

United Presbyterian Church of Albany
Rules Governing Use of the Facilities

1. An application form for the use of the building shall be filled out in writing with the church staff. This application shall be signed by an adult who will be responsible for the care of the facility. The application shall state the organization's name, the purpose / activities planned and the date and time the facility will be used.
2. To assure reservations of the facility, a security deposit must accompany the application.
3. After approval of the application has been granted, a contract that will include a Liability Waiver and Hold Harmless Agreement between the Church and the organization will be drawn up and signed.
4. The organization will provide a certificate of liability insurance, naming United Presbyterian Church of Albany as an Additional Insured.
5. Payment for use of the facility shall be made to the Church two weeks prior to facility usage.
6. A certificate of Liability Insurance naming the United Presbyterian Church of Albany as an "Additional Insured shall accompany the payment.
7. The Pastor or Elders reserves the right to cancel at any time any and all agreements for the use of the facilities when they deem such action is necessary for the best interests of the Church.
8. The Pastor and Elders must have access to all rooms at all times.
9. Use of alcoholic beverages, tobacco products, or illegal drugs in any form is unconditionally prohibited on the Church property, except for sacramental purposes.
10. Any damages to church property (i.e., building, equipment, grounds) shall be assumed by the organization using the property.
11. When any group is using the church facilities, the Church may require one of its employees or members be present. An additional charge may be charged for Church Staff will be administered when renting facility.
12. The rental group is responsible for providing adequate supervision and is responsible for informing participants of the rules and maintaining control of their group.

United Presbyterian Church of Albany
Rules Governing Use of the Facilities

13. Groups or organizations granted the use of the UPC buildings or facilities must confine their activities to the part of the building or facility for which the application was made.
14. The maximum number of people permitted in the various areas of the facilities shall be restricted to the fire marshal requirements.
15. **Publicity:** All publicity concerning a meeting or activity held at the church shall clearly indicate the name of the sponsoring group and shall not state or imply support by the United Presbyterian Church of Albany unless specifically granted by our church Session.
16. **Set Up Needs:** It is the responsibility of the rental group to notify the Church of any special set ups. Putting up decorations or scenery or moving of furniture is prohibited unless permission is granted. All needs are to be stated in application.
17. **Church's Equipment:** The use of Church equipment is not included in the facility usage contract and is prohibited unless permission is obtained and the church staff shall control the arrangements and use of any and all equipment.
18. **Clean Up:** At the completion of the rental, it is the rental group's responsibility to clean up all used areas and reset the room furnishings as found. Clean up includes, but is not limited to, sweeping floors, cleaning up spills, emptying trash, etc.
19. The Church assumes no responsibility for properties left on the premises.
20. Any damages, unusual occurrences, or complaints by the rental group should be reported to the Pastor or the Office Manager.
21. The Church facility shall be left in the same condition as found. Make sure lights are out, doors are locked and facility is cleaned up.
22. **The use of the facility must abide by Christian values. Profanity, sexual misconduct, harassment, discrimination shall not be allowed.**