

**First United Presbyterian Church  
(MPC)  
201 South Olive  
Milliken, CO 80543**

Mission Statement: Our Mission is to reach out and actively engage with others by sharing our Christian faith, worshiping, studying the Bible, praying, and serving God in our families, our communities, and our world.

**Outside Organizations/Individuals  
Facilities Use Agreement/Application**

**General Event**       **Celebration of Life**       **Wedding**

Name of Organization or Individual (user): \_\_\_\_\_

Name of individual representing the Organization: \_\_\_\_\_

Address of Applicant: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Dates and Times of Usage: \_\_\_\_\_

Insurance Coverage Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

(Attach Coverage Document)

Will children be present?  No  Yes If yes, please fill out Child Safety Training section below.

Child Safety Training Documentation of primary person responsible for child safety reporting:

(High Impact only) Name: \_\_\_\_\_

Child Safety Training Documentation of other person(s) responsible for child safety reporting:

(High Impact only) Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(Attach Completed Document(s))

Will candles be in use?

Yes  No

Estimated Costs

Outside Organizations/Individuals	High Impact	Low Impact	Estimated Coast
Application Deposit	\$100	N/A	_____
Non-Wedding/Celebration of life application fee	\$300	N/A	_____
Weddings application fee	\$300	N/A	_____
Building Use	\$25	N/A	_____
Kitchen Use	\$25	N/A	_____
Use of Sanctuary/Hr.	\$25	N/A	_____
Use of large meeting room	\$25	N/A	_____
Use of a small meeting room	\$25	N/A	_____
Use of Sound System/tech	\$25/hour	\$25/hour	_____
Use of Piano*	\$25	\$25	_____
Use of Organ	\$25	\$25	_____
Church Musician (s)**			_____
Custodial fee	\$25/hour	\$25/hour	_____
Representative fee if necessary	\$25/hour if need arises		_____

\* Keyboard Unavailable

\*\* Church musicians have the right to negotiate cost based on demand

The applicant agrees to the following statements:

*Initials*

\_\_\_\_\_ 1. In consideration for the benefit of using First United Presbyterian Church's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

\_\_\_\_\_ 2. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.

\_\_\_\_\_ 3. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose, or belief of the First United Presbyterian Church, which is a biblically based religious institution.

\_\_\_\_\_ 4. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

\_\_\_\_\_ 5. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user's function at the above-described facilities. *User leader has participated in Colorado State Child Safety Training and has trained employees/volunteers in Child Safety Training. See <https://co4kids.org/mandatory-reporters>.*

\_\_\_\_\_ 6. Organizational Users. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the First United Presbyterian Church at least seven days prior to the date upon which the User begins to use the above-described premises. The certificate of insurance will indicate that User has made First United Presbyterian Church an “additional insured” on User’s policy with respect to the use by User of the above-described premises.

\_\_\_\_\_ 7. User promises and warrants that the User will obtain signed Activity Participation Agreements (provided by MPC) for each child participant in the activity. If the participants are minors, the User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

\_\_\_\_\_ 8. User agrees to hold harmless, indemnify and defend MPC (including MPC agents, employees, and representatives from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of the MPC (including MPC’s agents, employees and representatives) or otherwise.

\_\_\_\_\_ 9. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

\_\_\_\_\_ 10. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

\_\_\_\_\_ 11. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

\_\_\_\_\_ 12. If First United Presbyterian Church must cancel this agreement, User will be entitled to the return of any deposit User has paid within 30 days. However, in no event will First United Presbyterian Church be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User’s inability to use the above-described premises, even if First United Presbyterian Church has been advised of the possibility of such damages.

\_\_\_\_\_ 13. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement.

\_\_\_\_\_ 14. MPC shall not be liable for any personal injury or property damage suffered by any person on the premises. Loss of or damage to user supplies, equipment, or materials etc. is the sole responsibility of the user.

## Conditions and Guidelines for Facility Use

### *Initials*

\_\_\_\_\_1 All applicants are responsible for any damages beyond normal wear. Should the use of the facilities cause additional expenses, such as cleaning or repairs and applicant does not make the necessary repairs in an approved manner, the deposit will be forfeited and the applicants will be billed.

\_\_\_\_\_2. All applicants are responsible for set-up and break down, clean up (returning all furniture to original locations unless otherwise agreed in advance, removing the trash), turning off all lights, and notifying the Church member designated to lock up. Failure to comply with the condition will result in forfeiture of deposit.

\_\_\_\_\_3. No alcohol or controlled substances are permitted on MPC property. Failure to comply with this condition will result in the forfeiture of the deposit.

\_\_\_\_\_4. No tobacco in any form is permitted in the facilities.

\_\_\_\_\_5. Applicant agrees that MPC may monitor the user's use of the facilities and the user agrees to comply promptly with any reasonable request made by the Church to take action or to refrain from action, which in the Church's absolute discretion is necessary for its welfare.

\_\_\_\_\_6. Paper plates, napkins, cups, plastic tableware, ice, and trash bags for clean-up are the responsibility of the groups sponsoring the event.

\_\_\_\_\_7. Animals are not allowed in the church facilities. Service animals are permitted and expected to be under control.

\_\_\_\_\_8. Children (17 years and younger) must be under constant adult supervision.

\_\_\_\_\_9. Any use of the church organs or piano requires prior approval. The organ and pianos must not be moved. Nothing is to be placed on top of the organ or piano (i.e., flowers...). Additional fees will be assessed if a piano or organ are used (See Fee Schedule).

\_\_\_\_\_10. The Multimedia System will require an approved church technician. A non-refundable fee of \$25 for technician service. In the event of cancellation, \$25 of the fee will not be refunded.

\_\_\_\_\_11. It is expected that all groups and individuals using the facility will ensure that noise levels are kept at an acceptable level, keeping in mind that MPC is in a residential area.

\_\_\_\_\_12. Approval for use by a group or organization is for a designated area and does not grant access to the entire facility. A key may be released on Trustee approval.

\_\_\_\_13. A door access code will be given upon application approval. The code will expire at the end of the event.

\_\_\_\_14. It is agreed that MPC is not responsible for loss or damage to valuables brought on MPC property.

\_\_\_\_15. Applicant hereby agrees to hold MPC harmless in the event of any injury or loss due to use of the facilities. Applicant has read the Building Use Policy and the Conditions and Guidelines for Facility Use and agreed to abide by these Conditions, Applicant further agrees to reimburse MPC for all unresolved damaged and costs resulting from the above stated use of the facilities.

_____ Signature of Applicant	_____ Original Date of Application
_____ Signature of Applicant	_____ Date of Renewal
_____ Signature of Applicant	_____ Date of Renewal
_____ Signature of Applicant	_____ Date of Renewal

**Approvals:**  
Original

_____ Pastor	_____ Date	_____ Trustee Chair	_____ Date	_____ Clerk	_____ Date
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**Renewals**

_____ Pastor	_____ Date	_____ Trustee Chair	_____ Date	_____ Clerk	_____ Date
_____ Pastor	_____ Date	_____ Trustee Chair	_____ Date	_____ Clerk	_____ Date
_____ Pastor	_____ Date	_____ Trustee Chair	_____ Date	_____ Clerk	_____ Date

Application for building use is not approved until the Pastor, Session/Clerk, and the Board of Trustees Chair has signed the application. Signature of the Clerk of Session and Board of Trustees chair indicates approved board action.

Approved: 9-8-2022