

**Building Usage Agreement Page 1 Of 2      Revision Date 2024**

Three documents associated with building use:

1. Usage agreement for NPC (this document)
2. Key Use Request Form
3. Guidelines for Building Use at NPC

North Church Building & Grounds (BnG) AND \_\_\_\_\_

who is the (Name of office held) \_\_\_\_\_

representing (name of organization/group/club) \_\_\_\_\_

has agreed to share usage (MM/DD/YYYY) \_\_\_\_\_ from \_\_\_\_ am/pm to \_\_\_\_ am/pm,

the following for **NON-MEMBERS:** Members, Please use the request form found in the workroom.

<b>NON-MEMBER</b>			
<b>Location</b>	<b>Security Deposit</b>	<b>Recommended Donation</b>	<b>TOTAL</b>
<b>Sanctuary (3Hr) – 250 people Requires approval of Pastor and Session, allow 2 months</b>	<b>\$250.00</b>	<b>\$300.00</b>	<b>\$550.00</b>
<b>Audio – Visual (A – V) Operator*</b>		<b>\$30.00/hour</b>	
<b>Willits Hall (3Hr) Seating for 80 people</b>	<b>\$250.00</b>	<b>\$300.00</b>	
<b>Willits Kitchen**</b>	<b>\$250.00</b>	<b>\$300.00</b>	
<b>Other Rooms – Meetings 10 – 25 people</b>		<b>\$150.00/room</b>	
<b>For Weddings:</b>			
<b>Pastor</b>	<b>\$200.00</b>		
<b>Organist</b>		<b>Check with Organist</b>	
<b>Soloist</b>		<b>Check with Music Director</b>	
<b>Pianist</b>		<b>Check with Pianist</b>	

\* A-V Equipment Operator must be an NPC trained technician.

\*\* Kitchen use includes availability of stoves, refrigerators, freezers, dishwasher, and appropriate containers/utensils

Food supplies and paper products must be provided by the user/organization.

\*\*\* Deposit plus fees must be provided two weeks prior to the wedding.

\*\*\* All Deposits will be returned upon satisfactory inspection of the facility.

For building usage information pertaining to weddings see Wedding Celebration Guidelines and Information Brochure.

It is hereby agreed that **NO ALCOHOLIC BEVERAGES** will be served, **NO SMOKING, NO ILLEGAL DRUGS OR PARAPHERNALIA, NOR ANY FIREARMS BE ALLOWED ON SAID PROPERTY.**

North Presbyterian Church (NPC) makes limited use of video surveillance systems on campus.

User responsible for setup and tear down. Things may be already in some other state than expected or needed. It is agreed that the area/areas designated for use will be left in an orderly manner. All lights must be turned off, and windows and doors closed and locked, upon leaving the building. All trash from the event should be disposed of in the dumpster. Willits Hall must always tear down so the floor can be cleaned. Round tables returned to closet; chairs stacked 10 high (aside from 20-30) against the wall.

Floor swept (wide push sweeper), and mopped (if necessary, e.g. salt/snowy shoes.) Place mop at the end of the hall [must not be kept in the kitchen.] Other setup tear down arrangements may be made with BnG. Upon mutual agreement to all stipulations listed on this agreement and attachments, sign below and submit the following at least 2 weeks in advance of your event (recommend 2 months for sanctuary.)

1. Completed Building Use Agreement (2 pages.)
2. An in-force proof of liability coverage for a minimum of \$ million/group/day (Non – Member.)
3. A check for building use and deposit, made payable to North Presbyterian Church
4. Send all documents to     North Presbyterian Church  
   921 College Avenue  
   Elmira NY 14901  
   Email: [office@northpres.church](mailto:office@northpres.church)  
   FAX: (607) 734-2978

**HOLD HARMLESS AGREEMENT**

1. As a representative of the using/borrowing group/organization, I personally assume all responsibility and also assume responsibility of the group/organization, for all damage or liability resulting from my group/organization.  
I have read all the enclosed guidelines and agree to abide by them.
2. Building User agrees to supervise and to assume full control and responsibility for any persons, entities, or things other than NPC staff or members or property who/which are, for any reason, at the church by reason of the Building User’s program or the use of the facility.
3. Building User agrees to defend, indemnify, and hold harmless NPC and its past, present and future members, directors, employees, agents and independent contractors and their successors, assigns and heirs from and against any harm and/or claim by any third party arising of or in any way connected with the Building Users actions and/or 3. Failure(s) to act in respect of its use of the church property.
4. For the purpose of this section, “any person” includes, but is not limited to, Building User’s agents and employees, participants in Building User’s program/activity and Building User’s visitors/guests.
5. Building Users, who contract for usage of the church facility, shall submit proof of insurance coverage as outlined in the Building Use Guidelines.

Name of Organization/Group : \_\_\_\_\_

Signature \_\_\_\_\_

Contact Information: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

