

Guidelines for Use of Church Facilities at North Decatur Presbyterian Church

611 Medlock Road, Decatur, GA 30033; 404-636-1429 office@ndpc.org

North Decatur Presbyterian Church (NDPC) welcomes the opportunity to serve our neighbors by renting our facilities to Organizations offering programs which are compatible with the principles of our faith. If your Organization is interested in using NDPC facilities, please complete, sign and return the attached Agreement for Use. All Agreement for Use applications must be approved. Submit request for use at least 21 days in advance of your meeting.

Rescheduling. The premises shall be used solely for the space and purpose stated in the Agreement application. Agreements may be terminated with 30 calendar days written notice. NDPC reserves the right to reschedule your activity if that space is needed for special church activities. In that event, a choice of alternate days will be offered to you.

Gunfree zone. NDPC has declared its worship space and all property of the church without limitation, as a gun-free zone in which weapons and long guns are prohibited. Police officers are exempt. No one else may bring a weapon onto the NDPC premises or any property owned by NDPC except as otherwise required by Georgia law with regard to parking facilities.

Smokefree zone. All of NDPC's buildings are non-smoking areas. If members of your Organization smoke outside, you are responsible for removing smoking debris. No food or drink is allowed in the Narthex or Sanctuary.

Alcohol use. Approval for serving of alcoholic beverages must be secured when the space is requested. All alcoholic beverages will be furnished by the applicant. The applicant will not serve alcoholic beverages to anyone who is underage or noticeably intoxicated.

Child Protection Covenant. Each Organization that holds events that involve children or youth will accept responsibility for the health and well-being of each child and comply with the NDPC Child Protection Covenant.

Kitchen Use. Each Organization using the Kitchen will be required to comply with the Kitchen Use Instructions.

Stewardship. NDPC expects all Organizations who use the church facilities to participate in the stewardship of the facilities. Spaces used by Organizations should be returned to clean, orderly quality environment.

Rental Fees for use of NDPC facilities are based on the costs of utilities and stewardship of the property.

Sanctuary	\$150 per hour, plus custodial fee
Fellowship Hall	\$100 per hour, plus custodial fee
Kitchen	\$150 per hour, plus custodial fee

Custodial Fees include costs incurred by the church for initial set up of the room and for clean-up after use. Charges begin at \$50 per hour and are dependent upon the size of the set up and the extent of clean up required after use. Diagrams for set-up will be provided and custodial fees will be assessed when this Agreement is signed. If additional custodial fees are incurred after the event because the space is left insecure or dirty, the Organization agrees to cover those costs and understands the Organization cannot use the facilities again until the additional fee is paid.

Signed _____ Date _____

Agreement for Use of North Decatur Presbyterian Church Facilities

Name of Organization: _____
Space(s) Requested: _____
Purpose of Use: _____
Date(s) of Requested Use: _____
Start Time: _____ End Time: _____

The Organization and the Responsible Person accept responsibility for the security of the premises after each event. Failure to secure the premises or any false security alarms will incur additional fees.

If this is a recurring event, how often and when? _____

Number Attending Event/Meeting: _____ Will you charge any fees? If so, how much? _____

Will you have children or minors present? Yes _____ No _____

Do you wish to serve alcoholic beverages? Yes _____ No _____

Will your Organization provide room set up and clean up before and after the meeting? Yes _____ No _____

The organization agrees to pay additional custodial fees if the facilities are left insecure, in disarray or require additional cleaning.

Responsible Person: _____

I agree to notify the church office immediately if any of this information changes.

Email: _____ Cell Phone: _____

Mailing Address: _____

You will be responsible for any injury to persons attending your event. You will be held liable for any damage to our facility or equipment during your use. If damage does occur, please contact the church office by the next morning.

The Organization agrees to comply with all requirements contained in the NDPC Guidelines for Use of Church Facilities, the NDPC Child Protection Guidelines and the Kitchen Use Instructions.

Signed: _____

Date: _____

FOR OFFICE USE ONLY: □

Approved By: _____ Date: _____

Room(s) Assigned: _____ Date and Time of Use: _____

Rental Fee Amount: _____ Custodial Fee Amount: _____

Key Deposit Received: _____ Room Deposit Received: _____ Fees paid in full: _____

RELEASE AND INDEMNITY

This RELEASE AND INDEMNITY AGREEMENT is entered into between _____ ("the Applicant") and North Decatur Presbyterian Church ("NDPC"). NDPC is the owner of the real estate and improvements located at 611 Medlock Road, Decatur Georgia, 30033 (the "Property") The Applicant desires to use the Property described above for meetings and/or other activities. NOW THEREFORE, in consideration of NDPC permitting the Applicant to use the Property described above, the Applicant agrees as follows:

1. The Applicant hereby releases, discharges, holds harmless, and covenants not to sue NDPC or its trustees, elders, administrators, officers, directors, pastors, agents, officers, employees, and/or volunteers (the "Releasees") from any and all liability, claims, demands, losses or damages arising out of the Applicant's use of the Property. If any member, guest, invitee, or participant of the Applicant's event or other person makes any claim against the Releasees in connection with the Applicant's use of the Property, the Applicant will indemnify, defend and hold the Releasees harmless from any and all litigation, expenses, attorney fees, losses, liability, damages and costs arising out of such claim.

