

Woods Memorial Presbyterian Church

Building Use Policy

Welcoming All to Grow and Serve in Christ



Woods B&A Side Entrance

TawesDe

June 2018

Woods Memorial Presbyterian Church - Building Use Policy

Welcoming All to Grow and Serve in Christ

Contents

Introduction 1

 Priority of Use 1

 Important Notices..... 2

Requesting and Scheduling Rooms..... 2

Room Rental Information - Capacities, Resources, and Fees..... 4

Weddings, Funerals and Memorial Services..... 5

 Weddings 5

 Funerals and Memorial Services 5

Contact Information..... 6

Appendices..... 7

- Pictures and Capacities of Available Rooms
- Main/First Floor Layout
- Ground Floor Layout
- Room Use Request Form
- Terms of Building Use
- Building Use Agreement
- Indemnity, Hold Harmless, and Insurance Agreement
- Child Protection Policy and Outside Group Leaders Release Form

Woods Memorial Presbyterian Church - Building Use Policy

Welcoming All to Grow and Serve in Christ

Introduction

Through its facilities at 611 Baltimore Annapolis Boulevard in Severna Park, Maryland, Woods Memorial Presbyterian Church (WMPC) is pleased to serve its congregation and its community. We have dedicated this building for worship in prayer and song, for the ministry of the Word, and for the celebration of the sacraments. We welcome the chance to share our facilities with others for fellowship and pastoral care, for the strengthening of family, for the nurturing of our children, and for the maturing of our youth.

Woods Church has a number of long-standing relationships with several community organizations for ongoing use. Local organizations and individuals for one-time or short-term usage also use our facilities. Our first priority is to programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations. It is expected that all organizations and persons utilizing the facilities at Woods Church would treat the property and furnishings in a manner consistent with biblical stewardship principles.

Priority of Use

- Woods Memorial church groups, teams, and committee functions
- Individual member weddings, anniversaries, and funerals
- Church sponsored Boy Scout and Girl Scout troops
- Church mission-oriented groups and organizations
- Non-member weddings, anniversaries, funerals
- Not-for-profit civic/service (e.g., Toastmasters, Kiwanis Club of Severna Park, etc.)

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activity or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

The Director of Property and Records (Director) will handle all outside group intake and scheduling. Session may appoint three representatives at its discretion as members of a committee to oversee the building use request process and provide advice and counsel to the Director.

At the time of application, the expressed purpose and intent for the facility use must be made in writing to the Director. The Director will review and approve all one-time use requests. The Director and the committee may jointly review and approve all recurring requests for space. The committee will also assist the Director to address and resolve any issues that may arise during the application process and during the User Group's occupation of designated space(s).

The Director and the committee will annually review the User Groups' compliance with the terms and conditions associated with all the then in-effect, long-term Building Use Agreements. **Repeated non-compliance with the Terms of Building Use as stated within the Policy may result in discontinuing and/or non-renewal of the covenant. Renewal of an Agreement is not automatic and after issuance of a final warning, may be terminated by the committee if circumstances warrant.**

Woods Memorial Presbyterian Church - Building Use Policy

Welcoming All to Grow and Serve in Christ

Important Notices

- 1) WMPC is committed to providing an environment that is safe for children and youth and that will protect them from any abuse while they are involved in both church and non-church sponsored activities that make direct or indirect use of our facilities. All church employees, volunteers, and outside User Groups are required to comply with the church's Child Protection Policy. (See Appendices)
- 2) The Session of Woods church, its governing body, recognizes that the ongoing expenses to maintain the church's facilities are funded almost exclusively through the annual giving of its members. While Woods welcomes the chance to share its facilities with others, the Session also believes that certain outside groups that use the church's facilities for gatherings and meetings should pay a reasonable fee to help defray recurring maintenance, utility and custodial expenses.

Those nonprofit groups that are mission partners of Woods Church or support the efforts of mission partners of Woods will be exempt from room use charges. These mission partners can be found on the Woods Church [Missions website](#).

In addition, certain other support groups, e.g., Al-Anon/Alateen, and values-based youth development organizations, e.g., Boy Scout and Girl Scout troops, that are specifically sponsored by the church are also exempt from paying for space used during their meetings at the church. However, any periodic donations made by these groups are always welcome will be used to help recover facility maintenance expenses.

All other outside groups using the church facilities shall be required to pay a space rental charge according to the fee schedule found within this policy to help offset Church maintenance expense.

Requesting and Scheduling Rooms

Rooms at Woods Church can be reserved by church members and non-profit organizations for various events and meetings. There are no fees charged for church members - with the possible exception of certain fees associated with weddings. Requests for rooms should be made at least 2 weeks in advance and no earlier than 3 months in advance. Church-sponsored events have priority on the use of the facilities.

If you are interested in reserving a room, please fill out and submit a Room Use Request form. Send the completed form:

- via email to dpr@woodschurch.org
- via fax to 410-647-2781
- via mail to the attention of the *Director of Property and Records* at Woods Memorial Church, 611 Baltimore Annapolis Blvd. Severna Park, MD 21146

If your organization has liability insurance, please send a copy of the certificate of insurance with Woods Memorial Presbyterian Church named as an additional insured.

