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 Finance and Facilities Management (Director) will work with a committee approved by Session to handle all outside group intake and scheduling. Session will appoint three representatives as members of this 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 will 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.**
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 first 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 info@woodschurch.org
- via fax to 410-647-2781
- via mail to the attention of the Director of Finance and Facilities Management 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 not 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 Finance and Facilities Management 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 once the request has been 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.
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 rearrange 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.**

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**Spaces Available for Rent**

*Prices effective July 1, 2016*

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

**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 Finance and Facilities Management 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.
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 Music Director 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 at 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
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: 410-599-8423
Fire or Medical emergencies: 911

Emails:
General Information and Questions: info@woodschurch.org
Completed Room Use Request Forms: info@woodschurch.org
Director of Finance and Facilities Management: tlerario@woodschurch.org
Appendix

- Pictures of Available Rooms
- 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 Signature Page
<table>
<thead>
<tr>
<th>Room 150</th>
<th>Room 152</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>15’ x 20’</td>
<td>15’ x 20’</td>
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<tr>
<td>Capacity 20</td>
<td>Capacity 20</td>
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<table>
<thead>
<tr>
<th>Room 154</th>
<th>Room 155</th>
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<tbody>
<tr>
<td>Ground Floor</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>15’ x 20’</td>
<td>12’ x 32’</td>
</tr>
<tr>
<td>Capacity 20</td>
<td>Capacity 25</td>
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</table>

<table>
<thead>
<tr>
<th>Room 208</th>
<th>Room 212</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>22’ x 28’</td>
<td>25’ x 35’</td>
</tr>
<tr>
<td>Capacity 96</td>
<td>Capacity 75</td>
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</table>

<table>
<thead>
<tr>
<th>Fellowship Hall</th>
<th>Zimmerman Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>First Floor</td>
</tr>
<tr>
<td>30’ x 80’</td>
<td>25’ x 55’</td>
</tr>
<tr>
<td>Capacity 323</td>
<td>Capacity 280</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room 401</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>First Floor</td>
</tr>
<tr>
<td>20’ x 25’</td>
<td>15’ x 20’</td>
</tr>
<tr>
<td>Capacity 55</td>
<td>Capacity 15</td>
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</table>

<table>
<thead>
<tr>
<th>Office CR</th>
<th>Sanctuary*</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>First Floor</td>
</tr>
<tr>
<td>12’ x 20’</td>
<td>Capacity 580</td>
</tr>
</tbody>
</table>

*Prior approval is required from the Director of Finance and Facilities Management and a member of the Woods Pastoral Staff for use of the Sanctuary.
Woods Memorial Presbyterian Church
611 Baltimore Annapolis Blvd. Severna Park, MD 21146
Available Rooms

FRONT OF BUILDING
- Ground Floor Plan -
Room Use Request Form

This form must be returned to the Director of Finance and Facilities Management

* Required

* Event Name ________________________________  * Organization ________________________________
* Event Date ____________________  * Recurring Yes ___ No ___ If Yes, is it weekly, monthly __________
* Event Start Time ________  * Event End Time ________  * Prep Time ______  * Clean Up Time ________
* Expected Number of Attendees  Adults ______ Children ______
* Contact Name __________________________________  * Contact Phone ____________________________
* Address __________________________________________  * Second Phone _____________________________
* Contact Email ______________________________________
* Alternate Contact Name ________________________________  * Phone _____________________________

Space Requested

__ Fellowship Hall  __ Library  __ Youth Room  __ Zimmerman Hall
__ Founders Room  __ Office Conf. Room  __ Room 150  __ Room 152
__ Room 154  __ Room 155  __ Room 208  __ 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, N/C ___  TV/VCR/DVD ___

Compliance with Policies and Regulations

The User Group accepts responsibility for ensuring that every individual associated with the User Group complies with the “Terms of Building Use” regarding the use of Woods’ Church facilities, Woods’ Child Protection Policy, and agrees to accept responsibility for any damage caused to church property by the User Group.

* Printed Name ______________________________________
* Signature __________________________________________  * Date __________________________

NOTE: ____________________________________________________________________________

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 ___
Woods Memorial Presbyterian Church  
611 Baltimore Annapolis Blvd. Severna Park, MD 21146  
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 Finance and Facilities Management 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 Finance and Facilities Management 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 Finance and Facilities Management 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 Finance and Facilities Management.

