

Round Hill Presbyterian Church – Policy on Facility Usage
Adopted by Session on February 15, 2016.
Revised by Session on September 10, 2018

“We are a Christian Church. All members of the public may enter and worship, seek religious counsel, and avail themselves of our services. Any person entering our doors will respect our rights to manage our facility in accordance with our beliefs and our desire to use that which has been entrusted to us to honor God.

We are not a place of general public accommodation. Session reserves discretion to determine if any use may or may not be deemed to fall outside of our mission, and whether to permit such use. Session has the sole discretion as to whether to permit a person or organization to use our church facilities. Session has the sole discretion in determining if an activity is within the scope of our mission. Permitting an instance of use outside of our mission does not amount to an endorsement of that use or activity, nor is it a waiver of our right to determine future use.”

1.0 Foundations

1.1 Round Hill Presbyterian Church (RHPC) is a religious corporation of all the real and personal property used by or held for RHPC, free of any ownership or trust claim by or for the benefit of the Evangelical Presbyterian Church (EPC). RHPC hereby affirms the provisions of the EPC Constitution and further affirms that the mission, faith and doctrine of RHPC shall be consistent with the Constitution of the EPC.

1.2 The sanctuary, Christian Education (CE) building and other real property facilities collectively known as RHPC, including without limitation its fellowship hall, kitchen, education facilities, conference rooms and other meeting rooms or facilities used for the mission of the church, wherever located, (1) when used by RHPC, its ministers, officers, staff or employees or its congregation members or church attendees, shall be used solely for purposes consistent with the mission, faith and doctrine of the EPC as defined and set forth in the EPC Constitution, and (2) if used by other persons or groups with the permission of the Session or Board of Trustees of RHPC or administrative staff of RHPC, shall be used solely for the purposes not inconsistent with the mission, faith and doctrine of the EPC as so defined and set forth, it being acknowledged and understood that the RHPC facilities are not facilities of public accommodation but are facilities owned by RHPC dedicated solely for such permitted uses.

2.0 Purpose

The purpose of this Round Hill Presbyterian Church (RHPC) Policy on Facility Usage is to establish guidelines by which the use of the building, facilities and equipment, and grounds shall be scheduled, controlled and utilized in the most efficient and God-honoring manner.

3.0 Facility Usage Priorities

It is our intention as a church Body to make the church facility and grounds as available as possible to our ministry leaders for those purposes consistent with the Round Hill Presbyterian Church Vision Statement and Ministry Strategy. For this reason, facilities use will be granted in accordance with the following priorities:

3.1 RHPC Programs and Ministries

- 3.1.1 RHPC members wishing to use the facilities, equipment, and/or grounds belonging to RHPC should notify the church office to avoid scheduling conflicts.
- 3.1.2 Depending on whether the event is a weekend or weekday event, custodial support may or may not be available to support set-up or tear-down for and from the event. The ministry leader may need to arrange for volunteers to perform set-up and tear-down if the event is to be held on a weekend or at a time for which church staff would be unable to handle the work.
- 3.1.3 Procedures for preparing church areas for Sunday worship or other special events occurring after a ministry leader's event will be provided by the Board of Trustees.

3.2 Individual RHPC Members for Ministry Related Purposes

- 3.2.1 The member must first obtain the approval of a Serving Elder of the ministry under which the ministry activity would fall. This will help to avoid duplication of efforts and encourage synergistic thinking in planning events and activities.
- 3.2.2 RHPC members wishing to use the facilities, equipment, and/or grounds belonging to RHPC for ministry related purposes must submit their request in accordance with the General Requirements section of this policy. For such requests, the appropriate forms are identified herein as Attachments A and B.