Woods Memorial Presbyterian Church - Building Use Policy

Welcoming All to Grow and Serve in Christ

Your inquiry will be reviewed within 72 hours - not including weekends and holidays. If the application is approved, we will notify you by email and reserve your time slot(s) while we wait for your insurance and liability forms and payment.

Mail or deliver your payment. Space must be paid for in advance, with one check or money order made out to Woods Memorial Church and mailed or brought to the church office. Put your group's name, rental space and rental date(s) on the check or in an accompanying form. Credit cards are also accepted. Please note that if you are renting on a regular basis, we will book an entire quarter for you and request a quarter's payment in advance.

The Director of Property and Records or his designee will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. Room requests should be made at least 2 weeks prior to start of use date. All church activities are scheduled on the master church calendar prior to any outside group's request being approved.

Please note:

- Funerals and memorial services for our members preempt all other activities.
- Child Development Center (CDC) classrooms are not available for rental by outside groups.
- Please use Zimmerman Hall if your group requires the use of a stage.
- Food or drink is not permitted in the sanctuary (except for liturgical purposes), nor is it permitted in the narthex, Art Gallery, library, or lobby.

Certain large functions or events (weddings, receptions, etc.) will require a monetary security/cleaning deposit paid in cash or check at the time the function or event is scheduled. This deposit will be used to defray the cost of any damages incurred and any special or additional cleaning that might be required. This deposit shall be returned, less any expenses, as soon as practical after the function or event. Any expense for damage or cleaning incurred that surpasses the amount of the deposit is the responsibility of the User. Woods Memorial Church will furnish the using party with a copy of bills and other statements to support claims for costs incurred and/or reimbursement of cost over and above the deposit received. Please see the Room Rental Information schedule of available rooms, capacities, resources and fees. These fees will be charged for non-church groups to help defray the cost of utilities, maintenance, and wear and tear.

Your room request will be cancelled if the following forms and documents are not signed and received in the church office no later than 1 day prior to the scheduled event.

- Building Use Agreement
- Indemnity, Hold Harmless, and Insurance Agreement
- Child Protection Policy and Outside Group Leaders Release Form

Woods Memorial Presbyterian Church - Building Use Policy

Welcoming All to Grow and Serve in Christ

Room Rental Information - Capacities, Resources, and Fees

Here is a list of available rooms and their features:

- Tables and chairs are provided at no charge up to the number we have available in each room.
- We have 1 portable PA System, 2 LCD Projectors with Carts, 1 portable projection screen and 2 TV/VCR/DVD units available.
- Rooms are rented in full hour increments. Pricing below is given in full hour, half day, and full day increments. We separate bookings by 30 minutes to give our Custodian time to clean and re-arrange the room for the next event.
- Single use rates are shown first, multi/recurring rates are shown next, e.g., \$30/25 means \$30 per hour will be charged for single use, and \$25 per hour will be a recurring rate (weekly, monthly.)
- **Remember, you will need to reserve enough time in the space for your set-up and clean-up time.**

Spaces Available for Rent

Prices effective July 1, 2018

FLR	ROOM	SIZE	CAPACITY	RESOURCES	RATE/HR	½ DAY	FULL DAY
GROUND FLOOR	Room 150	15' x 20'	20	Wall mounted LCD TV	\$25/20	\$75/60	\$150/125
	Room 152	15' x 20'	20	Wall mounted LCD TV	\$25/20	\$75/60	\$150/125
	Room 154	15' x 20'	20	Wall mounted LCD TV	\$25/20	\$75/60	\$150/125
	Room 155	12' x 32'	25	Projection Screen	\$30/25	\$90/75	\$180/150
	Room 208	22' x 28'	52 - 96	LCD projector, & Scr	\$40/35	\$120/95	\$240/200
	Room 212	25' x 35'	75	LCD projector, & Scr	\$40/35	\$120/95	\$240/200
	Room 501 – (Choir)	25' x 40'	65	Piano, tiered risers	\$30/25	\$90/75	\$180/150
1 ST FLOOR	Office Conf Room	12' x 20'	15 - 20	LCD TV, White Board	\$25/20	\$75/60	\$150/125
	Founders 401	20' x 25'	55	Projection Screen	\$35/30	\$105/85	\$210/175
	Library	15' x 20'	15	---	\$25/20	\$75/60	\$150/125
	Fellowship Hall ⁽¹⁾	30' x 80'	150 - 323	2 Wall mounted TVs	\$85/80	\$215/200	\$410/385
	Zimmerman Hall ⁽¹⁾	25' x 55'	144 - 280	Large, raised stage + rear projection screen	\$75/70	\$210/195	\$350/335
	Sanctuary ⁽²⁾	---	580	2 large screens projection system*	\$175/150	\$485/400	\$950/775

NOTE ⁽¹⁾ A security deposit of \$100 may be applied for groups using Fellowship Hall or Zimmerman Hall.

NOTE ⁽²⁾ **Prior approval is required from the Director of Property and Records and a member of the Woods Pastoral Staff for use of the Sanctuary.** A security deposit of \$250 may be applied for groups using the Sanctuary.