2. The Applicant must secure approval for serving of alcoholic beverages when the space is requested. All alcoholic beverages will be furnished by the applicant. It is expressly understood that NDPC has taken no part in furnishing or serving any alcoholic beverages at the event. The applicant agrees to refrain from serving alcoholic beverages to any attendee of the event who is underage or noticeably intoxicated.

3. NDPC has declared its worship space and all property of the church including, without limitation, as a gun-free zone in which weapons and long guns are prohibited. Police officers are exempt from the rule that carrying weapons into the church is prohibited. No one else may bring a weapon onto the NDPC premises or any property owned by NDPC except as otherwise required by Georgia law with regard to parking facilities.

By: _____ Date: _____

NDPC CHILD AND YOUTH PROTECTION COVENANT GUIDELINES

We desire for NDPC to be a place of welcome, safety and hospitality for all people.

Abuse of any kind will not be tolerated.

Preventative Measures:

1. **Two Adult Rule** – There must always be two adults present.
2. **Minimum Age Requirements** - Adult leaders must be at least 18 years old and must be at least 5 years older than the young people with whom they are working.
3. **Open Door Policy** – Classrooms must have windows in their doors or doors must remain open at all times.
4. **Restroom Supervision** – Children should be accompanied to use the restroom, but never go into a stall alone with a child. If a child is young enough to need assistance, find a bathroom with a half door. If an incident requires you assist a child with the door closed, then report this to another adult in your group.
5. **Practice Healthy Discipline**

If you witness or suspect an incident:

- *Minor Injuries* – Administer appropriate first aid, notify the parent or guardian when the child is picked up.
- *Injuries requiring medical treatment* – Notify the parent or guardian immediately as well as the NDPC Director of Children, Youth and Family Ministries. You will need to fill out an incident report.
- *Report of Story of Abuse*
 1. If someone discloses information about an incident to you, listen and affirm their concerns.
 2. If you have Reasonable Cause to believe that a child is a victim of abuse and you are a mandatory reporter, then you must file a report with DFACS or the local police within 24 hours. Contact the Pastor or Director of Children, Youth and Family Ministries or call 911. Your role is to report, not to investigate.
 3. If you have suspicion to believe that a child is a victim of abuse, contact the Pastor or Director of Children, Youth and Family Ministries.
 4. Following your report, the NDPC Response Team will be called upon for counsel on dealing appropriately with the situation. Members of the Response Team: Amanda Osenga, Lisa Wise, Tiffany Sawyer, Kathleen Allen, Rusty Godwin, J.Tom Morgan, Carolyn French, Andrew Godfrey-Kittle.

Prohibited Conduct:

- Verbal, emotional, physical, or sexual abuse of children and youth;
- Discipline of children or youth by use or threat of physical punishment or by failing to provide care;
- Use, possession, or being under the influence of alcohol or illegal drugs or being impaired by legally prescribed drugs during programs on church grounds;
- Smoking or use of tobacco during programs on church grounds;
- Profanity, inappropriate language or jokes, or any kind of harassment in the presence of children or youth;
- Possession of obscene or pornographic materials during programs on church grounds;
- Carrying any type of weapon on church property;
- Sharing inappropriate details of their personal lives or asking children or youth to share inappropriate details through any form of communication, written, verbal, or electronic;
- Dating or having a romantic relationship with participants under 18 years old.

Signed: _____

Date: _____

Kitchen Use Instructions

We celebrate sharing our Kitchen to feed the children of God. Just like in our homes, our Kitchen requires care and consideration. We expect ALL who use the Kitchen to respect the facility and to leave it clean and orderly.

1. Wash hands with soap and warm water at the small sink beside the outside door.
2. Spray all counters and work surfaces with Sanitizing Spray (provided in Kitchen) before food preparation begins.
3. Cut foods only on the cutting boards. After cutting meats, wash cutting boards and knives in the dishwasher and wash countertops with hot, soapy water, then spray surfaces with the provided Sanitizing Spray.
4. Washing dishes is always a better option environmentally than disposables. Most disposables cannot be recycled in DeKalb which increases the environmental impact. The Creation Care Team recommended in 2014-2015 that washable dishware be used at as many events as possible so as to limit landfill waste.
5. If group needs to use disposables, select paper products with a post-consumer content of at least 30%.
6. All dishes, utensils, pans, etc. are to be rinsed thoroughly before placing in the dishwasher. Scrub encrusted pans and utensils by hand before placing in dishwasher. All items are to be sanitized in the dishwasher, air dried, and put back in the appropriate storage spaces.
7. Return all equipment and supplies to their proper places.
8. Clean all countertops and appliances. Wipe up any spills on appliances and in refrigerator.
9. Drain the dishwasher and turn it OFF. When cooled, clean food from filters on floor of dishwasher.
10. Wash sinks, clean sink strainers, rinse and dry all sink sides and faucets.
11. Turn off stove and oven.
12. Sweep the floor.
13. Take all trash to the dumpster located in the parking lot. Reline all trash cans with proper size bags which are kept stored in marked drawer. Take recycling with you.
14. Hang wet linens on wire above sink. Place dry, soiled linens in the basket under the sink.
15. The Responsible Person will notify the church office if they encounter any maintenance issues before or during their use of the Kitchen.

Do not leave food on Kitchen counters or cupboards or refrigerators or freezers.

Remove or discard all leftover food, condiments, coffee, and other beverages.

The Organization will pay an additional fee if the facilities require extra cleaning after their use.

Signed: _____

Date: _____