



Faculty Use Policy

Policy and conditions for use of Bidwell Presbyterian Church (BPC) facilities:

1. General Information

Persons renting the facilities must be at least 21 years of age. Presentation of positive picture identification shall be required by applicant if not a BPC member. References may be requested prior to confirmation of facility reservation at the discretion of BPC. Usage is subject to approval. The facility is not available for use during holidays observed by the church (a list of holidays can be requested at the church office). There is no guarantee, or right to use BPC facilities by any non-BPC ministry group. Applicant agrees to leave the facility in the condition it was found. Insurance and security deposit requirements are waived for memorial services. (See further guidelines below).

2. Hold Harmless Agreement

Applicant agrees to use the BPC facilities at their own risk. Applicant further agrees to indemnify, defend and hold harmless Bidwell Presbyterian Church, its officers, agents, elders, pastors and employees and volunteers against any and all claims, demands, damages, costs, injuries, expenses of any nature including court costs and attorney fees arising out of or resulting from the applicant's use of the Bidwell Presbyterian Church, equipment or facilities.

3. Insurance

Non- BPC event applicant agrees to furnish proof of \$300,000 of liability Insurance to cover their private events. At least three business days prior to an approved, non-BPC event, a Certificate of Liability Insurance must be provided to the church administrative office indemnifying Bidwell Memorial Presbyterian Church. Bodily Injury and Property Damage liability limits of at least \$300,000 combined single limits must be certified for the day of your event.

Wedding parties, In addition, must provide proof that Bidwell Memorial Presbyterian Church is endorsed as an Additional Insured for the wedding, rehearsal, and any

accompanying events. Memorial services do not require insurance certification. Insurance certification and coverage may be extended by your private insurance carrier or purchased through a specialty insurance providers, such as www.wedsafe.com.

4. Security Deposit

\$200 deposit by check made out to Bidwell Memorial Presbyterian Church is due at the time when the reservation is requested by non-ministry / outside groups. The deposit is necessary to confirm the reservation; reservations will not be held until the deposit is made. The \$200 will be held as a facility damage deposit, and refunded if the facility is left to its original condition.

5. BPC Events Priority

Facilities will normally only be available for non BPC events when church sponsored events have not been pre-scheduled. Once reserved, the BPC sponsored event or ministry meeting will not be asked to change. All reservations for non-BPC events are subject to availability and approval. The church facility is reserved for BPC events only on Wednesday and Thursday evenings and all day Sundays. Non-ministry and outside groups can only reserve the use of the facilities three months in advance. Requests by non-ministry and outside groups to use the facility on a re-occurring basis can be made for 6 month increments only and will need to be renewed at the end of the 6 months. Only after the application is accepted will your event be placed on the master calendar. A BPC sponsored event is defined as any event requested by any BPC ministry leader for an activity related to that ministry or a non-BPC group that has been approved by the Business Administrator and/ or Physical Facilities Elder upon recommendation of the staff representative.

6. Alcoholic Beverages

No alcoholic beverages are allowed. No alcohol is permitted in the parking lot or in any other area of the facilities. If any person violates these rules, they shall be asked to leave the function & not return. If he/ she refuses to leave, the police shall be called.

7. Child Care

Our policy prohibits the use of privately hired babysitters to care for the children of your guests. BPC has childcare workers who are fingerprinted, as well as first aid and safety trained that can be scheduled to care for the children. BPC childcare workers will follow the BPC Nursery procedures and BPC Child Protection Policy. Child care service is requested on a separate form and additional costs will be incurred for this service.

8. Other Uses

Other areas of the facility may be in use during your event or activity by other groups or persons. Courtesy and respect towards all other facility users is expected. The user agrees to vacate the premise at the end of the pre-reserved time.

9. Smoking and Weapons

Smoking, use of any illegal drugs, or other controlled substance is not allowed on church property. No firearms or other weapons are allowed on church property, except by law enforcement police officers performing functions related to their duties. If any person violates this rule, they shall be asked to leave. If he/ she refuses to leave, the police shall be called.

10. Event Hours

Events should normally end by 10:00 p.m. The building curfew is 11:00 p.m. All clean up the applicant is responsible for must be done before building curfew. This is necessary as the room may need to be re-set and custodial services completed for the following days events.

11. Staff Representative

A BPC Staff Representative shall be available during all non-ministry or outside events. The staff representative shall open and lock the facilities and monitor events, as needed. The staff representative is available to answer your questions. You are required to provide an on-site coordinator or liaison who shall be present during the entire event and who will coordinate with the BPC staff representative. The BPC staff representative has the authority to stop any inappropriate activity or to stop any event or activity and clear the facility as they deem necessary for safety or security reasons, or if non-allowed or inappropriate activities are occurring. The BPC

staff representative may, at his/ her discretion, choose to provide a single warning prior to cancellation of the activity or event. Prior to the usage of the facility, the BPC staff representative will review guidelines, rules, safety/ security requirements with the applicant's on site coordinator for the event. Should an emergency occur during an event, your on-site person responsible for the event is required to follow evacuation and/ or security / safety rules. Call 911 when necessary. Advise the BPC staff representative of any accident, injury, breakage or emergency as soon as possible after the incident.

12. Food and Drinks

Food and beverages (with the exception of water) are not allowed in Rooms 105 and 106. Food and beverages (with the exception of red punch) are allowed in all other areas. We do request that lids be used for all beverages (hot or cold). The use in Westminster fellowship hall or Room 015 is recommended for events with meals if available.

13. Outside Vendor Provided Equipment

If rental or other equipment or decorations are being delivered, they must be delivered after the start time reserved for the event and be picked up prior to the end of the event reservation and time. Items may not be left on BPC premises overnight without pre-approval. Extension cords cannot be strung across rooms or doorways and cannot be covered by floor mats. BPC is not responsible for damage, loss or security of any such materials or equipment.

14. BPC Provided Equipment

BPC equipment is available for your use and must be reserved through the Facility Use Request. There is a separate equipment security deposit that will be returned to you or your group after inspection of equipment by a BPC Rep (see further guidelines below). The security deposit will cover any damages that may occur to the equipment during their use. You are responsible for reporting any damage immediately to the BPC Representative. Extension cords cannot be strung across rooms or doorways and cannot be covered by floor mats. Additional BPC technicians will be required to operate certain AVL equipment at additional costs.

15. Candles

Fire restrictions limit the use of candles in the facilities. According to the California Code of Regulations, Public Statement 19, Section 3.25... at no time are handheld candles allowed in public assemblies (including church buildings etc...), even if they have a drip pan or plastic cup. No open flamed devices allowed for public, theatrical, etc. use. Exception, candles for wedding ceremonies, or altar use allowed if they are placed in a “stable” holder, and are at least 12” minimum clearance around them. You or your group is required to use candles supplied by BPC.

16. Other Decorations

All decorations must be approved in advance by a BPC Representative. No nails, tacks or tape (exception: Blue Painter’s Tape) on walls or windows of at the facility are allowed. No smoke machines, misting devices or fireworks, of any kind may be used within the facility, unless pre-approved. Helium & other balloons are allowed, but you are responsible to remove balloons, as well as any other decorations, at the end of your event. Easels and other stands may be used to display and attach decorations. No use of birdseed or rice is allowed inside or outside. BPC decorations may not be removed for other events.

17. Emergencies, Safety and Security

Your group and your guests are responsible for following safety and security guidelines. Please use good judgement. Monitor and provide responsible supervision of your event. Stop unsafe or inappropriate activities. Posted evacuation maps are provided in strategic locations. In case of fire or other emergency, evacuate the facility immediately and call 911. Observe good security safe practices when going to the parking lot or trash dumpster late at night. Drive and park in a safe manner in BPC parking areas. Always lock vehicles. If you observe a security concern, notify the church office or staff representative, or in immediately dangerous or urgent situations, call the police. Applicant is responsible for any & all injuries resulting from any aspect of your event.

18. Damages

The applicant is responsible for all damage resulting from any function, including the facility, building, breakage or damage to kitchen appliances, dishes, glassware, childcare facilities and equipment, or to any other equipment (sound, projector, etc). All such breakage or damage is required to be reported to the BPC staff representative. Cost of damages billed to the applicant shall be the actual or estimated cost of replacement or repair and may exceed the amount of your deposit

19. Clean Up

Our policy is that the applicant responsible for using our facility will be required to use our custodial staff for set up, tear down, and clean up. Costs to cover this service are included in the fees.

20. Animals

Normally animals and pets are not allowed on church premises, including in office areas. Exceptions are made for disability assistance animals.

21. Use of Sanctuary

Use of the sanctuary is discretionary. Outside and non-BPC sponsored group requests to use the sanctuary (with exception of weddings and memorials) must be approved by the Worship and Arts Director and Head of Staff after a Facility Use Request is submitted.

22. Parking Lot

Bidwell Pres accepts no responsibility for the loss of or damage to vehicles on Bidwell Pres grounds, or for loss or damage to accessories or contents. Fees for any vehicle towed will be solely the owner's responsibility.

Exclusive use of the BPC parking lot is for weddings, memorials, or all church events only. Refer to special brochures related to these events for additional information and costs for parking attendant services.

23. Other

Special conditions may apply to weddings and memorial services. Refer to special brochures related to these events. You will be given room diagrams for the areas and rooms you rent to use for the planning purposes and to indicate your intended table and chair set up arrangements, upon request. All set up arrangements must be pre-approved and meet fire and other safety requirements.

I, the undersigned, have read and agree to abide by and enforce all rules and regulations as stated in the above policy.

X

Applicant's Signature

X

Date