*See *Terms of Building Use* for other possible fees.

Woods Memorial Presbyterian Church - Building Use Policy

Welcoming All to Grow and Serve in Christ

Weddings, Funerals and Memorial Services

Weddings

The Pastors and staff at Woods Church consider it a privilege to assist you in having your wedding service here.

- Premarital counseling is required for any couple being married in a Severna Park Church. Written and online personality inventories followed by a meeting with the counselor requires a fee of \$150.
- A member of our pastoral staff officiates while other clergy are welcome to assist at the invitation of one of our pastors.
- Our Director of Music will meet with you to help you select sacred music suitable for a worship service.
- To request a date and time for the rehearsal and the wedding; as well as to discuss fees and numerous other aspects of your wedding, you will need to meet with our Wedding Administrator. Contact the Administrator for a copy of Woods' Wedding Brochure. To reach the Wedding Administrator, you may call the church office or email **care@woodschurch.org**

Funerals and Memorial Services

A funeral is held when there is a casket or an urn containing ashes. A memorial service is held when the deceased is not present. In both cases it is a Service of Witness to the Resurrection.

- The clergy must be notified of the death of the member or non-member. We are happy to offer our services to all who need us during this time of grief.
- A Woods Pastor will meet with the family of the deceased to discuss the funeral service.
- The Funeral Administrator will meet with the family, usually immediately following the meeting with the Pastor. At this time the logistics of the service are planned: date, time, bulletin information, seating reservations, music, flowers, fees and reception (if it is to be at Woods).
- Call the church office or email **care@woodschurch.org** to reach the Funeral Administrator

Woods Memorial Presbyterian Church - Building Use Policy

Welcoming All to Grow and Serve in Christ

Contact Information

Address:

Woods Memorial Presbyterian Church
611 Baltimore Annapolis Blvd.
Severna Park, MD 21146

Phone: 410-647-2550

Fax: 410-647-2781

Non-emergency: 410-271-7436

Fire or Medical emergencies: 911

Emails:

General Information and Questions: info@woodschurch.org

Completed Room Use Request Forms: dpr@woodschurch.org

Director of Property and Records: dpr@woodschurch.org

Appendices

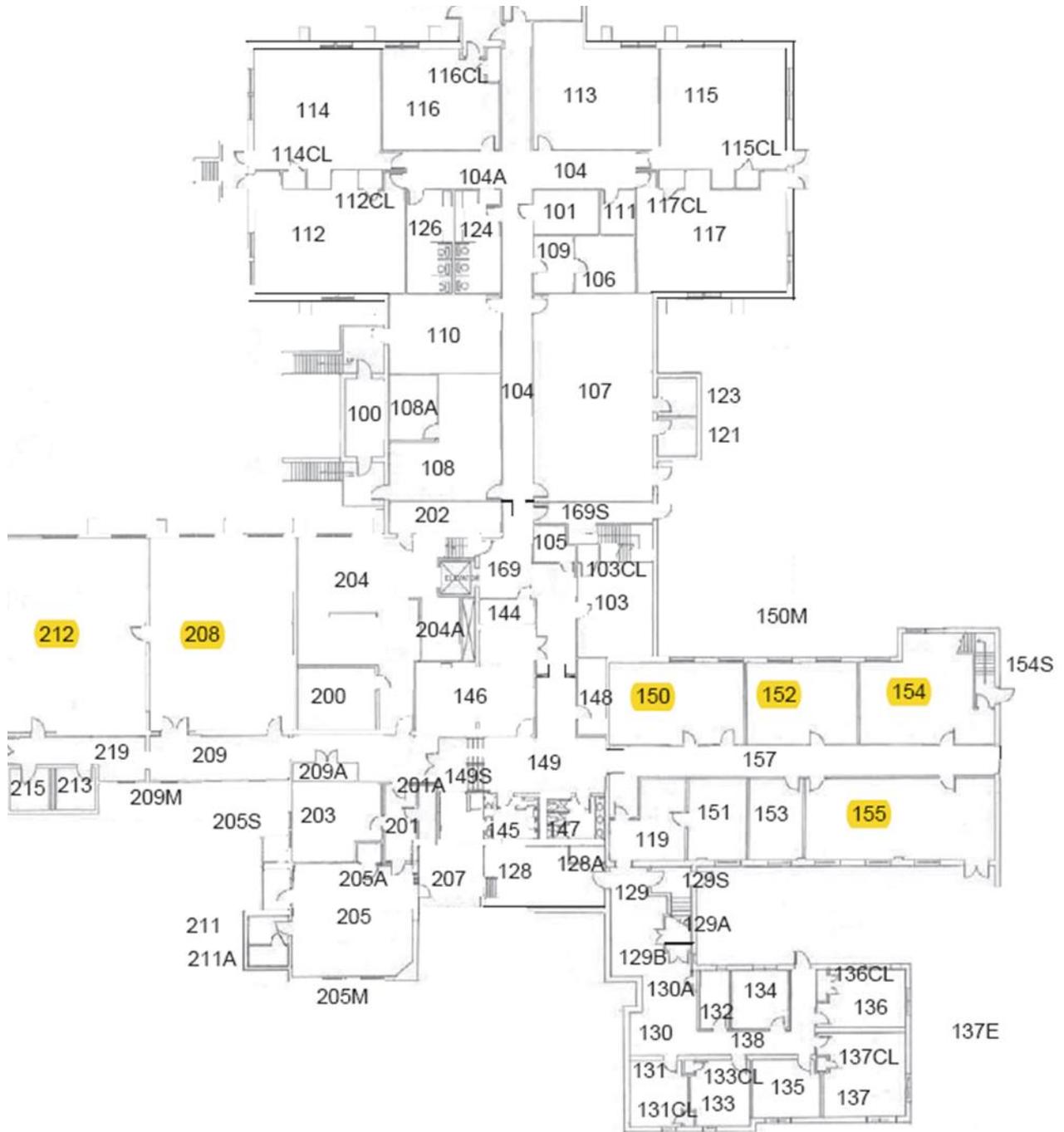
- Pictures and Capacities of available rooms
- Main/First Floor Layout
- Ground Floor Layout
- Room Use Request Form
- Terms of Building Use
- Building Use Agreement
- Indemnity, Hold Harmless, and Insurance Agreement
- Child Protection Policy and Outside Group Leaders Release Form

