

**FACILITIES USE AGREEMENT FOR WASHINGTON PARK UCC &
WASH PARK CENTER FOR MUSIC & ARTS**

(an outreach mission of Washington Park United Church of Christ)

POLICIES & FORMS

Included:

- ***Church Facilities Use Agreement***
- ***Hold Harmless Agreement***
- ***Facility Use Fees***
- ***Use of Church Facilities by Non-WPUCC Groups: Policies and Regulations***

Please return this agreement with signatures on the top and bottom sections of page 3.
Total payment is due on the day of event.

Mailing address:

**Washington Park United Church of Christ
Attn: Eileen Abbattista
400 S. Williams Street
Denver, CO 80209**

Make checks payable to: Washington Park UCC

Questions? Building/CMA Coordinator Eileen Abbattista
(Eileen.Abbattista@gmail.com or 303-722-7465)

CMA seeks to provide an affordable, high quality, and welcoming performing and visual arts center for the Denver metro community. Church facilities are available for recitals, concerts, demo recordings (audio & video), film screenings, workshops, classes and more.

Please invite others to share our wonderful space! We appreciate your efforts to help create a thriving arts venue at Wash Park Center for Music & Arts.

******Performers are requested to wash their hands before using our instruments******

***Please treat our instruments and communion table
and all aspects of the church with respect and care.***

Church Facilities Use Application

Group Name: _____

Event Description: _____

Date	Space(s) Requested	Start Time	End Time	Cost

Contact Person: _____ Cell _____

E-mail: _____

***** Hold Harmless Agreement *****

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Washington Park United Church of Christ as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Washington Park United Church of Christ and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application.

***** Hold Harmless Agreement (continued) *****

I/We, the undersigned, in consideration of being allowed to use the property and facilities of Washington Park United Church of Christ in Denver, Colorado, do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this _____ day of _____, 20__

Printed Name *Signature*

On behalf of (organization's name):

"Policies and Regulations" regarding rental of church facilities and equipment are detailed in pages 5-8 of this contract.

Please read thoroughly and confirm acceptance by signing below.

*We have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities of Washington Park United Church of Christ."

Printed name and signature of applicant:

Printed Name *Signature*

Facility Use Fees Assessment Worksheet

[Additional custodial and facilitation fees may apply for events with full-scale receptions and/or large numbers of attendees and participants. Recurring use fees for specific rooms/areas for regularly scheduled programs or activities will be determined by size of group, frequency of use, and specific needs.]

Single Event/price per hour

- | | | |
|--------------------------|-----------------------------|------|
| <input type="checkbox"/> | Sanctuary & Gathering Space | \$55 |
| <input type="checkbox"/> | Silver Chalice Room | \$20 |
| <input type="checkbox"/> | Room: _____ | \$20 |

Additional fees for use of space not included above

- | | | |
|--------------------------|-----------------|-------|
| <input type="checkbox"/> | Outside Grounds | \$30 |
| <input type="checkbox"/> | Reception Space | \$15 |
| <input type="checkbox"/> | Other _____ | \$TBD |

Instrument & Equipment:

- | | | |
|--------------------------|------------------|------|
| <input type="checkbox"/> | Piano / Schimmel | \$35 |
| <input type="checkbox"/> | Piano / Knabe | \$25 |
| <input type="checkbox"/> | Organ | \$75 |
| <input type="checkbox"/> | Sound System | \$30 |

Organizations wishing to serve alcoholic beverages in conjunction with Wash Park CMA events are considered on an individual basis.

No alcohol of any kind may be SOLD at CMA events.

Signature of WPUCC CMA Coordinator or WPUCC Staff:

Date: _____

Policies and Regulations Regarding Use of Church Facilities by non-WPUCC Groups

Policies regarding use of WPUCC facilities and Wash Park Center for Music & Arts

Mission of WPUCC: The objectives of the groups using WPUCC facilities, and the activities conducted on church property must not be in conflict with the mission of WPUCC.

Wash Park Center for Music & Arts rentals are managed by the CMA coordinator. No commitment for building use is finalized until the Use Agreement has been approved and executed. Local organizations and individuals may use church facilities for one-time or short-term usage. Our first priority is for WPUCC programs and membership needs. Priority is then given to nonprofit groups supported by WPUCC, and then to other nonprofit organizations.

Approval for the use of WPUCC grounds and/or facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use WPUCC facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the facilities, its buildings or grounds that conflict with the practices of WPUCC.

WPUCC recognizes that providing its physical facilities in support of other compatible organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be in the best interests of the church. The intent of this statement is to establish consistent requirements for non-WPUCC group use of our church facilities.

All non-church groups (any group not sponsored by or related to Washington Park United Church of Christ) desiring to use church facilities must confirm acceptance of the terms specified (see pg. 3). Required application forms must be completed and approved by the CMA coordinator. Further, all fees must be paid prior to or the day of the event. An exception to this timeline is use of the facilities on a recurring basis, for which payment of fees is due on the 1st of each month. Payment of fees or donations may be paid in cash or by check. If a check is used, it shall be made out to Washington Park United Church of Christ. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups using the facilities on a year-round basis must renew their application by January 1st each year.

The Leadership Team of Washington Park United Church of Christ reserves the right to accept or deny requests for use of church facilities, and to cancel or modify established agreements, based on WPUCC's best interests regarding property management, requirements for use of the facilities for church activities, the church's building maintenance expenses, and relationships with governmental entities and regulations.

