



## Facility Usage and Hold Harmless Agreement

Note: for a wedding you need to fill out a separate Facility use application.

I/We the undersigned authorized representative(s) of (hereafter the "Organization") of the city of \_\_\_\_\_, state of \_\_\_\_\_ request use of the building and grounds of Wells Wesleyan Church (hereafter the "Church") from \_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_\_, for the purpose of \_\_\_\_\_

hereafter referred to as the "Activity". Please mark one: ( ) recurring event ( ) one time use

### Special facilities/equipment needed

- Number of tables required: \_\_\_\_\_
- Number of chairs required: \_\_\_\_\_
- Will use of the sound system be required? ( ) Yes ( ) No (System must be run by WWC sound technician at fee of \$50) If so, how will the system be used and for how long? \_\_\_\_\_

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

**"No uses for any activities related to practices contrary to Church religious beliefs or The Discipline of the Wesleyan Church."**

I/We represent that our Organization has general liability insurance with coverage limits of \_\_\_\_\_ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

***Please note that for a wedding you need a Wedding/Facility use application as well. The Wells Wesleyan Church reserves the right to cancel this agreement at any time for any reason its governing body deems necessary.***

By signing this agreement, you are indicating that you have read and agree to abide by the "Facility Use Guidelines" & "Church Facility Usage and Hold Harmless Agreement" of the Wells Wesleyan Church:

Sign \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email \_\_\_\_\_

<b>Office Use:</b> Date processed _____ Request processed by _____ <i>Please initial</i>
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<b>NOTES:</b>
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**Please fill this form out completely and submit it to the church office. *Please note that for a wedding you need a Wedding/Facility use application.***

**Wells Wesleyan Church  
P.O. Box 329  
1332 State Route 30 Wells, NY 12190  
www.wellswesleyan.org <> 518-571-2430 <> office@wellswesleyan.org**

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# Guidelines of Facility Use of Wells Wesleyan Church

*We strive to create a safe, loving, welcoming and healthy atmosphere here at the Wells Wesleyan Church!*

- **Set-up & Put Away:** Each group is responsible for their own set up/take down of the room. Please return chairs and tables to the original set up. There is a designated Supply Closet. (The closet will include a mop, broom, rags, paper towels, and any other supplies deemed appropriate for public use.) If a mess is made by a member of your group, please clean it up. NO extraordinary demands on the facility shall be made without advance approval and an arrangement for the external user to bear such cost. All food must be removed and dishes left clean and put away.
- **Scheduling:** In rare cases, regular meeting groups may have to be moved or have their date changed due to special church events. Advance notice shall be given, and every effort made to work out a compromise.
- **Tobacco Products:** WWC is a smoke-free facility with no smoking permitted in the buildings or on the church grounds. People who arrive on the grounds with burning materials should dispose of them before entering.
- **Drug, Alcohol, & Firearms:** The possession or use of alcoholic beverages, controlled substances, or excessive abuse of over-the-counter medications will NOT be permitted on the church premises. No firearms or other hazardous materials shall be permitted except for official police use.
- **Storage:** No storage is permitted on church property without prior approval from the Pastor or church board. Please bring and remove all articles you may be using. Honor other groups who use this facility by removing any displays, etc.
- **Working with Child & Teens:** There must be at all time at least two adults present at each activity. If you are not able to have more than one adult may need to reschedule till a time were you are able to have another adult present.
- **Behavior:** No intimidation or harassment or other inappropriate behavior is permitted on church property. Children who exhibit aggressive or abusive behavior such as verbal abuse, biting, kicking, hitting, spitting, harassing, etc. will be removed from the facility and returned to the parent's care immediately.
- **Parking:** Parking for building use is designated as the main church parking.
- **Be A Good Neighbor:** WWC wants to be a good neighbor. Please do not leave garbage, or make loud noises around the facility.
- **Lost & Found:** Any unclaimed items left at the church will be placed in the lost and found. Please claim within one week by contacting the church office.
- **Violations of ANY Law:** If anyone witnesses a violation of state/federal/city law, they are responsible for *immediately* law enforcement by calling 911. Then notify the emergency church number and the church office in a timely manner.
- **Security:** Regular users are expected to turn out the facility lights and lock facility doors.

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