- 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 Finance and Facilities Management 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.

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 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 Finance and Facilities Management.

- 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 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 Finance and Facilities Management. 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 Finance and Facilities Management, 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.

- 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 Finance and Facilities Management. The system may be operated by the church sanctuary sound technicians or by technicians preapproved by the Director of Finance and Facilities Management. A fee of $75 per event will be assessed.

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.
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 not authorized or permitted to use any of the Church facilities or equipment outside the assigned space, with the exception of 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. NOTE: See Use of Sanctuary paragraph under the Terms of Building Use. 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 Finance and Facilities Management. 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 Finance and Facilities Management in those cases not covered by said fee schedule. All such fees are due and payable 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. Terms of Building Use and Church Policies
User Group has received copies of and agrees to abide by the Terms of Building Use and comply with all church policies as now in force, including Woods’ Child Protection policy, as well as any policies that may be adopted by Church during the term of the agreement.

5. Terms of Agreement
User Group is granted use of above named space 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.
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, at will, and 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. Indemnification

The User Group hereby agrees to indemnify and hold harmless the Church against any and all claims against Church arising out of User Group’s use of the church property and its activities.

8. Compliance

Failure of User Group to comply with the terms of this Agreement, the Terms of Building Use and/or Church policies shall result in immediate termination of User Group’s permission to use the Church property.

9. Liability Insurance

User Group accepts full responsibility for securing and maintaining its own liability insurance. Woods requires that it be designated as an additional insured – reference provision 3 of the Indemnity Agreement. This information has been provided to the Director of Finance and Facilities Management.

10. Cancellation

30-day notice of cancellation is required to receive a full refund.

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 and agrees to accept responsibility for any damage caused to church property by User Group. The User Group designates the undersigned representatives of User Group to act as sponsor and principal spokespersons for User Group. The User Group further acknowledges that Woods Memorial Presbyterian Church has a Child Protection policy in place, has received a copy of this policy and agrees to abide by the spirit of the policy to keep all children safe while User Group uses the building and/or grounds of Woods Memorial Presbyterian Church.

As Witness the hands and seals of the parties hereto the date and year from above written.

For the Church:

WOODS MEMORIAL PRESBYTERIAN CHURCH:

By: ______________________________________

Date: ________________  
(continued next page)
BUILDING USE AGREEMENT
This form must be returned to the Director of Finance and Facilities Management

For the User Group:

User Group Name: ________________________________________

User Group Representative: ________________________________________

Contact telephone: ____________________ Contact email: ____________________

Alternate User Group Representative: ________________________________________

Alter Contact telephone: ____________________ Alter Contact email: ____________________

Date: ____________________
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").

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 (Building Use) 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 Finance and Facilities Management, 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.

(continued …)
INDEMNITY, HOLD HARMLESS, AND INSURANCE AGREEMENT

This form must be returned to the Director of Finance and Facilities in the church office.

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, the Building Use Policy, and this agreement by reading these documents before signing below.

Signed: ___________________________________
Name (print): _________________________________
Date: _______________________, 20 ___
Organization Name (if applicable): _____________________________________
Child Protection Policy – Abbreviated and Outside Group Leaders Release Form

“Truly I tell you, unless you change and become like children, you will never enter the Kingdom of Heaven. Whoever becomes humble like this child is the greatest in the Kingdom of Heaven. Whoever welcomes one such child in my name welcomes me.” - Matthew 18:3-6

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.
Child Protection Policy – Abbreviated and Outside Group Leaders Release Form

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.

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 adult” 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.

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.

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 Associate Pastor for Family Life or the Associate Pastor for Youth and Their Families who will report to the Head of Staff or the Director of Administration for Woods.

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 Head of Staff, Associate Pastor for Youth and Their Families or Associate Pastor for Families with Children any circumstances that under this policy affect their ability to work with children and youth.

Please Note:

- Using, possessing, or being under the influence or 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

This form must be returned to the Director of Finance and Facilities Management

Name of Group: ___________________________________________________________

Group Leader Printed Name: _________________________________________________

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.

Signature of Group Leader: ________________________________

Date: ______________________