Available Rooms

	<p>Room 150 <i>Ground Floor</i> 15' x 20' Capacity 20</p>		<p>Room 152 <i>Ground Floor</i> 15' x 20' Capacity 20</p>
	<p>Room 154 <i>Ground Floor</i> 15' x 20' Capacity 20</p>		<p>Room 155 <i>Ground Floor</i> 12' x 32' Capacity 25</p>
	<p>Room 208 <i>Ground Floor</i> 22' x 28' Capacity 96</p>		<p>Room 212 <i>Ground Floor</i> 25' x 35' Capacity 75</p>
	<p>Fellowship Hall <i>First Floor</i> 30' x 80' Capacity 323</p>		<p>Zimmerman Hall <i>First Floor</i> 25' x 55' Capacity 280</p>
	<p>Room 401 <i>First Floor</i> 20' x 25' Capacity 55</p>		<p>Library <i>First Floor</i> 15' x 20' Capacity 15</p>
	<p>Office CR <i>First Floor</i> 12' x 20' Capacity 20</p>		<p>Sanctuary* <i>First Floor</i> Capacity 580</p>

*Prior approval is required from the Director of Property and Records and a member of the Woods Pastoral Staff for use of the Sanctuary.

Available Rooms



Front of Building

Ground Floor Plan

Room Use Request Form

This form must be returned to the Director of Property and Records

* **Required**

* Event Name _____ * Organization _____
* Event Date _____ * Recurring Yes ___ No ___ If Yes, weekly, monthly, qtlly _____
* Event Start Time _____ * Event End Time _____ * Prep Time _____ * Clean Up Time _____
* Expected Number of Attendees Adults _____ Children _____
* Contact Name _____ * Contact Phone _____
* Address _____ * Contact Email _____

Room(s)

___ Fellowship Hall ___ Zimmerman Hall ___ Library ___ Founders Room 401
___ Office Conf. Room ___ Room 150 ___ Room 152 ___ Room 154
___ Room 155 ___ Room 208 ___ Room 212 ___ Room 501 (Choir)
___ Sanctuary (*DPR and Pastor approval req'd*) ___ Other _____

* Required Room Configuration

___ No Set up ___ Woods to set-up/take down ___ Group will set up/take down

Arrangement: Number of Chairs Required _____ Number of Tables Required _____

___ Circle of Chairs ___ Theater Style ___ Hollow Square ___ U-Shaped
___ Classroom Style ___ Banquet/Round Tables ___ Other: _____

Equipment Needs

Projector ___ Screen ___ Microphones ___ Easel w/ Paper ___ Podium ___ TV/VCR/DVD ___

NOTES:

FOR OFFICE USE ONLY

Approved ___Y ___N Date of Approval _____ Approver Initials _____

Reserved on Church Calendar ___ Confirmation Phone Call/Email Sent, with Quote Fee ___

Fee and/deposit (where required) received ___ Insurance filed with Woods Church if required ___

Terms of Building Use

GENERAL

- All persons and/or groups using the Woods Church facilities are expected to leave their space/room reasonably clean and in the same condition it was in prior to the event. Please do not use any of the church's school supplies or other items kept in the classroom cabinets. Users must remove all items associated with their program immediately following the event. Extraordinary cleaning expenses shall be the responsibility of the User group, as well as the cost of repairs for any damage incurred. If you wish, custodial services can be arranged and a custodial charge will apply. Please ask the Director of Property and Records for details.
- If you need to rearrange the tables and/or chairs in the room (other than the Sanctuary), you may do so, but you must return the room to its original furniture placement upon leaving. Windows, if opened, are to be closed and locked. Turn off air conditioning units, lights and close doors when you leave.
- Your group must use the room(s) assigned to you at your appointed time. Do not switch rooms or furniture. If you need to make a room change, the group leader must get approval from the Director of Property and Records well in advance. The facilities may only be used for the purposes stated on the form and for the dates and times stated on the form. Any changes must be must be approved at least two weeks in advance.
- A custodian is always on duty when the church is in use and any problems should be reported immediately to him/her. Damages must be reported to the Director of Property and Records who will determine if any costs associated with damaged or missing items will be deducted from the security deposit.
- The noise level of the User group must be considerate of all other groups in the church. Disruptive behavior will not be tolerated and could result in revocation of your group's agreement to use these facilities. Remember that courtesy is contagious and that proper behavior and respect are encouraged when using any part of the building.
- Pets are not allowed in any part of the facility. Service animals are the only exception.
- Use of kitchen(s), including dishes, flatware, etc. requires the approval of the Director of Property and Records.
- Thermostat temperature settings are to be untouched. If the AC or the heat is on, windows are to be closed. If there are problems, a custodian or the Director of Property and Records should be informed. All mechanical or electrical problems, regardless of type, are to be reported immediately to the church office or to a custodian.

