



Sardis Presbyterian Church Facility Use Agreement

Each group shall indemnify and save harmless the Church and its members and employees of and from any and all claims, demands, actions, losses, and expenses of any kind whatsoever, and from all persons whomsoever, arising out of the use of the church's facilities, equipment or other property by the group's members, participants or invitees. Group shall provide evidence of General Liability Insurance with a limit of \$1,000,000 per Occurrence. Sardis Presbyterian Church shall be named as Additional Insured under the General Liability Insurance. Original certificate of Insurance (ACORD form) shall be delivered to Sardis Presbyterian Church prior to commencement of building usage.

1. No individual or group shall use the facilities for his/her own profit.
2. No drinking of alcohol beverages or use of controlled substances will be allowed on church property. Smoking is not permitted inside church buildings.
3. All activities will be restricted to the areas or rooms reserved on the Event Request Form.
4. When children are in attendance, they must be supervised at all times and not allowed to roam the building or to be disruptive. All children or youth activities shall be supervised by a minimum of two (2) adults aged 21 or over at all times.
5. All applicable usage fees are to be paid in advance.
6. Outdoor signs for church activities will be placed in the grassy area in front of the main parking lot or across Sardis Road, staying on church property. Caution must be exercised to not block vision for persons entering and leaving parking lots.
7. Other than the Board of Elections, no political organization may use SPC facilities. No political signs can be placed nor can politicians openly campaign or distribute campaign materials on SPC property.
8. Decorations and/or displays, both inside and outside the buildings, should be limited to those placed on tables, bulletin boards and/or free standing. If it is necessary to attach decorations, they cannot be attached with anything or any material that might deface or be harmful to any surface.
9. Animals/pets are not allowed in the Sanctuary building. Pets are not allowed in the other Sardis buildings unless they are in the immediate care of their owner, either being held or on a leash.
10. All groups should report any facilities or equipment not working properly to the Facilities Director.
11. All groups are expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
12. Individual room and lights must be turned off upon departure, including rest rooms.
13. Windows must be closed and locked.
14. All trash must be bagged and deposited in the proper containers.
15. Any group using the facilities is accountable for any damage caused by that group and will pay for any damages.
16. If, in the opinion of the Director of Administration, the space reserved is not left in good condition, the responsible person for the group will be called back to place the room in order. If that does not occur, the group will be asked to reimburse the Church for the custodians' services.

The above guidelines have been approved by the Session of Sardis Presbyterian Church and are to be implemented by the Church Staff and the Director of Administration.

Group Leader/Organizer Signature _____

Date _____