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# Christ Church Fox Chapel Facilities Usage Policy

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Christ Church Fox Chapel (CCFC), a non-profit, private and religious institution, makes its facilities available to the public when possible.

The meeting rooms at CCFC are reserved for CCFC staff, programs, and members, and when available, for use by the public on a first-come, first-served basis. Public use is limited to local organizations, non-profit organizations, and organizations affiliated with CCFC.

## **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 church facilities.
3. Users of church facilities agree to use utmost care in the use of the facilities and agree to leave the facilities in good, clean condition.
4. Groups are responsible for all set-up and clean-up of facilities.
5. CCFC does not provide any paper products or supplies. Use of china and glassware is available for a fee.
6. All requests for usage of church facilities are subject to approval by CCFC.
7. CCFC reserves the right to schedule concurrent activities and events in other parts of the church facilities.
8. Meeting rooms are available for use before, during, and after regular office hours at the discretion of CCFC. For before-/after-hour use, the contact person for Renter is responsible for receiving opening/closing instructions.
9. A \$200 refundable cleaning fee is due when the rental contract is signed. Rental fee is due two weeks prior to event.

## **Additional Requirements and Restrictions**

1. Those using CCFC facilities agree to release, protect, defend, indemnify and hold harmless CCFC 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 any of CCFC facilities.
2. A Certificate of Insurance with CCFC as a named insured must be submitted to the office prior to the event.
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. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.
7. The use of tobacco & vaping products are strictly prohibited on church premises. Alcoholic beverages may be permitted with prior authorization.
8. 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 Anglican Church in North America's mission or principles.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is not intended to cover every facet of use of church facilities. Any adjustments made must be approved by the Operations Manager.