

Gwynedd Square Presbyterian Church
837 Sumneytown Pike, Lansdale, PA 19446
Property Use Policy

To all organizations and groups using the church facilities:

- Priority will be given to outside groups that have been sponsored by an official body of the congregation (i.e. a church committee)
- Priority will also be given to non-profit organizations. Use of the facility by for-profit organizations will be approved only when the property committee perceives it to be a service to the community.
- A contribution would be appreciated to help offset the cost of utilities. Cleaning fee may apply (\$50-150) if custodial services are required. This is payable to GSPC and must be received by the church office a minimum of 7 days prior to the event.
- Each event must have an application filled out and recorded with the property committee prior to approval of the event.
- One person in your organization must be responsible for your use of the church building, which should be listed on the application.
- **During meetings / performances, adequate adult supervision is required for activities involving children under the age of 18.**
- All future use of the building by a new group or expanded use of an existing group must be approved by Session.
- **No smoking on the church premises and the use of alcohol is prohibited.**
- Use only the designated door for building entry and exit.
- Confine your group and activities only to those areas (rooms) designated for your use.
- Secure all windows and doors after your event. Turn off all light switches and any equipment that you use.
- Be respectful and return the facility into its original condition (i.e. pick up trash, replace furniture...)
- Report any damage, malfunction or repairs needed so that we can stay on top of any maintenance issues.
- Get permission to use kitchen and all contained equipment.
- You must bring your own paper products for your group to use.

Thank you for your cooperation.

- Organizations other than church groups shall obtain liability insurance in the amount of \$1,000,000 and shall name Gwynedd Square Presbyterian Church as “additional insured” on the certificate. A current copy of this insurance is required to be on file with the church office.
- If misuse of the facility is discovered to be contrary to the “Property Policy”, the agreement is subject to immediate termination.

**Gwynedd Square Presbyterian Church
837 Sumneytown Pike, Lansdale, PA 19446
215-699-9159**

Property Use Application

Date _____

Name of Organization/Group _____

Street Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Contact Person Responsible for Use of Church Property: _____

Is anyone in your group affiliated or a member of GSPC? (circle one) yes no

If yes, name of person _____

Contact Person Street Address _____ City _____ State _____

Zip _____

Telephone _____ Email _____

Type of event (i.e. seminar, meeting, meal, etc.) _____

Dates and times the Property will be used _____

Specific areas to be used _____

Specific equipment to be used _____

Number of People in attendance _____

Prospective user agrees and will comply with insurance regulations. Yes _____ No _____

• Organizations other than church groups shall obtain liability insurance in the amount of \$1,000,000 and shall name Gwynedd Square Presbyterian Church as "additional insured" on the certificate.

Insurance Company Name and Policy Number _____

Signature of user _____ **Date:** _____

by signing I acknowledge receipt of and acceptance of GSPC policies regarding use of the facility.

This section for Property Committee Use:

Date is clear on master calendar: Yes _____ No _____ Date checked: _____

Approved by Property Committee: Yes _____ No _____ Approved by Session: Yes _____ No _____

Date Insurance certificate received _____ meets our requirements: Yes _____ No _____

Fee Calculation: _____

Date letter was sent to Organization indicating fees: _____

HOLD HARMLESS INDEMNIFICATION AGREEMENT

This agreement between

Gwynedd Square Presbyterian Church
("Church")

and

("Occupant")

entered into this date _____ for use of premises located at

837 Sumneytown Pike, Lansdale, PA 19446
("Premises")

In consideration of the use of the Premises by Occupant, Occupant agrees to save, indemnify, defend and hold harmless Church from and against any and all claims, expenses, costs including, but not limited to, attorney fees, liabilities and damages (collectively "Claims") which result in bodily injury or property damage as a result of acts or omissions of Occupant, its employees, volunteers, participants, agents, invitees or anyone associated with Occupant at the Premises.

Furthermore, Occupant understands that it's Occupant's responsibility to obtain insurance for any claims that arise by its use and/or activities of Occupant at the Premises and not the responsibility of Church. It is recommended that Occupant obtain separate insurance to adequately insure potential claims for Occupant's intended use or activities at the Premises. The Occupant agrees to abide by all federal, state and local laws, ordinances and regulations relating to the Premises and Occupant will save, indemnify and hold harmless Church for any breach by Occupant of such laws, ordinances and/or regulations.

Signed _____
(Church Representative)

(Occupant Representative)

(Print Name of Church Representative & Title)

(Print Name of Occupant Representative & Title)

Date Fees Collected: _____

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Name of Organization/Group _____

Date of Event _____

Property Use Clean-up Checklist

- 1) Use only those areas of the building you requested and that were approved
- 2) Move tables and chairs back where you found them
- 3) Remove all trash and place in dumpster in back parking lot. Put clean trash bag in all cans as needed.
Additional trash bags in box mounted on wall in kitchen to left of freezer.
- 4) Wipe off all counters, tables, chairs, etc. that were used
- 5) Do not leave any towels, dish cloths in the kitchen to dry. Take them home, wash them, and return them clean.
Do NOT hang any dish cloths on any faucet – this is a health code violation!
- 6) Sweep floor as needed. Broom and dust pan are in kitchen. Dry mop located in the custodial closet next to the Charity Room. If you need to use a wet mop, please do NOT use any type of cleaning solution other than water as it will destroy the floor finish. There is a sponge mop in the kitchen.
- 7) Turn out any lights you turned on – including in the rest rooms
- 8) Lock any doors that you unlocked as you depart
- 9) Do NOT leave food, condiments, or beverages in the refrigerator and assume that others will consume them. If you have left-over food, take it home with you or send it home with someone in your group.

Signature of user _____ Date: _____

by signing I acknowledge receipt of and acceptance of GSPC policies regarding use of the facility.

Property Committee Use Only

Group: _____

Person Responsible for group: _____

Contact phone # or email: _____

Date used: _____

Areas used: _____

Problems found after group departed: _____

Communicated issues with group: _____

_____ Name of Property Representative