

Guidelines and Rules for Use of Northminster Presbyterian Church facilities and campus:

The physical facilities and resources of Northminster Presbyterian Church are for the use of the ministry and mission of Northminster Presbyterian Church. Decisions about the use of church facilities shall be guided by the principle stated above as well as the principle of responsible stewardship of the assets of the church.

Northminster's buildings and grounds are an asset we hope to share with the community. We ask the following of all parties and groups utilizing our space:

- Meetings, programs and events should be open to all. Rare exceptions may be made with the approval of the Session, but in general events that exclude anyone from participating are discouraged.
- Northminster's space may not be utilized for partisan political influence of any kind. Both state and federal law prohibit non-profit organizations from exerting partisan political influence or support for partisan candidates or policies.
- The use of space is shared with the expectation that the spaces and materials utilized will be treated with the utmost care and consideration.

The following rules apply to all parties:

- All groups or individuals must schedule use of any church facilities with the Office Administrator. Priority will be given to members, committees or organizations of Northminster Presbyterian Church.
- A responsible adult will fill out the use form and accept responsibility for the use of the facilities and be liable for any damage incurred. If applicable, this adult will be responsible for the signing out of a key (or key fob) and its prompt return after use. Lost key(s) may result in a \$500 fine to rekey our locks.
- No alcohol, tobacco, weapons or illegal substances are allowed anywhere on our campus. The only exception to this rule is the area designated for tobacco use outside the mobile unit at the back of our campus. All furniture, equipment and supplies should be returned to their original condition at the conclusion of the event or use.
- Northminster's Child Safety Policy must be adhered to at all times.

The Church's Right to Cancel: It is impossible to anticipate the potential emergencies where the church might need the use of its facilities on short notice. Barring such emergencies, our goal is to provide 30 days' notice whenever possible to any group if a conflict arises causing cancellation of the group's reservation.

All groups will sign a liability waiver.

All usage agreements will be reviewed on a regular basis and are subject to termination by the Session.

Fees and Deposits:

Northminster requires that all outside groups consider a donation to offset the cost of utilities and custodial services. Donation can be considered based on the size of the group, use of space and frequency of use.

Suggested Donations:

\$25 per use for single use or quarterly (up to 4 times a year) use

\$25 per week for multiple uses per month (\$100/month if meet 4 times a month)

\$100 security deposit is required for all outside use. For single use events, this deposit will be held and returned undeposited after the event if everything is found to be in order, without damage, and the event begins and ends on time. For recurring or multi-use events, this deposit will be returned upon the conclusion of the use agreement if everything is found to be in order and without damage.

If a donation would hinder the work of your group or ministry, or you are unable to make a security deposit, please provide a written request for an exemption that includes the reason for your request.

The request will be considered by the Session at their regular monthly meeting.

Request for Use of Building & Grounds

Northminster Presbyterian Church
3730 N. Center Street Hickory, NC 28601
(828)324-6634 www.npchickory.org office@npchickory.org

Name of Group: _____

Contact Person Name and Daytime Phone: _____

Email Address: _____

Mailing Address: _____

Event Description: _____

Event Date: _____ Start Time: _____ End Time: _____

Is this a recurring event? Yes No If recurring, how often? _____ End Date _____

Room(s) desired: Fellowship Hall Sanctuary Ed. Bldg Classroom (specify) _____

Ed. Bldg. Small Meeting Room Ed. Bldg. Large Meeting Room Kitchen

Anticipated Attendance: _____ Key Needed? _____

Fees & Deposits:

\$100 Security Deposit (see deposit guidelines) _____

Anticipated Donation Amount (see suggested donation guidelines) _____

I agree to abide by Northminster's guidelines. I hereby waive and release, indemnify, hold harmless and forever discharge Northminster Presbyterian Church and its agents from any liability. I take responsibility for myself and my property while utilizing space on Northminster's campus.

Signature

OFFICE USE:

\$100 Security Deposit Received: _____ Event on Master Church Calendar: _____ Date Form Received: _____

Event Liaison (NPC Member): _____

Key(s) Loaned Date: _____

Key(s) Returned Date: _____