

Wayside Chapel

FAMILY LIFE CENTER FACILITIES USAGE POLICY

Wayside Chapel, an Ohio not-for-profit corporation makes the FAMILY LIFE CENTER FACILITIES available to members or non-member groups for meetings or other events, when all guidelines and requirements are observed and as the schedule permits.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every member or non-member group must abide by all church guidelines, requirements and other restrictions regarding usage of the Wayside Chapel FAMILY LIFE CENTER FACILITIES.
3. Users of the church facilities agree to use utmost care in the use of the Wayside Chapel FAMILY LIFE CENTER FACILITIES and agree to pre-pay a modest cleaning charge as well as to leave the facilities clean and in good order as found. See minimum cleanup standards.
4. All requests for usage of the Wayside Chapel FAMILY LIFE CENTER FACILITIES are subject to approval by Wayside Chapel leadership (Pastoral staff and/or deacons).
5. Each member or non-member responsible for the Wayside Chapel FAMILY LIFE CENTER FACILITIES usage must complete and deliver to the church office a signed agreement assuming responsibility for the condition of the Wayside Chapel FAMILY LIFE CENTER FACILITY.
6. Wayside Chapel reserves the right to schedule other activities and events in other parts of the church facilities.
7. Wayside Chapel also reserves the right to install and run a security camera in this facility and all of its facilities.

General User Agreements:

Additional Requirements and Restrictions

1. Those using Wayside Chapel FAMILY LIFE CENTER FACILITIES agree to release, protect, defend, indemnify and hold harmless Wayside Chapel and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of the Wayside Chapel FAMILY LIFE CENTER FACILITIES.
2. In the event of damage to the Wayside Chapel FAMILY LIFE CENTER FACILITIES, those using the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of *Deacons* or their designee and shall pay the church for such repair and replacement costs upon demand.

3. The member or non-member responsible for the Wayside Chapel FAMILY LIFE CENTER FACILITY usage must provide adequate adult supervision for any children and youth activities.
4. The transfer or passing on of permission to use the Wayside Chapel FAMILY LIFE CENTER FACILITIES to any other persons or organizations is strictly prohibited.
5. Those using the Wayside Chapel FAMILY LIFE CENTER FACILITIES must not exceed the capacity limits of requested facility area.
6. Facility users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities without prior permission. Tables and chairs may be stored in the two side rooms on the stage.
7. Nothing may be hung or attached to the walls and/or ceiling, if there are items hung on these areas you will be asked to remove them prior to the event and forfeit a part of the cleaning deposit.
8. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on church premises.
9. Line dancing or other forms of dancing is strictly prohibited.
10. Gambling in any form is prohibited, including raffles, etc.
11. Music played should only be that which is approved by the Pastoral Staff of Wayside Chapel.
12. No member or non-member shall use the Wayside Chapel FAMILY LIFE CENTER FACILITIES in any manner or for any purpose that is in conflict with or contradicts the mission or principles of the Wayside Chapel ministries.
13. Loss of deposit if items are found stored in the utility room anytime during set-up or event.
14. No outside tables or chairs brought into the building. (All tables and chairs must come from the campus.) Chair covers can be rented from a private contractor or rental store.
15. The soundboard may not be removed or disconnected in anyway.
16. No beverages permitted in the sound room or on its ledge.

This policy is applicable to use of the Wayside Chapel FAMILY LIFE CENTER FACILITIES by any member or non-member. It is by no means intended to cover every facet of use of the facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Wayside Chapel FAMILY LIFE CENTER FACILITIES usage agreement without the express written approval of Wayside Chapel leadership.

Wayside Chapel

FAMILY LIFE CENTER FACILITIES USAGE AGREEMENT

Name of Member/Non-Member: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Date(s) and time(s) of meeting or event: _____

Nature of meeting or event: _____

Name & Phone Number for Reference-Non Family Member: _____

Normal Usage Fee: \$250

Refundable cleaning fee: \$100. See clean-up standards.

All Fees Due Upon Arrival of Signed Agreement.

Please send Refundable Cleaning Fee and Usage Fee as two separate checks.

Church Members: \$50 for utilities, \$50 Refundable Cleaning Fee-Separate Checks.

The above-named member or non-member (1) acknowledges receipt, from Wayside Chapel, an Ohio not-for-profit corporation, of FAMILY LIFE CENTER FACILITIES USAGE AGREEMENT and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such FACILITIES USAGE POLICY, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with Wayside Chapel Facilities Usage Policy in connects with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such FACILITIES USAGE POLICY, and such additional requirements and restrictions as may be communicated on behalf of Wayside Chapel to the above-named member or non-member prior to or in the course of such usage.

Date: _____ Signature: _____

Print Name: _____

Title: _____

Accepted by Wayside Chapel:

Date: _____ Signature: _____

Title: _____

Date Fees Paid: _____ Total: _____

Minimum Clean Up Standards for Family Life Center

Requirements/What to Use:

_____Wipe down and clean tables

_____Clean the kitchen counters

_____Wash all dishes and replace them in proper storage places

_____Replace all tables and chairs to their original positions (please see attached diagram)

_____Place all chairs on top of the tables and sweep the floors

_____Take all trash to the dumpster. Put new bags in the trash cans. Trash bags are located in the black cabinet in the storage area.

_____All clean-up obligations should be done as soon as possible but no longer than 24 hours after the event has ended.

*This requirement may be sooner if there is an event the next day; this will have to be checked through the church office.

_____All lights and appliances are off and the building is secured. The key must be returned within 24 hours.

*No boxes, tables, chairs, or other items may be stored in the utility room by order of the State Fire Marshall. (This is to ensure safe and ready access to the electric panels, shut off valves and other mechanical systems in that room. Exceptions are the mop bucket and the yellow 8 foot ladder.

*If large items need to be stored out of the way please take them to the youth center.

*Any items left will be kept after 10 days.