Regulations regarding use of WPUCC facilities and Wash Park CMA

Church property. Church property will not be loaned, borrowed, or removed from church premises without prior permission from the CMA coordinator. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.

Facility Care and Kitchen/Gathering Space Rules. All areas used by your group must be left clean and orderly with church furniture and property returned to its designated place. The kitchen must be left clean and orderly. Wash Park UCC is a "Whole Earth" church, and thus strongly supports "green" options that generate as little waste as possible. **Groups holding receptions in the Gathering Space are asked to forego all single-use plastic items; the church will provide compostable ware as needed, and composting.** WPUCC has basic recycling (note: plastic cups and all other single-use plastic items are NOT recyclable through Waste Management, our provider. WPUCC seeks to limit landfill waste as much as possible, as the church works to live out our care of Earth, encompassing not just church events but those held by facility users. All items (including leftover food and drink) must be removed from the church after your event. Please alert attendees to recycle items accepted by Waste Management's recycling program. Garbage and trash must be bagged and all detritus disposed of as completely as possible. **Church supplies are not to be used except as agreed upon, in advance of the event.**

Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove it immediately after the event. Storage will be charged for if required.

Supervision of children and youth. Children must be adequately supervised at all times. Children and youth must stay with their group at all times.

Building use. All groups shall ensure that all event participants leave the building after the event. The CMA coordinator or facilitator will be responsible for turning off all lights, closing all windows and locking the facility.

Piano and organ use. Permission to use the piano, organ and/or hand chimes must be granted by the CMA coordinator. Pianos cannot be moved except by advanced permission and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for moving and tuning the piano after repositioning. If a group provides their own musical instruments, they are responsible for their own equipment, but must have advanced permission and instructions. **All users are responsible for any damage to any instruments due to negligent use. All students are performers must wash their hands before using the instruments and no food or drink is allowed within 20 feet of any instrument.**

Sanctuary sound system. The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

Smoking. All members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts the buildings, including corridors and restrooms, and on the outside ramps and stairs. Alcohol consumption is not allowed at non-church functions without advance, specific permission.

Emergency scheduling conflicts. WPUCC reserves the right to pre-empt any facility use agreement for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Breakage. All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person or group involved. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.

Security. WPUCC works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. **WPUCC is not responsible for theft or damage to personal property.**

Final decisions. In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Leadership Team of WPUCC shall decide the matter and all individuals and groups shall abide by their directions or forfeit the use of any part of the facility immediately.

Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without approval in writing. The Sanctuary/Gathering Space may not be permanently decorated using any signs, symbols, etc., except as specifically approved by WPUCC. However, floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

Candles. Candles are not permitted unless for ceremonial use, and that use must be pre-approved. If used, lit candles must be “dripless” and must not be placed on the keyboard or sound system. Lit candles must be placed on a plate or in a holder.

Building use hours are 6a.m. to 10p.m. Evening events will be concluded and the building closed by 10p.m. unless special arrangements have been made.

User groups will be responsible for leaving the facilities in a condition that is comfortable for the next group. For example, all furniture, pews and equipment must be returned to customary positions, the kitchen left in clean condition, dishes washed and put away, floors swept, and recycling and trash appropriately bagged and prepared for disposal.

No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed, without prior approval from the CMA coordinator or Leadership Team. Additional facilities and equipment cannot be used when not covered by advance approval. The communion table may not be used for any purpose other than its primary symbolic function. User group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.

Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must be under adult supervision. Permission to use church facilities or equipment shall not imply any liability by WPUCC for property damage or personal injuries resulting from user-group activities.

Sound system. Use of the sound system is permitted only under the supervision of persons authorized by WPUCC. If a group has a long-term agreement for use of the facilities, arrangements may be made for training select individuals. Only after proper training can select individuals be authorized to operate the sound system.

Securing the facilities. User groups will be given training by WPUCC staff on how to properly open, close and secure the facilities.

FEES

All groups approved for use of church facilities are required to pay applicable fees, as stated in this policy package. Any discount or waiver granted represents an assumption of these fees by WPUCC in support of the activities of the user groups and will be considered on an individual basis.

The church facility is available at no charge to members and their immediate families for funerals and family celebrations. However, a custodial fee and sound technician fee may be requested. Requests for such usage should be made following reservation procedures, as stated in this policy document.

Facilities are available for 2 hour periods. After 2 hours, an additional fee may be charged for additional time periods. Current facility use fees are stated in the "Facility Use Fees Assessment Worksheet," page 4 of this contract.

Liability Coverage is not afforded for any of the following Activities or Events without prior approval of Washington Park United Church of Christ and its Insurance Company:

- *Parades*
- *Aircraft*
- *Motorcycle Runs and Automobile Rallies*
- *Fireworks*
- *Firearms*
- *Animals – other than house pets, nativity scenes, blessing or petting zoos*
- *Carnivals and Fairs with Mechanical Rides (which includes inflatables)*
- *Rock, Hip-Hop or Rap Concerts – with admission over 100 people*
- *Events involving inflatables*
- *Events including Contact Sports*
- *Rodeos*
- *Political Rallies*
- *Events lasting more than 5 days including otherwise acceptable events*
- *Any Event with Liquor*
- *Any Activities by Third Party Telemarketing, Direct Mail, or Internet Advertising Firms*