

PRINEVILLE CHURCH OF THE NAZARENE

Facility Use Policy

The Prineville Church of the Nazarene (hereinafter, the Church) grants the use of church facilities to community groups and organizations whose purpose is the betterment of the individual through fellowship and education consistent with a Christian place of worship.

Facilities are not available for the following purposes: partisan political, religious inconsistent with Christian values, commercial organizations, or for the presentation of any viewpoint injurious to individual freedom in our society.

The Church reserves the right to make the facilities available free of charge for any program it deems merits exception. However, the fact that a group is permitted to meet at the Church does not in any way constitute endorsement of the group's policies or beliefs. Any permit to use Church facilities is revocable and non-transferable and the Church or its authorized agent may reject any application or cancel any permit.

When an applicant requests the use of the facility for the same time period as the Church or another applicant requests use of the facility, permission will be granted in the following order or priority:

- uses and groups directly related to the Church
- uses and groups or organizations indirectly related to the Church
- use of the applicants in the order in which their request was made.

Though exceptions may be made upon request, groups or organizations seeking use of Church facilities will be assessed a fee to cover any costs or expenses to the Church in making the facility available. The fee shall be due and payable prior to confirmation.

Insurance

All unaffiliated groups using the Church facilities shall provide a certificate of general liability insurance listing the Church as an "additional insured".

Coverage will not be less than:

- A. Bodily injury \$500,000 each person, \$1,000,000 each occurrence
- B. \$500,000 property damage each occurrence

All agreements with unaffiliated organizations will include a section requiring that the Church be indemnified and held harmless from all liability, loss, damage, costs and all other claims for expenses asserted against the Church that may arise during or result from the approved use.

Any group or organization using the facilities of the Church shall agree to abide in good faith by the Church's rules and regulations, which may be amended from time to time. Failure to follow the rules and regulations in good faith may cause the Church to deny access to that particular group or organization.

At present, the rules and regulations are as follows:

1. An applicant or user shall provide evidence, upon request, that the organization is non-profit.
2. An applicant or user shall hold harmless the Church from any liability for bodily injury and/or property damage incurred while using the facility.
3. An applicant or user shall maintain order during the use of the Church and restore the facility to its prior condition immediately following the use.
4. An applicant or user shall not use the facilities if the number of persons meeting exceeds the number allowed by the local law enforcement or fire agencies.
5. An applicant or user shall not smoke or bring weapons, intoxicating beverages or mind-altering substances on the Church property.
6. An applicant or user shall not use Church equipment, except as the user is permitted to do so by the Church.
7. An applicant or user shall not alter or decorate the facility without permission.

8. An applicant or user shall not continue to use the facilities beyond the designated time. Activities must be terminated to allow sufficient time for the facility to be cleared by the appointed hour.

9. An applicant or user shall not list the address or phone number of the Church as its official address or phone number.

10. An applicant or user shall be liable for any damage to church property incurred by their use of the facilities.

11. An applicant or user is only permitted in the portion of the Church designated for the meeting. Applicants or users should not be in other areas of the Church or its facilities without the express permission of the Church.

12. An applicant or user shall remember at all times that they are occupying a place of Christian worship and shall not undertake or permit any activity or conduct inconsistent therewith.

13. Use of rice and confetti **are prohibited** from use at weddings or other festive occasions anywhere on the church property.

14. No food or beverage may be taken into the sanctuary.

15. There must be a supervising adult 21 years or older from the user group in charge and present at all times for liability reasons.

16. The church telephone is provided for local calls only. Please use the telephone located outside the church office.

17. It shall be the duty of each applicant to apprise its members and guests of these rules and regulations and to make sure that they are enforced.

If the applicant should have any questions or concerns with respect to any of the rules and regulations, the applicant should not hesitate to contact the Church.

FACILITY USE PERMIT APPLICATION FORM

Name of Applicant/Organization		Date	
Street Address		City, State, Zip Code	
Contact Person		Phone Number	
Subject/Purpose of Meeting		E-mail Address	
Date of the Meeting	Start Time/End Time	Expected # of Participants	

Requested Room

NAC _____ Library _____ Sanctuary _____ Other _____

I accept liability and hereby agree to indemnify and hold harmless Prineville Church of the Nazarene, from any and all claims for bodily injury, personal injury, and/or property damage in connection with the use of the facility. I accept responsibility for control of the area until the meeting is finished. I accept responsibility for complying with all Americans with Disabilities Act (ADA) requirements. I recognize that it is my responsibility to supply ADA required assistance for this event. I have read and will abide by the Prineville Church of the Nazarene Facility Use Policy. The undersigned hereby certifies that he/she is authorized to execute this document on behalf of the organization requesting the use of the facility.

Applicant Name/Title
Signature
Date