3.3 Individual RHPC Members for Non-Ministry Related Purposes

- 3.3.1 RHPC members wishing to use the facilities, equipment, and/or grounds belonging to RHPC for non-ministry related purposes must submit their request in accordance with the General Requirements section of this policy. For such requests, the appropriate forms are identified herein as Attachments A and B.
- 3.3.2 Members of RHPC are permitted to use the facilities for their own not for-profit use. A member of RHPC may be permitted to schedule the use of the facilities, equipment, and/or grounds for a private party, gathering, or event not associated to a ministry of RHPC, provided it does not interfere with a RHPC event or ministry. For such requests, Attachments A through D are applicable. The process for an individual member of RHPC to schedule the use of the facilities, equipment, and/or grounds for non-ministry related purposes is the same as described in Section 3.2 above with the following modifications:
 - 3.3.2.1 The member family/individual must be the attending sponsor. For example a RHPC member requests to hold a private birthday party at the Church. This request can only be honored if a member of the requesting family will be in attendance. We will not accept requests from members to reserve rooms for friends or relatives to hold events here on their own.
 - 3.3.2.2 For events to be held on Fridays or Saturdays, the event sponsoring member will need to return any room or equipment used to its required condition for Sunday morning. The member will check with the Board of Trustees to ensure that information needed for this purpose is obtained.

3.4 Christian Ministry Organizations for Ministry Related Purposes

Outside Christian ministry organizations may be permitted to use the RHPC facilities for ministry related purposes provided it does not interfere with an RHPC event or ministry. Interested organizations must submit their request in writing, including a brief summary of the purpose and structure of their organization. For such requests, Attachments A through C are applicable. The following criteria must be met to qualify for this kind of request:

- 3.4.1 All requests must be confirmed in writing through the submission of the appropriate forms and requirements listed under the General Requirements section 4.0.
- 3.4.2 The organization must have a member of RHPC as an attending sponsor.
- 3.4.3 For events to be held on Fridays or Saturday, the event sponsoring member will need to return any room or equipment used to its required condition for Sunday morning. The member will check with the Board of Trustees to ensure that information needed for this purpose is obtained.
- 3.4.4 Depending on the type and magnitude of the event, a reasonable security deposit and proof of insurance may be required as determined by RHPC Board of Trustees.

3.5 Community and Other Organizations

For such requests, Attachments A through E are applicable.

4.0 Special Events/Considerations

4.1 Weddings, Rehearsal Dinners, and Receptions

- 4.1.1 Refer to RHPC Policy on Christian Marriage

4.2 Overnight Events

- 4.2.1 Overnight events (activities held all or in part between the hours of 11:00 PM and 7:00 AM the following day) will be permitted only if such event is part of RHPC Programs and Ministries (Section 3.1 above), unless special permission is granted by the Session.
- 4.2.2 In cases where any of those attending the overnight are under the age of 18 years, adult supervision shall consist of at least one adult for every 8 participants under the age of 18. An adult is defined as a person over the age of 21. For all events regardless of the number of participants, one adult male and one adult female are required to be in attendance at the event, unless all participants are of the same gender. All supervisory adults have up-to-date clearances (i.e. PA Criminal History Check, FBI Clearance, and PA Child Abuse Clearance) on file in the church office.

**Attachment A-1
FACILITY USAGE REQUEST for FELLOWSHIP HALL**

Please complete this form to schedule an event to use Round Hill Presbyterian Church facilities.

Room	Purpose	Day	Date	Time In	Time Out
Name _____ Address _____ City, State, Zip _____ Telephone No. _____ Cell Phone No. _____ Special Requests _____ Fellowship Hall \$ _____					# GUESTS

Please remit your reservation fee to the Church office at the address listed above no later than (7) days prior to the event. Office hours are M-F 8:30 AM to 12:30 PM. Checks should be made payable to Round Hill Presbyterian Church. **If you haven't used the kitchen equipment in the past 6 months, and you plan to use it for your event, you must have a training walk-through instructed by an authorized RHPC representative prior to the event.**