FOOD AND DRINK

- User group acknowledges that food and drink are not permitted in the Sanctuary, Narthex, Art Gallery, Library, or the lobby area. If they are used in other parts of the church, and the church kitchen staff is not providing the meal, the User group is responsible for bringing all utensils, pots, coffee makers, foods, ingredients, table coverings, cups, dishes, towels, etc. that are used.
- The User group also acknowledges that if heated foods or hot beverages are to be made and served, there must be an adult in the room constantly until all the hot items are served and removed. When serving is completed, the User group is responsible for the total cleanup of the room, removing all leftovers or taking them to the dumpster (located behind the church), and leaving the tables, chairs, and floor clean. Please place any appropriate recyclable items in the special containers provided. Leftover liquids of all kinds (lemonade, coffee, etc.) are to be taken to the bathroom and dumped in a sink.

Terms of Building Use

SMOKING, GAMBLING, NARCOTICS, ALCOHOLIC BEVERAGES

- Members of all groups using our facilities shall abide at all time by a no smoking rule in all parts of the building, including corridors and restrooms. Smoking is only permitted in specifically designated areas outside the building. These locations are marked with the presence of a Smoker's Outpost butt disposal container. Gambling, and the serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor areas and parking lots. The User group acknowledges that weapons, explosives and fireworks are not permitted anywhere on church grounds or in its facilities.

POLITICAL ACTIVITIES

- No property, facilities, or equipment belonging to the church shall be used by any person or organization for partisan political activities. Solicitation for distribution of politically related handbills or advertisements on church grounds is not permitted.

SUPERVISION OF CHILDREN AND YOUTH

- Youth under the age of 18 must be accompanied by adult supervisors at all times. Woods Church has adopted a Child Protection Policy, which is incorporated herein by reference. A copy of this policy may be obtained by clicking on the link or from the church office. All users of the facility are expected to follow the guidelines of this policy. Any questions regarding this policy should be directed to the Director of Property and Records.
- Use of skateboards, roller-blades, skates, scooters and bicycles in the Church building and on Church grounds is prohibited.

STARTING AND ENDING TIMES

- Monday through Friday from 8:00 a.m. through 10:00 p.m. (Except holidays)
- Weekends from 8:00 a.m. through 4:00 p.m.
- The building must be completely cleared not later than 10:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

DECORATIONS, SIGNAGE, AND ADVERTISING

- No decorating is permitted in the hallways. Any kind of tape used on walls or woodwork within a room must have prior approval. All such decorations must be removed immediately and completely following the event. Pictures, flower arrangements, decorations (including Christmas), and bulletin board materials or announcements are not to be changed, moved, or added to by anyone from the User group. Artwork in the first-floor gallery is not to be removed without the explicit approval of the Art Committee or its curator. Helium balloons are not to be used in the church buildings. Any outdoor signs must be approved by the Session. Other means of advertising in the church (bulletin inserts, announcements, posters, etc.) must be approved by an appropriate church committee.

USE OF SANCTUARY

- Church property shall not be moved without prior permission of the Director of Property and Records. This includes the communion table or the baptismal font. The grand piano in the sanctuary is to be moved only with the permission of the Director of Property and Records, who will arrange payment for tuning at the same time. Any property moved will be returned to its original position at the conclusion of the activity. There will be no changes to the décor or structure of the church, i.e., removal of the chairs, or installed or mounted items, such as paintings, banners, and flags. If your group needs a stage, please use Zimmerman Hall.

Terms of Building Use

- Group-provided sound, recording, or video equipment may not be attached to the Sanctuary's sound system through cables or connectors without prior approval of the Director of Property and Records. The system may be operated by the church sanctuary sound technicians (at a cost of \$75 per event) or by technicians preapproved by the Director of Property and Records.

PARKING

- Parking on the church grounds is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for staff of the church and individuals with special needs. Any damage to vehicles is at the owner's expense.

SECURITY AND SAFETY

- Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, and not leave them unattended. The church is not responsible for theft or damage to personal property.

