorized use of BPC sound or video equipment. Unauthorized use may result in loss of facility use privileges and/or fines. Any group using A/V equipment with permission must assume liability for costs of repair/replacement in the event of damage or if discovered in non-working condition.
- User will not use the premises for any unlawful purpose, and will obey all laws, rules, and regulations of all governmental authorities while using BPC facilities.

Areas Available for Use

Fellowship Hall	Jesse Wimberly Board Room	Upstairs Sunday School Rooms
Kitchen – Limited Use	Seekers Room	Downstairs Classroom
Kitchen – Full Use	Parlor	Chapel
Sanctuary	Parking Lots	

Playground/McKeithen Building (no charge - Group must clean up area or a custodial fee will be charged)

Fee Schedule

	BPC Member (private function)	**BPC Sponsored Group**	**BPC Affiliate Group**	**Annually Approved Community or Outside Group**	**Non-Member**
One Area Only	$100	$0	Donation	$150	$150
Two or More Areas	$100	$0	Donation	$175	$175
One or more areas with limited kitchen use	$100	0	Donation	$175	$175
One or more areas with full kitchen use	$100	0	Donation	$200	$200
Custodial Fee (if required)	$150	$150	$150	$150	$150

All fees are due one week prior to the event. The event will be canceled for non-payment.

- A custodian is typically required for clean-up following a Friday or Saturday event. The need for a custodian will be determined by BPC staff.
- Fees for recurring usage are determined on a case-by-case basis.

BPC staff will administer this policy. All facility usage will be presented to the Session for final approval. BPC reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events (i.e. funerals). This includes any agreement with any group or individual. We will make every effort to reschedule or relocate canceled meetings if at all possible.

Addendum A

BPC Sponsored Groups:

Girl Scout Troop 624
Family Promise
Friend to Friend
Habitat for Humanity
Moore County Literacy Council (CARE Group)
Moore Free Care Clinic
Sandhills/Moore Coalition for Human Care
Sandhills Food Bank
Northern Moore Family Resource Center
Changing Destinies Ministry
Bethesda Cemetery Association
Friends of Faith, Inc.

BPC Affiliate Groups:

American Red Cross
Un Poco
Community Bible Study (CBS)
Boy Scouts/Cub Scouts/Girl Scouts
NAMI
Aberdeen Lions Club
Aberdeen Garden Club
ADK Teachers Sorority
Moore County Genealogy Society
Moore County Historical Association

Approved Community Groups:

Local Schools
All other approved applicants

Facility Use Application

Bethesda Presbyterian Church
1002 N Sandhills Blvd
Aberdeen, NC 28315
910.944.1319
BPC28315@gmail.com

For Office Use Only:
Application Received:_____
Date Approved:
_____
Total Fees: _____
Custodial Fee:_____
Date Fees Paid:_____

Please print clearly

Name of Event:_____

Purpose:_____

Date of Event: _____ One time or recurring event? _____ # of Participants _____

Event Time From_____ To_____

Reserve Time From _____ To_____

If recurring Begin Date: _____ End Date:_____

Circle One: Weekly Every other week Monthly Every other month Quarterly Annually

Circle Day: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

If monthly, circle week: first second third fourth fifth

Exceptions (i.e. holidays, spring break):_____

Circle User Type: BPC Member BPC Sponsored Group BPC Affiliate Group
Annually Approved Community Group Outside Group

Area(s) Reserved:

Fellowship Hall	Jesse Wimberly Board Room	Upstairs Sunday School Rooms
Kitchen – Limited Use	Seekers Room	Downstairs Classroom
Kitchen – Full Use	Parlor	Chapel
Sanctuary	Parking Lots	Playground/McKeithen Building

Will food be consumed at this event? _____

Responsible Person(s) – Please list Name (s), Cell phone numbers, email addresses, and a secondary person for this group/event that can be contacted in case of emergency in the space below.

Indemnity, Hold Harmless, and Insurance Agreement

Indemnity, Hold Harmless, and Insurance Agreement dated as of this _____ day of_____, 20____ by_____ ("User") in favor of Bethesda Presbyterian Church ("Church").

WHEREAS:

User has requested to be allowed to use a portion of the property located at 1002 N Sandhills Blvd, Aberdeen, NC ("Property") as more fully set forth in the *Facility Use Application* submitted by User to the Church ("Proposed Use"); and

Church, reserving the right to condition use in any way it sees fit and to cancel use at any time, has agreed to said request on the condition that User agrees to the terms and conditions set forth below.

NOW THEREFORE, in consideration of these premises and for other good and valid consideration, the receipt of which is hereby acknowledged, the User agrees as follows:

1. **Use of Property.** User has inspected the Property and has determined that it is suitable for the Proposed Use. In making that determination, User has not relied on any representations or warranties of Church or its members, employees, tenants, or any persons having an ownership or other interest in the Property. Use accepts the Property "AS IS WHERE IS."

2. **User's Indemnity, Defense, and Hold Harmless Obligations.** User assumes full liability for any and all claims and damages arising out of or in connection with User's use of the Property or the use of the Property by any persons allowed (invited or not) on the Property by User. User shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless Church and its members, guests, employees, tenants, and any persons having an ownership or other interest in the Property from and against any and all alleged or actual claims, losses, suits, and damages (including attorney's fees and legal expenses) arising out of or in any way connected with such alleged or actual claims, losses, suits, or damages. This provision shall survive the Church's withdrawal of permission to use the Property and User's discontinuance of the use of the Property.

3. **User's Insurance Obligations.** As a condition of this use of the Property, User shall name Church and its members, guests, employees, tenants, and any persons having an ownership or other interest in the Property as additional insureds under a liability insurance policy containing terms and conditions acceptable to Church in its sole discretion. Policies required hereunder shall contain a provision that the insurance will not be canceled, materially changed, or not renewed without at least thirty days' advance written notice to Bethesda Presbyterian Church, 1002 N Sandhills Blvd, Aberdeen, NC 28315. If User does not carry insurance, provisions 1 and 2 above still apply, and User agrees that they and/or their organization alone shall be responsible for any property damage, personal injury, or death that may occur during the use of the premises. User and/or organization further agrees to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the activities.

User and/or organization further states that the individual(s) doing so 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, the Facility Use Policy, and this release by reading these documents before signing below.

Signed_____ Print _____

Organization (if applicable)_____