

HIGHLAND PRESBYTERIAN CHURCH

2380 CLOVERDALE AVENUE • WINSTON-SALEM, NORTH CAROLINA 27103-2012 • (336) 724-6303



Responsibility and Release Agreement to Use Highland Presbyterian Church Facilities

We agree to assume all responsibility for any incident resulting in injury to persons or damage to or loss of property during use of the facilities at **Highland Presbyterian Church**. In this regard, we do hereby further agree to release the Church, its officers, members, employees, and agents jointly and severally, from any and all claims, causes of action, injuries, damages, costs or expenses arising out of the use of the Church's property and facilities including without limitation those based upon death, bodily injury, and property damage, including consequential damages. The undersigned agrees further to indemnify and save harmless the Church, its officers, members, employees, and agents jointly and severally, from any such costs, damages, expenses, and legal fees, which may at any time arise in the future in connection with the use of the Church's property and/or facilities by the undersigned organization.

We, the undersigned, have read and agree that we will abide by all policy rules for facilities use set forth on the reverse side of this agreement. We understand that the Property Committee checks the church facilities on a continuing basis and use permission will be withdrawn if rules are not followed. **The church reserves the right to cancel, with reasonable notice, a non-affiliated group event should the space become needed for a Highland event.**

The undersigned agrees and understands that s/he is authorized to execute this form for and on behalf of him/herself or the organization utilizing the Church property and/or facilities.

We agree to pay the applicable fee \$ _____ Date paid _____

We agree to pay an optional cleaning fee of \$150. _____ Date paid _____

Responsible person signature _____

Contact phone number(s) _____

Alternate contact person _____

Alternate phone number(s) _____

Name or Organization _____ Purpose of meeting _____

Date of meeting _____ Time of meeting from _____ to _____

Space(s) requested _____

Scheduling is not confirmed until a) signed agreement is in church office and b) arrangement for fee is made.

We welcome visiting groups and set forth these rules that must be followed:

- A. For use of Church Buildings and Grounds
 1. Do not change temperature controls.
 2. Furniture must be returned to original location.
 3. Bag trash and deposit in Dumpster beside Activity Building. Reline trashcan(s) with plastic bag liner.
 4. Each group must furnish its own paper products (plates, cups, napkins, table coverings, etc.)
 5. Portable church property such as choir robes, projectors, electronic equipment, tables, chairs, kitchen utensils, etc. shall not be loaned to any group.
 6. Use of the church organ is not permitted unless specifically approved by the Director of Music.
 7. Smoking is not permitted anywhere on the property.
 8. Alcoholic beverages are not to be served or consumed in the building or on the grounds.
 9. Open flames (candles, etc.) are not permitted without specific permission of the Property Committee chair or designate.
 10. Space is not provided for storage of supplies.
 11. The last group leaving the building must turn off all lights and make sure all entrances are securely locked.
- B. For Use of the Church Kitchen:
 1. Scheduling use of the kitchen must be made through the church office and in accordance with the Building Use Policy. The fee must be paid when the kitchen is scheduled.
 2. Do not leave any of your food in the refrigerator.
 - a. All outside groups must furnish all food items needed for their use.
 - b. Groups must take home or discard any unused food.
 3. Wash everything you use and put it away. Do not leave anything in the dishwasher or in the sink.
 4. Wipe off stove and ovens and be sure they are OFF when you leave.
 5. Clean the griddle properly if used.
 6. Wipe off all countertops and sweep the floor.
 7. Put all cooking utensils back in their proper place.
 8. Empty all bagged garbage in the Dumpster outside and reline garbage cans with plastic bags.
 9. BE SURE kitchen outside door is LOCKED.