

## #4.2

### FACILITIES USE

**PURPOSE:** To establish a valid and uniform Policy for the safe and secure use of facilities, consistent with and in furtherance of Chapel by the Sea's mission and in compliance with applicable laws and insurance requirements.

**APPLICATION:** This Policy is applicable to all organizations and individuals and applies to the use of all buildings, including the Sanctuary, Silver Hall, the Education wing, and all adjacent land (to include the parking lot located at the corner of Estero Boulevard and Chapel Street).

#### LIMITATIONS ON USE:

1. No alcoholic beverages or illegal drugs are permitted in any building or on the Chapel grounds.
2. Chapel by the Sea is a smoke free zone, smoking is strictly prohibited.
3. Skateboards, rollerblades or scooters are not permitted on the grounds.
4. Children under age 18 must be supervised by an adult at all times.
5. There must be two adults present with children at any given time.
6. Church buildings, rooms and grounds may not be used for meetings of a commercial or business nature.
7. Political party-specific organizations may not use Chapel buildings or grounds.
8. Informational meetings must be non-partisan and cannot be sponsored or conducted by organizations in support of a particular party or candidate.
9. Chapel by the Sea welcomes individuals with service dogs as defined under the ADA. Given the demographics of our visitors and congregation, and in consideration of their safety, dogs other than service dogs are not permitted in Chapel buildings.
10. Policy & Procedure #8.1 provides specific guidelines for the use of Chapel's facilities by God's Table, our community outreach program for the homeless and needy of Ft. Myers Beach.

#### RESERVING FACILITIES:

11. A formal request for use of facilities by Chapel Committees and Staff for Chapel related programs, events, and business is generally not required. However, an advanced reservation for a specific room is essential and may be made by requesting reservation of the room with the Chapel Office. Rooms are reserved on a first-come first-served basis. Once made, the office places the reservation on the Chapel Calendar.
12. Availability of rooms on a specific date and time can be determined by going to Chapel's website at [www.chapelbts.org](http://www.chapelbts.org). For example, if you wanted to have a meeting in Room 5 at 10:00 AM on Thursday, by going to the Chapel Calendar you would find that the room is not available because the Sew and Sews meet in room #5 every Thursday from 10:00 AM to 2:30 PM (but Friday at 10:00 AM is available). A map of Silver Hall can be found by clicking on [CLICK HERE FOR SILVER HALL MAP](#)

located under the first Saturday of each month (then click on <http://www.chapelbts.org/wp-content/uploads/2015/02/SilverHallMap.pdf>).

13. Requests for any purpose, other than Chapel related programs, should be submitted in writing using the FACILITIES REQUEST FORM on page 3 of this Policy & Procedure.
14. The Office Administrator has authority to approve routine requests from:
  - a. Community service organizations conducting programs approved by Session Committees and Chapel Staff;
  - b. Organizations that used Chapel facilities within the past 3 years without incident; and
  - c. Other churches within Peace River Presbytery.
15. Before approving requests from other organizations or individuals, the Office Administrator will consult with either the Chairperson of the Administration Committee or the Chairperson of the Facilities and Property Management Committee. Should these Committee Chairpersons have any disagreement or doubt regarding approval, the request will be referred to the Session.
16. Fees, if any, are due in full no later than one (1) week before the event. Deposits to secure rooms and damage or cleanup costs may also be required.
17. Donations to help us maintain our facilities are gratefully received anytime.
18. Please send fees, deposit and donations to Chapel by the Sea Presbyterian Church (USA), PO Box 2997, Ft. Myers Beach, FL 33932.
19. Additional policies apply to requests for the use of Silver Hall for Memorial Receptions and Wedding Receptions. See Policy & Procedures #7.1 (Funeral Services) and #7.2 (Weddings).
20. All use of buildings shall be in compliance with Chapel's insurance policies and as deemed appropriate for church buildings by Chapel's Session.
21. See the attached specific TERMS OF USE on page 4 pertaining to Silver Hall.

RESPONSIBILITY: It shall be the responsibility of the Chairperson of Administration Committee, Chairperson of the Facilities and Property Management Committee, the Office Administrator, and the Facilities Manager to ensure compliance with this Policy.

### FACILITIES REQUEST FORM

This form is to be completed before any meetings or activities (other than regularly scheduled church sponsored events). The completed form, along with any fees, is to be returned to the Office Administrator.

NAME OF GROUP OR PERSON MAKING REQUEST:

\_\_\_\_\_

DATE OF ACTIVITY:

\_\_\_\_\_

*Indicate Date, Weekly or Monthly schedule*

TIME OF ACTIVITY: \_\_\_\_\_ TO \_\_\_\_\_

TIME THE BUILDING IS TO BE OPENED: \_\_\_\_\_

CLOSING TIME: \_\_\_\_\_ Remember to consider your set up time and clean up time.

BRIEFLY DESCRIBE THE ACTIVITY:

\_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_

NAME OF INDIVIDUAL IN CHARGE OF EVENT:

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ROOM(s) REQUESTED:

\_\_\_\_\_ Silver Hall

\_\_\_\_\_ Library

\_\_\_\_\_ Session Room

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Room 5

\_\_\_\_\_ Room 7

\_\_\_\_\_ Sanctuary

OTHER REQUESTS:

\_\_\_\_\_ Use of Media Equipment

\_\_\_\_\_ Use of DVD/VCR Equipment

\_\_\_\_\_ Use of Sound Equipment

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Piano

\_\_\_\_\_ Tables (Number: \_\_\_\_\_)

\_\_\_\_\_ Chairs (Number: \_\_\_\_\_)

\_\_\_\_\_ Other: \_\_\_\_\_

ROOM SET UP IS THE RESPONSIBILITY OF THE GROUP RENTING THE FACILITY UNLESS A DIFFERENT ARRANGEMENT HAS BEEN NEGOTIATED WITH THE OFFICE ADMINISTRATOR.