- All RHPC buildings are smoke free. Alcohol is prohibited on the Church grounds.
- The access code to the Fellowship Hall is _____. You are responsible for the confidentiality of this code.
- You will find the hex key, which once inserted into the push-bar on the interior of the entry door will leave the door in the unlocked position, is located on the right side of the door frame. Please remember to "lock" the door before departure from the event.
- There is a handicapped access ramp and entry door at the far end of the Fellowship Hall. You must enter through the entry near the steps and open the rear door from the inside. The door will automatically lock once closed. Please be sure to check this door before departure.
- The overhead lights for the hall are accessed in the electric control box located on the long side wall opposite the entry. Open the panel; locate the bottom three switches on the right column, push buttons #16, 18, and 20 to turn the lights on. Please remember to turn the lights off before departure from the event.
- The thermostat is located beside the electric control panel. The thermostat is preset at 65 degrees in the wintertime and 78 degrees in the summertime. If you change the temperature setting, please reset it to the appropriate temperature before departure.
- The kitchen facilities are available for your use with the exception of the dishwasher. You are responsible for cleaning all utensils, etc., and returning them to the proper storage area. Please remember to remove all leftovers. You must supply all paper goods and table coverings. If you use the dish towels and dish cloths, they are to be laundered and returned to the church within 48 hours.
- Please do not use tape to hang your decorations. There are eye hooks provided from which you may hang streamers and other decorations.
- Please remove all trash to the dumpster located in the gravel parking area near the C.E. building.
- In case of an emergency, i.e., problem with the facility, please call the emergency contact that you were given.
- For all children's activities, all adults in charge must have up-to-date clearances (i.e. PA Criminal History Check, FBI Clearance, and PA Child Abuse Clearance) on file in the church office.

**Attachment A-2
FACILITY USAGE REQUEST for CE BUILDING**

Please complete this form to schedule an event to use Round Hill Presbyterian Church facilities.

Room	Purpose	Day	Date	Time In	Time Out
Name _____					# GUESTS
Address _____					
City, State, Zip _____					
Telephone No. _____					
Cell Phone No. _____					
Special Requests _____					
CE Building \$ _____					

Please remit your donation to the Church office at the address listed above no later than (7) days prior to the event. Office hours are M-F 8:30 AM to 12:30 PM.
Checks should be made payable to Round Hill Presbyterian Church.

- All RHPC buildings are smoke free. Alcohol is prohibited on the Church grounds.
- The access code to the Children's Education (CE) building is _____. You are responsible for the confidentiality of this code.
- The overhead lights for the lobby are accessed in the electric control box located on front wall to the left of the entry. Open the panel; locate the top switch on the left column, push button #1 to turn the lights on. Please remember to turn the lights off before departure from the event.
- If you have to hang your decorations with tape, please be careful to remove all residual tape.
- Please remove all trash to the dumpster located in the gravel parking area near the C.E. building.
- In case of an emergency, i.e., problem with the facility, please call the emergency contact you were given.

Attachment B
Round Hill Presbyterian Church (RHPC)
Facility Usage Guidelines

It is the responsibility of the member to ensure that the room being used is returned to the condition it was in upon arrival. This may require:

- Bagging of all trash and placing it in the dumpster located in the gravel parking lot.
- Wiping of all tables. If tablecloths were used, they are to be laundered and returned to the church within a few days so that the clean linens are available for the next event. (Notify the church secretary (412-384-5889) when you take the tablecloths/dish towels via phone or email when the laundered linens are returned.)
- Sweep debris and mop any spills, mud, or sticky residue.
- Kitchen: if used, all dishes, etc. must be washed, dried, and put away. Coffee pots unplugged, fan shut off, doors closed. Note: The oven pilot lights are always lit: you will need to light the stovetop burners as per the training walk-through recommendations.)
- Any leftover food must be removed from the premises.
- Check restrooms before you leave; make sure that the water faucets are turned off and that the lights are out. Make sure that the toilets have been flushed and operating properly.
- Turn off the hallway, room, and lobby lights upon exiting.
- Close opened windows and turn off floor and ceiling fans upon departure.
- Make sure that the exit doors are fully closed and locked when you depart.
- If there is inclement weather preceding your event and ice/snow removal is deemed necessary by RHPC for the safety of you and your guests, you will be responsible for payment for this service. RHPC will contact the ice/snow removal contractor unless you cancel your event. Ice/snow removal contract rates are on file in the church office.

Necessary cleaning supplies for the above are located in the custodian's closet located near the restrooms of either building.

Restrictions:

- No smoking inside church buildings. Smoking is permitted in designated areas only; refrain from smoking near entrances which allows the smoke to enter the facility when doors are opened.
- No alcohol or illegal drugs are permitted on church property.
- Use of skateboards, scooters, roller skates, and similar wheeled devices are not allowed in the buildings. This restriction does not apply to wheel chairs or other medical devices.
- Children are to be kept under adult supervision at all times. No playing in the sanctuary or other rooms of the facility that you did not specifically reserve for your event.

