

## 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 4/09/2013)**
2. **Facility Emergency/Safety Information**
3. Chart of the "Normative Setup" for area used