

## 6.2 Use of Facilities and Grounds

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Title: Use of Facilities and Grounds
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### Purpose

This document outlines the Northwest United Protestant (NWUP) Church policy concerning the use of church facilities, equipment (including the piano, organ, and kitchen facilities), and/or grounds by individuals and groups inside and outside the church. Usage of the facilities is defined by Short Term (one time usage or 2-3 consecutive days) and On Going (recurring usage on a daily or weekly basis).

Use of the facilities outside the parameters of the Use Agreement will require a separate agreement to be prepared and negotiated between NWUP Church and the user organization. Attachment 1 is the fee schedule for Short Term contracted use. On Going (recurring) use is paid on a monthly basis as negotiated between the user and NWUP Church's trustees.

Fees will not be assessed members of the church performing church business or in support of church events. Fees shall be assessed members of the church using church facilities for non-church use or business.

All users are required to coordinate usage of the facilities with the Church Moderator and assure that such use meets the intent of the User Guidelines listed below.

Washington State provides guidance on non-profits renting properties at <https://dor.wa.gov/find-taxes-rates/property-tax/property-tax-exemptions-and-deferrals>.

### User Guidelines

Appropriate use of church facilities, equipment (including the piano, organ, kitchen facilities) and/or grounds and acceptable conduct during such use is the responsibility of the user. NWUP Church reserves the right to intervene if improper use is observed.

Use is restricted to the specific room(s) of the facilities or grounds areas described in the Agreement for Use of Church Facilities between Northwest United Protestant Church and the User when permission is granted. Use of access doors, adjacent hallways and rest rooms are included in the permitted use.

Permission shall be obtained during initial planning for use of decorations (other than normal table decorations), signs, banners, or anything that does not already exist in or on the church facilities or grounds. Under no circumstances shall nails, screws, or fasteners of any type be used without prior permission. Failure to comply with this requirement may require an assessment of additional fees.

Thermostats shall not be operated without permission and instruction. Excessive use of heating or ventilation equipment is subject to assessment of additional fees.

If Round Tables are moved from one building to another (Ed building to/from Sanctuary building) they shall be transported on their special carts. Rectangular Tables are moved individually by lifting and carrying. Chairs may be carried individually or moved on their cart.

Vehicles are not permitted on areas outside the parking lot without prior express authorization. In the parking lot, vehicles should be parked in designated spaces with observance of parking space for the handicapped, as well as passenger loading. Use of the parking lot areas for public or non-NWUP Church parking of vehicles is not permitted without prior express authorization.

Lights shall be turned off and doors shall be closed and locked following use of church facilities. Keys provided for permitted use shall be returned to the NWUP Church office immediately following the end of use.

The use of alcohol, tobacco, or controlled substances is strictly prohibited in or on NWUP Church property, with the exception that the smoking of tobacco products is allowed in an approved area. Smoking remains shall be discarded in an appropriate container.

**WHEN USING THE SANCTUARY PIANO IT IS TO REMAIN WHERE IT IS AND NOT BE MOVED.**

ABSOLUTELY NO BEVERAGES OR FOOD ARE ALLOWED ON OR NEAR THE PIANO.  
Any water in plastic containers must remain on the floor at all times.

## **User Fees**

User fees are required to cover basic building costs such as lights, heating/air conditioning, janitorial, wear and tear to the facilities, equipment, and grounds.

A schedule of user fees is established and kept current as required by the Trustees. The current fee schedule is set forth in the Fee Schedule section below and is also available in the church office.

Fees are based upon an hourly rate with the minimum scheduled time being 5 hours.

Fees for full-day, multi-day, or long-term planned activities are negotiated and assessed on a case-by-case basis.

Fees shall be assessed for the damage, breakage, destruction or misuse of NWUP Church property used for other than normal church activities. Payment of such fees shall be the responsibility of the individual or group that applied for permission and signed the Agreement between the Church and User to use such property.

