

## **The Presbyterian Centre (TPC) Fee Schedule For Profit Agencies**

	<b>The Centre</b>	<b>Custodial Fee</b>
Profit agencies	\$1,200.00	\$200.00

- Use of multi-purpose includes use of the lobby.
- A \$200.00 check deposit is required. Once premises are monitored for no damage, a check will be returned.
- Custodial fee is \$200.00 per event. Check is payable to Harry Lewis.
- Usage fees are based on four hours. Extended hours or multi-day usage subject to extra fees (established at time of booking).
- Stage props and amount of time left on stage must be approved by Facilities Ministry.
- Prices subject to change; all prices are set at the time of booking.
- If your group is approved, full payment is due at the time the event is booked. (This ensures that you receive the time and date you are requesting.)
- No event is considered booked until full payment has been paid.

# Policy for Use of the Presbyterian Centre (TPC)

The Presbyterian Centre is an integral part of First Presbyterian Church of Orangeburg (PCUSA) and as such is a Christian facility to be used to the glory of God and for the use and fellowship of its members and approved guests. Use of the Presbyterian Centre will be limited to members and organizations whose objectives do not conflict with the objectives, philosophy and mission of the First Presbyterian Church. The Facilities Unit of First Presbyterian Church reserves the right to refuse and/or cancel organizations and activities that do not meet those guidelines.

## The following guidelines apply:

- ✚ Church sponsored activities take precedence for the use of TPC.
- ✚ TPC may be used by individual members for special occasions after filling out the “Request for Use of TPC” and submitting it to the church office.
- ✚ TPC may be used by outside groups which are non-political and are on the pre-approved list. All others must be approved by the Facilities Unit or the Session, if requested by the Facilities Unit.
- ✚ The use of tobacco, alcohol or controlled substances will not be allowed. The use of abrasive or profane language is not allowed. No weapons of any type may be brought into the facility except by law enforcement personnel in their official capacity.
- ✚ The telephone is to be used only in cases of emergency or for notification of parents for pick-up. The telephone is not to be used for personal calls nor should any long-distance call be placed.
- ✚ The person reserving TPC should be responsible for seeing that the facility is left in satisfactory condition. We hope that you found TPC suited to your use and in good condition. We appreciate your help in keeping it fit for the next user.
- ✚ Rental includes the date of rental and one day setup or rehearsal if available.
- ✚ If the church’s kitchen is to be used, a responsible person with the group or organization or their caterer must first meet with the church’s Director of Facilities.
- ✚ There is no charge for the use of TPC for the members or groups that are supported by First Presbyterian, except for the custodial fee and unless it involves overtime for the custodial staff. Those groups are expected to set up and clean-up after each function. If overtime is involved, then those expenses will be met by the group using the Centre based on the fees on the attached sheet.
- ✚ No pets are allowed other than service animals for handicapped people.
- ✚ No illegal gambling or games of chance are allowed.

## Important reminders:

- Return chairs and other furnishings to locations where you find them.
- Clean area of debris, spills and paper.
- Dry mop floors if necessary.
- Restrooms should be neat.
- Turn off lights.
- Lock doors and double check.
- Report any maintenance or operational issues at once to the church office (803) 534-0088.

If damage occurs during the use of the building or equipment, the group will be responsible for the costs of the repairs that hopefully will be covered by deposit.

## Liability

- ✚ The use of TPC and all equipment will be at the risk of the participants.
- ✚ First Presbyterian Church does not assume any liability or responsibility for any participant.
- ✚ First Presbyterian Church does not make any express or implied warranty of the premises, equipment, machinery, fixtures or furniture.

# Facilities Use Agreement

This agreement by and between \_\_\_\_\_ (“Owner”)  
Owner’s name Owner’s complete address

and \_\_\_\_\_ (“User”),  
User’s name User’s complete address

Will take effect on the \_\_\_\_\_ day of \_\_\_\_\_ and will continue for a period of \_\_\_\_\_.  
time period

WHEREAS owner owns premises located at \_\_\_\_\_  
complete address

which is normally used for \_\_\_\_\_ and  
Type of use

WHEREAS User desires to use the \_\_\_\_\_ area of the facilities for the  
area of premises (e.g., church building)

purpose of \_\_\_\_\_

and WHEREAS, Owner has agreed to allow User to use the facilities provided that the following terms and conditions are met,

## IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above-described premises for the above-described purpose on \_\_\_\_\_  
Describe times and days of usage Name and owner’s contact person
2. \_\_\_\_\_ Fee Agreement. User agrees to pay Owner \_\_\_\_\_ for the use of the premises.  
\_\_\_\_\_ Non-Fee Agreement. In consideration for the benefit of using Owner’s facilities, User agrees to abide the terms and conditions of use described in this agreement.
3. User agrees that it will not use the premises for any unlawful purposes and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
4. The user agrees that it will not use the premises for any purpose that is contrary to the mission, purpose, or belief of the Owner, which is a biblically based religious institution.
5. The user agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user’s function at the above-described facilities.
7. \_\_\_\_\_ Organizational Users. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the user begins to use the above-described premises. The certificate of insurance will indicate that the User has made Owner an “additional insured” on User’s policy with respect to the use by User of the above-described premises.

\_\_\_\_\_ Individual Users. User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, the User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

8. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representative) or otherwise.
9. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
10. The user agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if they are in a safe condition.
11. This agreement may be cancelled unilaterally by either party with 14 days' written notice to the other party.
- 11.5 If the Owner must cancel this agreement, the User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above-described premises, even if Owner has been advised of the possibility of such damages.
12. The User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
13. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for the final resolution.
14. This document contains the entire agreement of the parties and supersedes all prior written or oral agreement relating to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
month year

**OWNER**

**USER**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Position with Owner/Title

\_\_\_\_\_  
Position User/Title

**First Presbyterian Church**  
**Orangeburg, South Carolina**  
**Request For Use of Facilities**

Name of organization \_\_\_\_\_

Name of Person requesting use: \_\_\_\_\_

Daytime # \_\_\_\_\_ Cell phone \_\_\_\_\_ Beeper \_\_\_\_\_ Evening # \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Purpose (please be specific) \_\_\_\_\_

Date needed: \_\_\_\_\_ Day of week \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Ongoing need: From \_\_\_\_\_ to \_\_\_\_\_ Church related? yes \_\_\_\_\_ no \_\_\_\_\_

Special needs: (specify quantity needed)

Tables (round) \_\_\_\_\_ Chairs at each table \_\_\_\_\_ Chairs not at tables \_\_\_\_\_  
Highchairs \_\_\_\_\_ Lectern \_\_\_\_\_ Number of people attending \_\_\_\_\_

Kitchen and/or appliances: (specify) \_\_\_\_\_

\* Note: If kitchen or appliances are used, the person responsible must be instructed on use by our kitchen supervisor prior to the event.

x \_\_\_\_\_ (responsible party)

x \_\_\_\_\_ (kitchen supervisor)

Other needs: Location of tables and chairs (attach diagram, if needed)

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the "Request for Use of Facilities"  
form of First Presbyterian Church, Orangeburg, South Carolina.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I agree to pay the fees listed below to book the date requested. Event is not booked until payment is received.

Fee agreement: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_