## FACILITIES REQUEST FORM

### PROCEDURE FOR APPROVAL

- A. Submit completed request to the Office Administrator.
- B. A **Certificate of Liability** must be submitted with the request.
- C. First-time requests for use of space by a non-Chapel group or organization may have to be approved by the Session.
- D. Fees, if any, are due in full to the Office Administrator no later than one (1) week before the event. Donations to help us maintain our facilities are gratefully received anytime.

### TERMS OF USE – SILVER HALL

- 1. Scheduling and use of Chapel facilities must be requested through the Office Administrator.
- 2. A key holder/group leader is responsible for opening and closing the room(s) used.
- 3. NO ALCOHOLIC BEVERAGES or ILLEGAL DRUGS are permitted on the grounds.
- 4. SMOKING IS PROHIBITED.
- 5. If children under age 18 are attending functions in Silver Hall: no skateboards, rollerblades or scooters are permitted on the grounds and children MUST BE supervised by an adult at all times. There must be two adults present with children at any given time.
- 6. Room 5 will normally be available to AA, Scouts and other community organizations.
- 7. CLEAN UP policy – Used room(s) MUST be cleaned and returned to the same condition as found. This includes replacing furniture in original locations.
- 8. All garbage and trash MUST be removed from tables, picked up from the floor, and placed in plastic garbage bags. All garbage bags must be removed from the building and placed in outside dumpster.
- 9. On Saturdays the use of the building by community groups is normally prohibited, so as to provide a clean and well-maintained property for Chapel's Sunday events.
- 10. KITCHEN POLICY – Stoves, refrigerators, freezers, dishwasher, ice machine and coffee makers ARE NOT to be used by community groups, except with special permission. Work tables, counters and sinks MUST be left clean and orderly. Outside groups MUST supply their own coffee makers, coffee, tea, sugar, creamers, paper products, ice, ice chests and utensils unless other arrangements have been made with the Office Administrator.
- 11. Tables MUST be clean, and the tables and chairs returned to the original setup, as found.
- 12. Pianos may NOT be used without contacting the Music Director.
- 13. Only freestanding decorations may be used. Decorations on walls, drapes, and tenting are not allowed.
- 14. Burning of candles or incense is not allowed due to the possibility of a fire hazard.
- 15. The Chapel does not furnish tablecloths to community groups.
- 16. Restrooms MUST be checked prior to leaving, and MUST be left in a clean and neat condition.
- 17. If only Silver Hall has been approved for use, side rooms MAY NOT be used.
- 18. The media system MAY NOT be used without prior authorization by the Chairperson of the Facilities and Property Management Committee or the Office Administrator.
- 19. All interior lights MUST be extinguished when exiting.
- 20. Upon departing the building check to assure that all doors are securely locked.
- 21. If there is a non-emergency problem with equipment or facilities please notify the Facilities Manager.
- 22. In case of an emergency call 911.

I have read and agree to the terms of use for the facilities of Chapel by the Sea.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### FACILITIES REQUEST FORM

#### HOLD HARMLESS AGREEMENT AND WAIVER OF LIABILITY

Chapel by the Sea Presbyterian Church (USA), hereafter referred to as Chapel, has agreed to allow the below named persons/organization to use its church premises for non-commercial purposes as stated in its application. It is understood that Chapel is not in the business of renting space, but does allow the church premises to be used (for a minimum fee) (without a fee) by not-for-profit, non-political groups, organizations, and individuals (e.g., for weddings).

Be it, therefore, agreed upon by the user organization/individual, that the user of Chapel’s facilities agrees to hold said church harmless for any injury sustained on its premises or its facilities during the period of time the below signed organization, its members or guests, utilizes the Chapel’s facilities. The authorized agent for the below signed organization has represented that he or she has read this agreement carefully, has had ample opportunity to consult with legal counsel, and has agreed that he or she has, or will, advise all persons attending his or her organization’s function at said church and advise all persons who will be in attendance of this hold harmless agreement and waiver of liability.

Therefore, for valuable consideration, the below signed organization, by its authorized representative agrees to hold Chapel, its ministers, officers, employees and members harmless and waives any and all liability for any injury or damages suffered during its use of the church premises or facilities by its members or guests. This includes any injury or damages suffered as a result of preparing and/or serving food during said organization's/individual's use of the church facilities.

Chapel advises the below authorized agent of the user organization/individual that the church's parking areas are not well lighted and that the church has no specific security protection for persons occupying or using church facilities.

WHEREFORE, the below signed authorized agent of the user organization/individual agrees that said organization will hold Chapel, its ministers, officers, employees and members harmless and agrees to pay any damages awarded by any forum, including costs and attorneys' fees, against Chapel, as a result of anyone suffering injury or damages during the user organization's use of the church facilities.

\_\_\_\_\_  
(Signature of Authorized Agent) (Date)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness Signature) (Witness Signature)