BUILDING USE AGREEMENT

This form must be returned to the Director of Property and Records

THIS AGREEMENT, made this ____ (day) of _____ (month) _____ (year) by and between WOODS MEMORIAL PRESBYTERIAN CHURCH (hereafter referred to as "Church" and _____ (hereinafter referred to as "User Group") agree that User Group may use the assigned space and facilities as documented and approved on the applicant's **Room Request form** on file with the Church, upon the following terms and conditions:

1. Assigned Space

User Group is granted use of space as designated on the Room Request form (above) on ____/____/____ or from: ____/____/____ to ____/____/____. Unless previously revoked or terminated, the permission for use extended to user Group by this Agreement shall expire _____. Subsequent use is not guaranteed.

User Group is not authorized or permitted to use any of the Church facilities or equipment outside the assigned space, except for the following: the closest restrooms, hallways required for direct access to the assigned space, bicycle ramp, parking areas (during hours of permitted use), strictly observing the handicapped signs and red painted curbs, and the prohibition of parking anywhere other than the lot itself.

2. Housekeeping

User Group shall endeavor to keep the assigned space neat, clean, and in good repair. Furniture within the assigned space shall be returned to the original set up configuration. **Furniture within the Sanctuary shall not be moved without the permission of the Director of Property and Records. This includes the communion table, baptismal font and the grand piano.** User Group shall always leave the assigned space in at least as good condition as existed prior to User Group's use. Any damage should be promptly reported to the Director of Property and Records. The full cost of any repairs required because of damage by User Group shall be deducted from the Security Deposit (if applicable) or be fully reimbursed to Church by User Group in addition to ordinary reimbursement for use. Extraordinary cleaning expenses shall be the responsibility of User Group.

3. Fees

For support of Church maintenance, User Group shall reimburse the Church according to its then in effect fee schedule (refundable security deposit required in some cases), or an amount (if any) designated by the Director of Property and Records in those cases not covered by said fee schedule. All such fees are due and payable one week in advance of User Group's use of the Church property. In cases of multiple uses, each installment of fees is payable prior to each respective use by User Group. User Group agrees to pay Church \$_____ per use ____ monthly ____ quarterly ____ annually ____ for use of _____ (space).

4. Compliance with Terms of Building Use and Other Church Policies

User Group understands that its use of the Assigned Space is conditioned upon strict compliance with the following Church policies that are specifically incorporated herein by reference:

1. Terms of Building Use
2. Child Protection Policy
3. Indemnity, Hold Harmless, and Insurance Agreement (where applicable)

User Group acknowledges that it has received copies of these documents, has had an opportunity to review them, and agrees to abide by their terms. Failure of User Group to comply with the terms of these policies shall result in immediate termination of the User Group's permission to use the Church property. If Church should adopt additional policies impacting building use during the term of this agreement, the User Group will be notified and given the option of either complying with the new terms or terminating this agreement.

BUILDING USE AGREEMENT

This form must be returned to the Director of Property and Records

5. Indemnification and Liability Insurance

User Group agrees to indemnify and hold harmless Church against any and all claims filed against Church arising out of User Group's use of church property and activities on church premises. User Group is strongly encouraged to secure and maintain its own liability insurance to guarantee compliance with this hold harmless commitment. If User Group elects not to secure such insurance, User Group nevertheless agrees that they and/or their organization alone shall be responsible for any property damage, personal injury or death that may occur arising out of its activities on Church premises.

In some instances, Church may desire additional assurances that User Group will be able to honor its hold harmless commitment. In such cases User Group will be asked to sign a separate Indemnity, Hold Harmless, and Insurance Agreement.

6. Terminable at Will

This Agreement may be unilaterally revoked by Church, and the permission for use may be terminated by Church at any time with or without cause. Nothing contained in this Agreement shall be construed to prohibit Church from terminating User Group's permission to use the church property and facilities at any time. The Church requires that each outside user group sign a new Building Use Agreement each year.

7. Cancellation

5-business day notice of cancellation from User Group is required to receive a full refund.

8. Sponsorship of User Group

The User Group accepts responsibility for ensuring that every individual associated with the User Group complies with the terms and conditions of this agreement. The User Group designates the undersigned representatives of User Group to act as sponsor and principal spokespersons for User Group.

For the Church:

WOODS MEMORIAL PRESBYTERIAN CHURCH:

By: _____
Director Property and Records

Date: _____

For the User Group:

User Group Name: _____

User Group Representative: _____

Contact telephone: _____ Contact email: _____

Date: _____

INDEMNITY, HOLD HARMLESS, AND INSURANCE AGREEMENT

This form must be returned to the Director of Property and Records

Indemnity, Hold Harmless, and Insurance Agreement dated _____, 20____, by ("User" or "User Group") in favor of **WOODS MEMORIAL PRESBYTERIAN CHURCH OF SEVERNA PARK, MARYLAND** ("Church").

PREMISES:

WHEREAS:

User has requested that it be allowed to use a portion of the property located at 611 Baltimore Annapolis Blvd., Severna Park, MD 21146 ("Property") as more fully set forth in the Room Request Form submitted by User to the Church ("Proposed Use"); and

Church, reserving the right to condition use in any way it sees fit and to cancel use at any time, has agreed to said request on the condition that User agree to the terms and conditions set forth below.

