

**Guidelines for Use of Church Facilities
North Decatur Presbyterian Church
611 Medlock Road, Decatur, GA 30033
404-636-1429 (Fax: 404-636-6605)**

North Decatur Presbyterian Church (“NDPC”) welcomes the opportunity to serve our neighbors and our community by renting our facilities to groups or individuals offering programs or services which are compatible with the principles of our faith. If you are interested in using NDPC facilities for your group’s event, please complete the attached Application/Agreement of Use of Church Facilities, form and return it to Maria Badre at the NDPC Church Office or at maria@ndpc.org. All such applications are subject to the following:

All Application/Agreement for Use agreements must be approved in advance by one of the pastors or co-pastors. This process takes time, so please submit your completed Application/Agreement for Use at least twenty-one (21) days in advance of your first meeting. NDPC facilities are available for a one-time occasion or for a regularly scheduled weekly or monthly. These long-term arrangements will be reviewed each year in May. All agreements may be terminated by either party giving at least thirty (30) calendar days written notice and the return of all keys.

NDPC reserves the right to reschedule your activity should that space in the church be needed for services or special church activities. In that event, a choice of alternate days will be offered to you. The premises shall be used solely for the purpose stated in the Application/Agreement for Use.

Each Organization completing an Application/Agreement for Use will designate a Responsible Person for that Organization’s use of the NDPC premises. In the event that the Responsible Person leaves office or the Organization, the Organization must notify the church of this change prior to the Organization’s next use of the premises.

The Responsible Person listed on the Application/Agreement for Use will be responsible the security of the used premises before and after each event. The Responsible person shall be responsible for unlocking the premises and disarming security alarm prior to use and for securing all windows and doors, locking the premises, and arming security alarm at the end of use. Any false alarms for which NDPC is charged as a result of Responsible Person’s failure to properly arm security alarm will be charged to the Organization. The Responsible Person will be responsible for any keys that may be issued and key deposit.

The Responsible Person shall ensure that all persons attending the Organization’s event do not disturb the rights and comforts of other groups who may be using another area of our facility. **Only those areas stipulated in the agreement are to be used by your group. Please do not alter the settings on any thermostat within the NDPC buildings.**

All of NDPC’s buildings are non-smoking areas. If members of your group are smoking outside, you are responsible for removing smoking debris. No food or drink is allowed in the Narthex or Sanctuary. Alcoholic beverages furnished by the applicant may be served at events on an as-approved basis. However, it is expressly understood that NDPC has taken no part in the furnishing or serving of any alcoholic beverages at the event or otherwise. The applicant agrees to refrain from serving alcoholic beverages to any attendee of the event who is noticeably intoxicated.

You will be responsible for any injury to persons attending your activity. You may be required to attach a certificate of insurance to your agreement. You will be held liable for any damage to our facility or equipment during your occupancy. If damage does occur, please contact the church office by the next morning. In the case of emergency (e.g. water overflow, electrical issue, major property damage, etc.), contact Mike Workman at 404-290-0823.

Each Organization using NDPC facilities for an event(s) and activity(ies) that involves children or youth will be provided a copy of the NDPC Child Protection Guidelines and will be required to fully comply with those Child Protection Guidelines. Each organization or person will provide NDPC with prompt written notice of any claim of abuse that arises from events or activities on NDPC property and will

comply with all applicable laws relating to such claim of abuse. Each Organization will sign a statement agreeing to comply with these requirements.

NDPC has declared its worship space and all property of the church including, without limitation, The Winn House and the Blackmon Drive house, 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.

Fees charged for the use of NDPC facilities are based upon the below Fee Schedule. All fees include a custodial fee as listed. An additional a service charge of \$100.00 will be charged for any area that is left in an unacceptable state.

All payments are due in full ten days prior to the event.

FEES FOR FACILITY USAGE

Fees for use of NDPC facilities are based upon the following group types:

- Type A** Non-profit educational and other activities that are considered an extension of NDPC’s ministry.
- Type B** Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.
- Type C** For profit organization, receptions, weddings, and other one time special events.

Fees may be reduced or waived at the discretion of the Pastor and/or Session.

Room	Type A	Type B	Type C
Sanctuary	\$150, plus \$50 custodial fee	\$200, plus \$50 custodial fee	\$300, plus \$50 custodial fee
Classroom	\$25, plus \$25 custodial fee	\$30, plus \$25 custodial fee	\$40, plus \$25 custodial fee
Fellowship Hall	\$50, plus \$25 custodial fee	\$100, plus \$25 custodial fee	\$200, plus \$25 custodial fee
Kitchen	\$50, plus \$25 custodial fee	\$100, plus \$25 custodial fee	\$150, plus \$25 custodial fee

- All fees are based on one segment of time: Morning (8:30 a.m.-12:00 a.m.), Afternoon (1:00 p.m.-4:00 p.m.), Evening (6:00 p.m.-9:00 p.m.)

**Application/Agreement for Use of
North Decatur Presbyterian Church Facilities**

NDPC Member

Non-Member

North Decatur Presbyterian Church welcomes the opportunity to serve our neighbors by allowing groups to use our facility. In order to maintain a good relationship with our guests, however, we ask that your group observe the guidelines outlined in the Guidelines For Use of Church Facilities attached hereto. By signing this agreement, you are agreeing to be bound by those guidelines. Please complete and return to maria@ndpc.org.

Date of Request: _____

Name of Organization/Applicant _____ Phone: _____

Email: _____

Mailing Address: _____

Purpose of Requested Use: _____

Contact / Responsible Person: _____

Email: _____ Cell Phone: _____

Mailing Address: _____

Number Attending Event/Meeting: _____

Date of Event: _____ Start Time: _____ End Time: _____

If recurring, how often and when? _____

Do you wish to use the NDPC kitchen? _____

Will you have children present? _____ Key issued: Yes No
(\$20.00 deposit required)

My group agrees to comply with all requirements contained in the NDPC Guidelines for Use of Church Facilities and the NDPC Child Protection Guidelines.

Signed: _____

Date: _____

FOR OFFICE USE ONLY:

Approved By: _____ Date: _____

Room Assigned: _____

Date and Time of Use: _____

Fee Charged: _____ Key Deposit Received: _____

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 Organization 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. **Alcoholic beverages furnished by the Applicant may be served at events on an as-approved basis. However, it is expressly understood that NDPC has taken no part in the furnishing or serving of any alcoholic beverages at the event or otherwise. The Applicant agrees to refrain from serving alcoholic beverages to any attendee of the event who is noticeably intoxicated.**

By:

Date: