

# **Christ Memorial Episcopal Church**

## **FACILITIES USAGE POLICY**

Christ Memorial Episcopal Church, makes their facilities available to groups or organizations for meetings or other events, whenever possible.

### **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 group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the church facilities are subject to approval by Christ Memorial Episcopal Church Vestry.
5. Each outside group or organization may be required to complete and deliver to the church office a signed agreement and certificate of insurance as required by the agreement.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.
7. Upon receiving your signed facilities usage form and COI, we will then sign the agreement and provide you with a copy for your records. This will finalize the dates for your fall usage.

### **Insurance:**

Organizations may be asked to furnish to Christ Memorial Episcopal Church a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.

## **General User Responsibility:**

### **Additional Requirements and Restrictions**

1. Those using Christ Memorial Episcopal Church facilities agree to release, protect, defend, indemnify and hold harmless Christ Memorial Episcopal Church and its rector, vestry, 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 any Christ Memorial Episcopal Church facilities.
2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church vestry or their designee and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the The Episcopal Church Canons and Constitution or the mission or principles of the church.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church 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 Facilities Usage Agreement without the express written approval.