NOW THEREFORE, in consideration of these premises and for other good and valid consideration, the receipt of which is hereby acknowledged, the User agrees as follows:

1. Use of Property. User has inspected the Property and has determined that it is suitable for the Proposed Use. In making that determination, User has not relied on any representations or warranties of Church or its members, employees, tenants, or any persons having an ownership or other interest in the Property. User accepts the Property "AS IS WHERE IS."

2. User Group's Indemnity. Defense and Hold Harmless Obligations. Group assumes full liability and releases Church from any and all claims and damages arising out of or in connection with the use of the Property or the use of the Property by any persons allowed (invited or not) on the Property by Group. Group shall to the fullest extent permitted by law defend, indemnify, and hold harmless Church and its members, guests, employees, tenants, and any persons having an ownership or other interest in the Property from and against any and all alleged or actual claims, losses, suits and damages (including attorney's fees and legal expenses) arising out of or in any way connected with such alleged or actual claims, losses, suits or damages. This provision shall survive the Church's withdrawal of permission to use the Property and Group's discontinuance of use of the Property.

3. User Group's Insurance Obligations. As a condition of its use of the Property, User shall name Church and its members, employees, tenants, and any persons having an ownership or other interest in the Property as additional insureds under a liability insurance policy valued at \$1,000,000 per occurrence and containing other terms and conditions acceptable to Church in its sole discretion. Policies required hereunder shall contain a provision that the insurance will not be canceled, materially changed, or not renewed without at least thirty (30) days' advance written notice to Woods Memorial Presbyterian Church, c/o Director of Property and Records, 611 Baltimore Annapolis Blvd., Severna Park, MD 21146. As an additional condition, User shall furnish the Church with proof of a valid insurance policy simultaneous with the signing of this document. If User does not carry insurance, provision 1 and 2 above still apply, and User agrees that they and/or their organization alone shall be responsible for any property damage, personal injury or death that may occur during the use of the premises.

User and/or organization further states that the individual(s) doing so are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation, Woods' Building Use Policy, and this agreement by reading these documents before signing below.

Signed: _____ Name (print): _____

Date: _____, 20 ____ Organization: _____

Child Protection Policy – Abbreviated and Outside Group Leaders Release Form

1.0 Purpose

The congregation of Woods Memorial Presbyterian Church (“Woods Church” or “WMPC”) is committed to providing a safe and secure environment for all minors and volunteers who participate in the ministries and activities offered within the church. This policy serves as our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

This policy is intended:

- To provide a safe and secure environment for children and youth at WMPC.
- To protect children and youth from sexual, physical, and emotional abuse while participating in activities offered within the church.
- To protect adult volunteers and employees from unwarranted allegations of child abuse.

2.0 Persons Affected

2.1 All minors participating in the activities offered within or affiliated with Woods Church.

2.2 All individuals who work with minors participating in activities offered within or affiliated with Woods Church, including employees, volunteers, and members of outside groups using Woods facilities.

3.0 General Policy Statements

3.1 It is the policy of Woods Church to ensure the safety and wellbeing of all minors participating in activities offered within the Church and to report suspected cases of child abuse and neglect in accordance with Maryland law.

3.2 Consistent with the Mission Statement of Woods Church and the guiding principles that govern the church, it is the policy of Woods Church not to place employees in positions, or to assign volunteers to tasks, that cause them to come into contact with minors if the employee or volunteer has been convicted of or is accused of crimes against minors, child abuse or child neglect.

4.0 Outside Groups Using WMPC Facilities

4.1 All leaders of non-WMPC sponsored groups and events using WMPC facilities, which have direct supervision of children and youth, are expected to adhere to these policies. Upon receipt of the policy from WMPC, the leaders must review the Child and Youth Protection Policy and sign the Outside Group Leaders Release Form to acknowledge their review of it and to confirm their agreement to follow the policy.

4.2 Given the nature of the outside groups that use WMPC facilities, WMPC will not perform background checks, seek personal and professional references, review employment records, or obtain civil and criminal records for such groups. Leaders of outside groups will be invited to attend WMPC scheduled training classes and are expected to conduct their own due diligence in this regard.

Child Protection Policy – Abbreviated and Outside Group Leaders Release Form

5.0 Supervision Requirements for All Staff, Volunteers, and Outside Group Leaders

5.1 Two Adult Rule:

All volunteers and outside group leaders who participate with minors at the Church or at a church related activity must observe a “two adults” rule. This requires two unrelated screened adults to be present at all times during the activity, whether on or off campus. Adults must remain in sight of one another at all times except in emergency situations.

Since spouses cannot be compelled to testify against one another in a court of law, husbands and wives count as one adult. Adults in leadership roles are expected to avoid situations where they are alone with children and youth by having leadership teams of at least two adults for all activities. The presence of two or more adults prevents awkward circumstances where child abuse could occur or be alleged, allows shared leadership, and facilitates appropriate discipline. This two-adult policy also extends to all overnight and off campus-related events. Under no circumstances can one adult alone take or accompany children or youth on an overnight outing.

5.1.1 A minor is defined as someone who is under 18 years of age.

5.1.2 High school seniors who have reached the age of 18 are still considered youth and must abide by the guidelines set for youth.

