

SECTION 6: GENERAL FACILITY USE APPLICATION

(other than for church events, weddings & funerals)

It shall be the general policy of New Lisbon Presbyterian Church to make available its facilities to the larger community. Such use does not mean that the church either endorses or does not endorse the agenda, viewpoint, or aims of groups meeting in the church. We make the church facility available as a matter of Christian hospitality. It should be evident that the group has some socially beneficial purpose and that members of the groups respect church property.

★ **All facility use requests/applications with Release forms must be directed to the church office.**

Check the [NLPC Online Calendar](#) for availability or event conflicts. Church member requests will require Property Team approval. All non-member requests will require Session approval. The church office will then direct this application to either the Property Team and/or the Session for consideration.

REQUEST FOR ☐ Church Member _____ Ph.# _____

USE BY:

or ☐ *Non-Church Member _____ Ph.# _____

 * Personal Reference _____ Ph.# _____

Name of Organization / Purpose for Use: _____

Facility/Room(s) Requested (see Section 1): _____

Date(s) and Time(s) Requested: _____

★ A volunteer Host/Hostess from the Session-approved list will be on site for all non-church sponsored activities. In the event that a volunteer host or hostess is not available, a paid host/hostess may be assigned at a cost of \$25/hour. Examples of church-sponsored activities include Sunday worship services, youth group activity, prayer & share group, etc..

With the approval of the Property Team (see Section 1), church facilities are available without a rental fee for use by NLPC groups or members. A Session approved host/hostess is still required.

Fees that may apply, depending on the event or need:

	<u>Member</u>	<u>Non-Member</u>
Host/Hostess # of hrs. _____ x \$25 = _____ *		
(if a volunteer Host/Hostess is not available)		
Custodian (if needed for clean-up)	\$50	\$50 *
Fellowship Hall/Kitchen (downstairs)	Donation	\$300 †
Auditorium (upstairs):	Donation	\$150 †
Parking Lot Use	- 0 -	\$75 †
- Lot fee does not apply to use in conjunction with other building use, events, meetings, etc		
FEE TOTAL:	_____	_____

Multiple Days: Rental Fees for groups wishing to use church facilities on a regular basis (multiple days, weekly, or monthly) will be determined and approved by Session.

* Fees to be paid directly to the Host/Hostess and custodian at least 1 week prior to the requested date.

† All other fees listed above are payable to NLPC at least 1 week prior to the requested date.

SECTION 6: GENERAL FACILITY USE APPLICATION (P. 2)

It will be the responsibility of the group using the church to see that church property is not abused or damaged, returned as found, that lights are turned off, and that general care is given. A copy of this policy shall be given to the group.

All users will pay the church for any damage to the facilities or equipment. The Property Team and Session will be advised of the damage and the Property Team shall make final determination of the damage and present a list of the damage to the user. The user pays the church and the church makes the actual purchases to replace or repair such equipment.

The church will not be held liable for accidents/incidents occurring while facilities are being used by a person or person's applying and approved for church use. **A signed RELEASE and INDEMNITY FORM (p. 14) is required along with all building use applications.**

Printed Name of Applicant: _____

Signature of Applicant: _____ Date _____



New Lisbon Presbyterian Church

**111 East Chestnut Street
Lisbon, Ohio 44432
(330) 424-5107**

**Email: newlisbonpc@gmail.com
Website: newlisbonpc.com**

For Office Use

Application Received _____ Prop. Team Approval _____ **OR** Session Approval _____

(date) (date) (initial) (date) (initial)

Name of Individual Serving as Host/Hostess for this event:

**NEW LISBON PRESBYTERIAN CHURCH
RELEASE and INDEMNITY FORM (Appendix 7.a)**

The church will not be held liable for accidents/incidents occurring while facilities are being used by a person or persons applying and approved for church use. This signed RELEASE and INDEMNITY FORM will be required along with all building use applications.

The undersigned, for good and valuable consideration, hereby remises, releases, forever discharges and agrees to indemnify New Lisbon Presbyterian Church, and each of their agents, employees, and leaders, as the case may be of and from any and all actions, suits duties, losses, damages, claims, and demands whatsoever which the undersigned has or hereafter can, shall or may have for or by reason of or in any way arising out of any and all the activities undertaken with respect to or in connection with the rental/lease of the lands and premises municipally known as 111 East Chestnut Street, Lisbon, Ohio, including, without limitation, traveling to and from the Property regardless of whether any such actions, causes of actions, suits, duties, loses, damages, claims or demands arise out of any negligence or alleged negligence. The undersigned fully understands the terms of this RELEASE and knowingly and voluntarily agrees to the terms hereof. Not signing this form in its original format will render the application agreement null and void and will not entitle the undersigned, their agents, employees and leaders to have access to the Property.

GROUP APPLYING FOR FACILITY USE: _____

GROUP REPRESENTATIVE NAME: _____

SIGNATURE _____

DATE _____

WITNESS _____

SIGNATURE _____

DATE _____

Please complete this form and return it with the application for facility Use to:

**New Lisbon Presbyterian Church
111 E. Chestnut St.
Lisbon, OH 44432**