



Old Stone Presbyterian Church
644 Church Street
Lewisburg, WV 24901
304.645.2676
office@oldstonechurchwv.com

BUILDING USE APPLICATION

Thank you for your interest in Old Stone.

Name of Group: _____ Today's Date: _____

Key Contact: _____ email: _____

Phone: (cell) _____ (work) _____ (home) _____

Address: _____

Purpose of Group: _____

Day/Date of Event: _____ Expected Attendance: _____

Time of Event: (beginning) _____ (ending) _____

Room(s) Requested:

- | | | |
|--|---|--|
| <input type="checkbox"/> Activity Room | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Library | <input type="checkbox"/> Third floor classrooms | <input type="checkbox"/> Nursery (2 adults) |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Youth Room | <input type="checkbox"/> Playground (2 adults) |

Frequency:

One-time Event Weekly Bi-weekly Monthly Bi-Monthly Other

Will food be served? Y/N

Breakfast Lunch Dinner Dessert Reception Coffee Other

Other information: _____

Building Use Fee Schedule

| | | |
|----------------------------------|-------|---|
| Fellowship Hall | \$125 | Up to 125 people, large open room with chairs/tables setup available |
| Activity Room | \$50 | Up to 25 people, ½ room with chairs/tables setup, small kitchenette with mini-fridge, microwave, ice maker |
| Kitchen | \$50 | Large kitchen with appliances. Training may be required on some appliances. |
| Sanctuary | \$200 | For events after hours, a fee will be assessed for cleanup; see attached wedding and funeral policies and pricing |
| 3 rd floor classrooms | \$25 | Suitable for younger children (2 adults needed) |
| Youth Room | \$25 | If youth are present, 2 adults must be present at all times |
| Nursery | \$25 | 2 adults must be present at all times |
| Playground | \$0 | Included in nursery rental |

Needs: ___ Podium_____ Number of Tables _____ Number of Chairs_____

If setup requires the services of the church custodian after normal business hours, a fee may be assessed

If use of the space is after regular business hours, you may pick up a key the day before from the Church office. The office is normally open Monday-Friday 9AM-2PM. Please return the key to the office the next day or drop it in the outside mailbox with your name identified.

I certify all statements on this application are complete and accurate.

Signature of Applicant_____

Date:_____

For Office Use Only:

Date Received _____

Approved _____ Not Approved/Reason _____

Date and Name of Person Notified _____

Approval Name:

_____ Office _____ Pastor _____ Session

_____ Fee Received _____ Receipt Sent _____ Fee Waived

Certificate of Insurance Received: _____ yes _____ no

Please read the Building Use Rules and Regulations and sign below.

I have read and agree to the Rules and Regulations for use of Old Stone Presbyterian Church facilities. I agree to be responsible for my group's use of the facilities and will be responsible for such fees as may be required. In the event of damage to Old Stone Presbyterian Church property or equipment caused by my group, I agree to provide the full replacement or repair cost.

I understand this request will be reviewed and I will be notified as to the availability, modifications, and/or approval of my request. I understand submission of this application does not automatically guarantee approval.

Print applicant name: _____

Signature of Applicant _____

Date: _____

Old Stone Presbyterian Church Building Use Rules and Regulations

1. All requests for use of church facilities shall be made through the Church Office to confirm the availability of the space/date/time. The Church telephone number is 304-645-2676 and is open Monday through Friday 9:00 am to 2:00 pm.
2. Church rooms may be rented by individuals or groups. There is, normally, no fee for church members or community groups renting space, if there are no fees being exchanged within the group.
3. All applications with required information will be reviewed and may take as long as two weeks. Each application will be reviewed annually for long-term use.
4. All non-member groups may be asked to provide a certificate of insurance, which names Old Stone Presbyterian Church as additional insured for the duration of this agreement.
5. Non-Member groups may be assessed a building use fee which helps defray the cost of building heating and maintenance.
6. The sale, serving and/or consumption of alcoholic beverages and tobacco products are not permitted in church buildings or on church property.
7. Signs, posters, and flyers for event publicity may NOT be posted without written permission from the Church office.
8. Youth and children's groups must have 2 adult leaders present at all times and may be asked to provide proof of a background check
9. Situations may occur whereas the Church reserves the right to cancel any rentals with 30 days' notice or immediate cancelation if the terms of this agreement are not honored.

Hold Harmless/Waiver of Damages

In consideration of the Church granting permission requested, Applicant agrees to indemnify and hold the Church and its officers, agents and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgment, amount paid in settlement, costs and expenses (including attorney fees) which may be incurred or arise under the terms of this agreement.

Applicant acknowledges that it will use Church facilities at its own risk and waives any right to make or prosecute claims or demands against the church for any loss, injury, or damage, which may result from this agreement.

Print applicant name: _____

Signature of Applicant: _____

Date: _____

Legal Requirements (if applicable)

Are you a non-profit organization? If yes, please provide tax exempt number _____

Will you be charging a fee for participation? __yes __no

If yes, how much per attendee? _____ Estimated number of attendees: _____

WV Business License Number: _____

Do you have liability insurance coverage? __yes* __no**

If yes: Insurance Company _____

Policy Number: _____

Effective dates of current policy: _____

Agent's name and contact information: _____

*If you have liability coverage and your application is approved, you will be asked to add Old Stone Presbyterian Church as additional insured during the duration of this agreement and to provide a certification of insurance.

**If you do not have liability coverage, please contact your insurance company to obtain a low-cost general liability to cover liability related to the utilization of the Church premises, protecting the entity as well as protecting the Church by providing an extra layer of insurance and including the Church as an additional insured. This product is called TULIP (Tenants and Users Liability Insurance Program). If you would prefer to obtain this TULIP through the Church's insurer, please call the church office (304-645-2676) to obtain name and contact information.