

AGREEMENT FOR THE USE OF FACILITIES

This Agreement by and between Davidson College Presbyterian Church (“DCPC” or the “Church”), Davidson, N.C., and _____(User) whose address is _____ is effective as of the date of signatures below and will continue for a period of 30 days after the use of facilities date or until all terms and conditions of this Agreement are met.

Whereas, DCPC is the tenant of the main DCPC Church building and facilities located at the corner of Main Street and Davidson-Concord Road in Davidson, N.C. (100 N. Main Street) and is the owner of the DCPC Congregation House and property located at 218 Davidson-Concord Road in Davidson, N.C., which buildings and facilities are typically used for DCPC worship and other DCPC activities. _____ desires to use the _____(area of building or facilities) for the purpose of _____ (type of use), and whereby, DCPC has the authority to and has agreed to allow user to use the building or facilities provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. DCPC hereby agrees to let User use the above described buildings or facilities for the use described above on _____ (describes times and days of usage).
_____(name of person) _____ (phone #) is the contact person for DCPC and _____ (name of person) _____(phone #) is the contact person for User to coordinate the details of usage.
2. User agrees to pay DCPC _____ for the use of the building.
3. User agrees to abide by all rules contained in the Policy of Use of Church Facilities (“Policy”), which Policy is attached or has been provided to User and is incorporated by reference as a part of this Agreement.
4. User promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from User’s use of DCPC’s buildings and facilities under this Agreement. If necessary for coverage of the use under this Agreement, User will have DCPC named as an Additional Insured on User’s policy and will provide a Certificate of Insurance to Owner showing Owner as an Additional Insured. User is responsible for providing a certificate of insurance to DCPC whether or not the User’s insurance coverage documents require that DCPC be named as an additional insured for coverage to be in place for the use under this Agreement.
5. User agrees to hold harmless, indemnify and defend DCPC and its officers, staff, agents or members from any and all liability, which may result from claims of any persons related to the use of the buildings or facilities under this Agreement.
6. As provided in the Policy, User agrees to be responsible for preparing for the use and returning to the pre-use condition all areas of the buildings or facilities involved in or related to the use of the buildings or facilities under this Agreement. User is responsible for any damage to the buildings or facilities of DCPC involved or related to the use under this Agreement.

Dated this _____ day of _____ 200__ .

Signature – DCPC

Position with DCPC

Signature – User

Position with User

Request for Building Use

Request received: Date: _____ By: _____

Request or Information: Group Name: _____
Person requesting: _____
Phone: _____
Email: _____
501(c) 3 Organization: _____
Other Type Organization: _____

Space request: Space/Room: _____
Date of Use: _____
People: _____
Days: M _____ T _____ W _____ Th _____ F _____ S _____ Su _____
Hours: _____

Audio Visual Requirements: Wireless microphones, other equipment
Please specify: _____

Music/Performance Requirements: Piano _____ Risers _____
Other Musical Requests _____

Expected Custodial Needs (\$20 per hour): _____

Request for Food, Refreshments or Catering (Provide specific details and name, address and phone of caterer if applicable):

Committee/Program Alignments (specify any DCPC Committee or other Church participation in use):

How does this function support/enhance DCPC's Mission Statements?

Other facts to consider: _____

Initial Recommendations: No _____ Yes _____ TBD _____

Reason: _____

Completed by: _____ Date: _____

Copy to: _____