5.1.3 Volunteers who are assisting adults with children or youth must be at least 12 years of age and do not count as adults.

5.2 Restroom policy:

5.2.1 When using the restroom away from the classroom, small children, ages five (5) and under, must be accompanied by two (2) screened adults. Before the child enters the restroom, the adult will enter the restroom and make sure it is safe.

5.2.2 If a child requires assistance in the restroom, 1 adult shall stand in the door way within eye contact of the other adult who is assisting the child.

5.2.3 When restrooms are directly accessible to children from the classroom where the children’s activities are taking place and not accessible to the general public, children can be allowed to use the restrooms alone.

5.3 Adult/Child/Youth Ratios

5.3.1 The required adult/child/youth ratios for chaperones for any ministry with children or youth that is held within a contained classroom shall be 1:10. Gender balance is suggested.

6.0 Reporting Requirements

6.1 Under Maryland law, any person who has reason to believe that a child has been abused or neglected MUST report it to the Department of Social Services or the police immediately by telephone as soon as possible.

Child Protection Policy – Abbreviated and Outside Group Leaders Release Form

6.2 Do not try to conduct an investigation on your own.

6.2.1 Do NOT interview the child. This is a highly specialized field which requires special training and it must be done correctly to assure accurate and untainted information. Leave it to the professionals.

6.2.2 Do NOT confront or interview the suspected abuser.

6.2.3 Once you have reported the suspected abuse or neglect to the Department of Social Services or the police do not disclose it to anyone. Do not contact the parents - leave that to the authorities.

6.3 At no time is a known offender to be assigned to ministries or groups with children and youth.

6.4 At no time is a known offender to congregate with children and youth.

6.5 At no time is a known offender allowed in areas of the church or grounds dedicated to children and youth or in use primarily by children and youth.

Woods Memorial Presbyterian Church employees, volunteers, and members of outside groups:

1. Will not verbally, emotionally, physically or sexually abuse children.
2. Will not discipline children by use of physical punishment or by failing to provide the necessities of care.
3. May use physical restraint only when necessary to protect the child or others from harm.
4. Will provide proper supervision and exercise sound judgment in providing a safe environment at all times.
5. Will avoid situations during Woods sponsored programs where they would be alone with a single child and cannot be observed or monitored by others. As adults supervise children, they should space themselves in a way that other adults can see them.
6. Are expected to observe the Two-Adult Policy in their interaction with children and youth at all times except in emergency situations where impossible to do so.
7. Will provide restroom supervision by always using proper supervision when children are using public bathrooms to ensure their safety. Make sure suspicious or unknown individuals are not occupying the restroom before allowing children to use the facilities. Send children in pairs, and whenever possible, with at least two Woods employees and/or volunteers. Stand in the doorway while children are using the restroom in visual sight of another adult. When assisting younger children, doors to the facility must remain open.
8. Will respect the rights of children and youth not to be touched in ways that make them feel uncomfortable, and their right to say no.

Child Protection Policy – Abbreviated and Outside Group Leaders Release Form

9. Will be alert to the physical and emotional state of children entering the program. Any signs of injury or possible child abuse must be reported to the Director of Property and Records who will report to the Head of Staff of Woods church.
10. Will release children only to the authorized parent, guardian, or other individual authorized by the parent or guardian.
11. Will not share inappropriate details of their personal life or ask children to share inappropriate details through any form of communication: written, verbal or electronic.
12. May not date program participants at any time.
13. Are not allowed to give gifts to individual children or youth without knowledge and permission of parents.
14. Are required to read, sign and adhere to all policies related to identifying, documenting, and reporting child abuse and attend training sessions on the subject.
15. Are required to report to the Director of Property and Records any circumstances that under this policy affect their ability to work with children and youth.

Please Note:

- Using, possessing, or being under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs during church working hours or church sponsored programs is prohibited.
- Smoking or use of tobacco during church programs is prohibited.
- Profanity, inappropriate language or jokes, and any kind of harassment in the presence of children is prohibited.

Child Protection Policy – Abbreviated and Outside Group Leaders Release Form

Acknowledgment of Child Protection Policy and Outside Group Leaders Release Form

This form must be returned to the Director of Property and Records

Name of Group: _____

Group acknowledges that Woods Memorial Presbyterian Church has a policy in place for the prevention of child abuse. Group further acknowledges that it has received a copy of the Policy listed above. We agree to abide by the spirit of the Policy to keep all children safe while we are using the building and/or grounds of Woods Memorial Presbyterian Church.

Group understands and agrees to the terms of the Child Protection Policy – Abbreviated.

And, in addition, understands that Woods Memorial Presbyterian Church will not perform background checks, personal and professional reference checks, or provide training for the leaders, supervisors, or representatives of _____ (name of group.) Group further understands that failure to abide by the Policy may result in the termination of the Group's use of Woods Memorial Presbyterian Church's facilities on a temporary or permanent basis.

Please note that this acknowledgment is valid for the period of one year from date signed. If the Group will meet at Woods Memorial Presbyterian Church beyond that timeframe, a new Acknowledgment Form will have to be signed by the Group Leader.

Group Leader Printed Name: _____

Signature of Group Leader: _____

Date: _____