Accidents can happen. Any breakage or other problems, notify the church office. In the case of an emergency, i.e., problem with the facility, please call the number that you were given.

I have read, understand and agree to adhere to the foregoing RHPC Policy for Facility Usage.

Signed

Date

Representing

Phone

Attachment C
Round Hill Presbyterian Church Fee Schedule
for Facility Usage by Non-RHPC Ministries

We only intend to recover our costs for supervision, maintenance, and set-up and take-down. Costs are developed on that basis.

	Members	Non-Members
CE Building		
Event Fee	\$35	\$55
*Custodian	\$25	\$40
Special Needs	Priced according to needs	Priced according to needs
Fellowship Hall		
Event Fee	\$25	\$125
*Custodian	\$25	\$75
Special Needs	Priced according to needs	Priced according to needs
Sanctuary (only with special permission)		
Weddings & rehearsals see the Policy on Christian Marriage.		

RHPC Session can grant either a one-time or permanent waiver of the posted fees on a case-by-case basis.

*Payment for Custodial services should be made payable to the individual (currently Tim Guffey).

Attachment D
HOLD HARMLESS & INDEMNIFICATION AGREEMENT

1. _____ (“Indemnitor”) for itself, its successors and assigns, agrees to defend, indemnify and save Round Hill Presbyterian Church, its officers, employees, agents and representatives (collectively and individually “indemnitees”), harmless from and against any and all claims, demands, damages, actions or causes of action together with any and all losses, costs, or expenses, in connection therewith or related thereto, asserted by any person or persons, including employees of indemnitor, for bodily injuries, death or property damage arising or in any manner growing out of the entry or utilization of Round Hill Presbyterian Church premises, buildings, facilities, equipment and other property by indemnitor or any of its invitees, whether or not caused or alleged to be caused in whole or in part by the fault or negligence of indemnitees; including those for which indemnitees are, or are alleged to be strictly and/or absolutely liable; and/or for any defects in or the condition of Round Hill Presbyterian Church’s land, buildings, facilities, equipment or vehicles.

2. Indemnitor shall maintain in full force and effect throughout the entire term of this Agreement, insurance coverage insuring indemnitor’s obligations under paragraph 1 of this Agreement. Said policy of insurance shall designate Round Hill Presbyterian Church as an additional insured and the insurance carrier shall promise to defend indemnitees and provide insurance coverage of not less than \$1,000,000(One Million Dollars) for bodily injury or death arising out of any one occurrence and \$1,000,000(One Million Dollars) for property damage arising out of any one occurrence. Said policy shall provide a defense and coverage to indemnitees regardless of whether or not the alleged bodily injury, death or property damage was caused or alleged to be caused in whole or in part by the fault or negligence of indemnitees; including those for which indemnitees are, or are alleged to be strictly and/or absolutely liable; and/or for any defects in or the condition of Round Hill Presbyterian Church’s land, buildings, facilities, equipment or vehicles. The obligation to provide the insurance shall not limit in any way the liability or obligations assumed by indemnitor in paragraph 1 hereof.

3. This Agreement shall be governed by and construed in accordance with Pennsylvania law. The term of the Agreement shall be for a period of two (2) years after the date of signature by indemnitor below. The obligations of paragraph 1 shall survive any termination or expiration of the term hereof.

Signed and agreed to this _____ day of _____, 20____, by its authorized officer:

_____ (Indemnitor)

By: _____

Title: _____

Attachment E
RELEASE AND HOLD HARMLESS AGREEMENT

_____, an individual, for himself/herself, and his or her heirs and assigns, releases waives and forgives and agrees to indemnify and save Round Hill Presbyterian Church, its officers, employees, agents, and representatives (collectively and individually “indemnitees”), harmless from and against any and all claims, demands, damages, actions or causes of action together with any and all losses, costs, or expenses, related thereto, for bodily injury, death or property damage arising or in any manner growing out of the entry or utilization of Round Hill Presbyterian Church premises, buildings, facilities, equipment and other property by said individual, whether or not caused or alleged to be caused in whole or in part by the fault or negligence of indemnitees; and/or for any defects in or the condition of Round Hill Presbyterian Church’s land, buildings, facilities, equipment or vehicles.

Signed and agreed to this _____ day of _____, 20_____.

By: _____