### **Responsibilities**

The permitted user is responsible for acceptable conduct and appropriate use of NWUP Church facilities, equipment, and grounds during the period of use. Northwest United Protestant Church retains the option of whether or not a church designee attends any or all functions.

The Moderator negotiates Use Agreements with the potential user. Use Agreements are signed by a Trustee.

### **Building Usage Fee Schedule - Short Term Use**

Room costs for a minimum five-hour period are shown in the table below. Hourly rates per hour beyond five hours are also shown. Long term (on-going) recurring users pay a monthly fee negotiated between the user and the trustees.

Room	Minimum Room Rate	Hourly Rate for Additional Hours
Sanctuary (Includes use of the piano and Kitchen Area)	\$ 62.50	\$12.50
Parlor	\$ 37.50	\$7.50
Fellowship Hall (Includes use of Kitchen Area)	\$ 62.50	\$12.50
Ed. Building large rooms	\$ 50.00	\$10.00
Ed. Building small rooms	\$ 25.00	\$5.00
Kitchen Area (when not included above)	\$ 12.50	\$2.50

Sample Agreement for Use of Church Facilities

**AGREEMENT FOR USE OF CHURCH FACILITIES,  
EQUIPMENT, AND GROUNDS**

This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, by and between Northwest United Protestant Church and the User, \_\_\_\_\_. The parties hereto agree as follows.

1. \_\_\_\_\_ (user) will use, during \_\_\_\_\_ (day/week/month), identified room(s) in the Education Building. Current furniture, school equipment, tables, chairs, room dividers, etc. therein belonging to the Church may be used for the purpose of conducting the required activities. In addition to the classrooms and equipment inside, if agreed upon, \_\_\_\_\_ may also use the fenced area outside the building and its playground equipment. The hallways and restrooms in the Education Building are also included, as necessary. Kitchen privileges may be restricted as necessary, with prior notice, dependent upon time of year and/or for required church use.

ALT 1. User will use the piano in the sanctuary and the sanctuary facilities and other facilities in the Sanctuary Building, during (day/week/month) for the purpose of \_\_\_\_\_ in accordance with the Users Guidelines attached hereto.

2. Facilities and equipment shall be used and cared for properly. The guideline for condition and cleanliness shall be: "how you find it is how it is left" at day's end. Damage, breakage, and accidents shall be reported to the Trustees as soon as possible.
3. If Round Tables are moved from one building to another (Ed building to/from Sanctuary building) they shall be transported on their special carts. Rectangular Tables are moved individually by lifting and carrying. Chairs may be carried individually or moved on their cart.
4. As determined by the Trustees, for some uses, liability insurance coverage for other than normal NWUP Church mandated activities shall be provided by the User.
5. The Church shall provide the facilities and areas referred to above, to be used by the User. All other materials, supplies, and equipment needed for the rental agreed activities shall be the responsibility of the User.
6. All activities conducted by the User during this agreement shall be controlled or supervised by the User. In addition, the User shall be responsible for assuring that all activities meet state and local laws, codes, and regulations.

7. Each party agrees to leave the facilities, equipment, and areas referred to herein, ready for use by the other party in accordance with the agreed schedule.
8. The User shall be responsible for all damages to the used facilities and equipment, and shall surrender them at the end of this contract term in as good a condition as they were at the beginning, excluding normal wear and tear or damage not resulting from agreed upon usage.
9. The User hereby releases Northwest United Protestant Church, Richland Washington, its trustees, employees, agents, or representatives from any responsibility in the event of injury, harm or other damages to the undersigned user or members of their organization and guests, invited or not.
10. The User shall pay to NWUP Church a one-time user fee of \$\_\_\_\_\_ or a monthly User fee of \$\_\_\_\_\_.
11. Either party may terminate in writing this Agreement upon any breach by the other party, by non-renewal, or agreed upon advanced notice.

IN WITNESS HEREOF, the parties have executed this agreement as to the day and year noted.

User \_\_\_\_\_ Date \_\_\_\_\_

Northwest United Protestant Church  
Trustee \_\_\_\_\_ Date \_\_\_\_\_