

Building Use Policy

First Congregational UCC
431 S 3rd Street, Elkhart, IN 46516
574-295-8306

- 147170240.**General Information:** Persons renting the facilities must be at least 18 years of age. Presentation of positive identification shall be required. Usage is subject to approval. There is no guarantee, or right, to use FCC facilities. Applicant agrees to leave the facility in the condition in which it was found. Insurance and security deposit requirements are waived for memorial services.
- 147170368.**Hold Harmless Agreement:** Applicant agrees to use the FCC facilities at their own risk. Applicant further agrees to hold harmless First Congregational Church, its officers, agents, elders, pastors and employees and volunteers against any and all claims, demands, damages, costs, injuries, expenses of any nature including court costs and attorney fees arising out of or resulting from the applicant's use of First Congregational church's property, equipment or facilities.
- 147170369.**Alcoholic Beverages:** No alcoholic beverages are allowed with the exception of the sacrament of Communion.
- 147170370.**Child Care:** If child care or nursery facilities are requested, they are used at the applicant's own risk. A qualified adult (over age 18) child attendant must be provided by the applicant. A minimum of two unrelated adults are required at all times, even if only one child is present. Arrangements must be made in advance, and you are responsible for cleaning the child care facilities at the end of the event, including emptying diaper pails and trash cans and disinfecting the toys, cribs, etc.
- 147170371.**Overtime and Other Users:** Other areas of the facilities may also be made available during your event or activity to other groups or persons. Courtesy and respect towards all other facility users is expected. The user is due to vacate the premises at the end of the pre-reserved time.
- 147170372.**Smoking and Weapons:** No smoking, weapons, or illegal drugs are permitted inside any portion of the FCC buildings other than the use of firearms or weapons used by a uniformed police officer performing functions related to his/her duties.
- 147170373.**Facility Coordinator:** FCC will provide a facility coordinator to open and lock the facilities and to monitor events as needed. He/she is not present to help set-up or take-down or clean up from any function. The coordinator has the authority to stop any inappropriate activity or to stop any event or activity and clear the facility if they so deem necessary for safety or security reasons or if non-

allowed or inappropriate activities are occurring. Should an emergency occur during an event, the on-site person responsible for the event is responsible to follow evacuation and/or security/safety rules. Call 911 when necessary. Advise the FCC coordinator of any accident, injury, breakage or emergency as soon as feasibly possible after the incident.

147170374.**Equipment and Other Materials:** If rental or other equipment or decorations are being delivered, appropriate arrangements must be made prior to the event. Tables and chairs or other furnishings should be returned to their original state and location after the event.

147170375.**Other Decorations:** All decorations must be approved with a facility representative or facility coordinator prior to the event. Changes to the Sanctuary/Chapel liturgical set-up must be approved prior to the event. All cords must be taped down to avoid trips or falls. Cord tape must be removed at the end of the event. You are responsible for taking down your decorations & tidying up.

147170376.**Emergencies, Safety and Security:** Your group and guests are responsible for safety and security. Use good judgment. Monitor and provide responsible supervision of your event. Applicant is responsible for any and all injuries and/or illnesses resulting from any aspect of your event.

147170377.**Damages:** The applicant is responsible for any damages resulting from any function. This includes any damages to the facility, building or any breakage or damage to kitchen appliances, dishes, glassware, child care facilities and equipment, or any other equipment. Cost of damages billed to the applicant shall be the actual or estimated cost of replacement or repair.

147170378.**Animals:** Normally animals and pets are not allowed on the church premises, including in office areas. Exceptions are made for assistance animals. Some special events in which animals are requested to be present may be allowed, but must be pre-approved. Owners are responsible to control animals and clean-up after animals.