

FAITH PRESBYTERIAN CHURCH**PARTNERSHIP AGREEMENT for USE OF FPC FACILITIES**

This Partnership Agreement must be completed prior to approval of the partnership by the FPC Board of Elders (Session). Session approval could take 4-6 weeks.

Date Application Filed: _____ Date of Completed Agreement: _____

Name of person or group requesting use of building (nonprofit and non-political)

Address of Group/Organization

Stated Purpose of the Group: _____

MISSION GOALS OF THE MUTUALLY SATISFACTORY PARTNERSHIP:**AGREED USAGE:**

Regular Meetings - Day of Week and Time of Day: _____

Frequency of Regular Meetings: Once per _____

Additional Dates and Times Requested: _____

Date of First Use: _____ Proposed Length of Partnership: _____

Known Unavailable Dates (See "Responsibilities and Obligations" item B.3): _____

Use of following areas of Buildings and Grounds:

- ☐ Sanctuary
- ☐ Parlor
- ☐ Classroom(s): _____
- ☐ Fellowship Hall with use of coffeemaker, sink, refrigerator, microwave only
- ☐ Fellowship Hall with full use of kitchen (coffeemaker, sink, refrigerator, microwave, range, dishwasher, convection oven)
- ☐ Grounds: _____

Agreed Donation (per contract time): _____

Special Negotiated Accommodations (See "Responsibilities and Obligations" item A.4.): _____

CONTACT PERSONS FROM GROUP REQUESTING PARTNERSHIP USE:***Primary Contact Person*****Name:** _____

Address: _____

Phone: (Home): _____ (Business): _____ (Cell): _____

E-mail Address: _____

Secondary Contact Person**Name:** _____

Address: _____

Phone (Home): _____ (Business): _____ (Cell): _____

E-mail Address: _____

USE OF FACILITIES COMMITTEE (UFC) CONTACT PERSONS:***Primary Contact Person*****Name:** _____ Preferred Phone: _____

E-mail Address: _____

Secondary Contact Person**Name:** _____ Preferred Phone: _____

E-mail Address: _____

FAITH PARTNER (IF APPLICABLE):**Name:** _____ Preferred Phone: _____

E-mail Address: _____

Printed Name of Group Representative: _____**Signature:** _____ **Date:** _____**Printed Name of FPC UFC Representative:** _____**Signature of FPC UFC Representative:** _____ **Date:** _____

RESPONSIBILITIES AND OBLIGATIONS OF EACH PARTNER:**A. Usage Requirements and Expectations:**

1. Individual or group provides a Certificate of Insurance, which evidences liability insurance coverage in the amount of no less than \$500,000 bodily injury, and property damage limit in the amount of no less than \$500,000 or, alternatively, no less than \$1,000,000 of bodily injury and property damage if liability is combined under a single limit. In addition, Faith Presbyterian Church shall be named as an “additional insured” and the evidence of insurance shall stipulate no less than a 30-day notice of cancellation when renting facilities.
2. Background Clearance forms are provided (if applicable)
3. No security deposit is required. The application, signed by the individual or organization, specifies that the individual or organization is responsible for damages.
4. Every group is responsible for setting up their own event and then leaving the space as they found it, (returning it to the normative set-up for the regularly scheduled church functions), unless other arrangements are made. (Chart of the “Normative Setup” for area used is attached.)
5. Keys will be given to the contact person. No duplicates are to be made – contact Use of Facilities Committee person if additional keys are needed.
6. Representative of B&G committee will show users the procedures for use of kitchen, if needed.
7. Any damages or problems must be reported to one of the Facilities Use Committee representatives listed below immediately for repairs.

B. Procedure for notifying group that a church event will “pre-empt” their meeting time/place:

1. If a proposed church function conflicts with the partnership agreement area, attempts will be made to accommodate all parties.
2. If possible, four weeks of notice will be given if the group is to be “exempted” from the space. Attempts will be made to accommodate within other facility areas.
3. Known church holidays or events that may pose conflicts:
 - a. Church Days: All Sundays
 - b. Christmas Eve; Ash Wed.; Good Friday; Maundy Thursday
 - c. Wednesday Evenings
 - d. Lenten Evenings
 - e. Other (i.e., VBS, Yard Sale, Funerals/Memorial Services, Weddings, etc.)

C. Date for review and renewal

1. Partnership review/renewal is required at least every 12 months. If problems are perceived, either party should request an immediate review.
2. Termination – After Partnership Agreement is signed, either party shall be able to terminate the agreement with written notice.

INTERNAL USE ONLY

Documents received:

- ☐ Application
- ☐ Certificate of Liability Insurance
- ☐ Child Abuse Clearance forms (if applicable)
 - a. PA State Police Criminal Record Check
 - b. PA Child Abuse History Clearance Form

Date:

UFC Approval Date: _____

Session Approval Date : _____

Approval Notification sent Date _____

Remarks:

UFC Representative (Print): _____

Signature of UFC Representative: _____

Fee/Donation received: _____ **Date:** _____

Key given to: _____ **Date:** _____

Key returned to _____ **Date:** _____

Attachments:

1. Hospitality & Housekeeping Guidelines (revision dated 10/13/2020)