

## **Insurance and Liability**

All individuals and organizations must sign the Release from Liability Waiver which is attached to the application. The Church is not responsible for the loss of any personal property by building users or their guests.

Organizations are required to submit a **Certificate of Insurance**. For one time events, the certificate is due one (30) thirty days prior to the event. Organizations failing to provide a Certificate of Insurance will not be permitted to use church property.

## **Facility Event Supervision**

All facility use activities must be well supervised in order to ensure participant safety and proper treatment and care of the facility. The Person in Charge (PIC) named on the Application for Use of Facilities form will be responsible for proper behavior of the group, care of facilities and for lock-up of the building facility if needed.

Children must be accompanied by an adult at all times. Non-adult activities shall be properly supervised as follows: one adult per ten high school students; one adult per eight junior high school students; or one adult per six children elementary and younger students.

## **Building Access, Lock-up, and Security**

The PIC arranges with the office staff to access the building for the time of your rental. Call during office hours to make an appointment. A returnable deposit of \$50.00 is required if a key is issued. The PIC is responsible for the key. Do not pass it on to anyone else to use. The key must be returned by the next business day.

The PIC is responsible to ensure that the building is secure when vacating the building. Make sure that all windows are closed and all lights are turned off. Please remember to reset the thermostats to the original A/C and heat setting. Ensure outside doors are securely closed and locked.

For building emergencies, there are contact numbers for the Limestone Facilities Committee in the Klair Hall kitchen and in the office.

## **IV. Conditions for Facilities Use**

### **Respect for Facility**

The church facility must be treated with respect. You may access only the rooms that you have requested and the bathrooms in the vicinity. Renters are not allowed in the building other than the duration of their scheduled rental hours.

### **Smoking and Alcohol**

There shall be no alcoholic beverages brought to or consumed in the building or on the grounds.

Smoking is not permitted inside the building. Smoking is permitted outside tein designated areas only.

### **Klair Hall**

Use of the Klair Hall Kitchen is not assumed when renting Klair Hall. The renter must request the kitchen separately (see Klair Hall Kitchen below).

Use of Klair Hall includes folding tables and chairs. The renter provides all food, table cloths, glasses, plates, utensils, serving equipment, trash bags, and decorations.

**Limestone Presbyterian Church  
Fee Schedule and Room Information**

<b>Space</b>	<b>Fee (per hour)</b>	<b>Capacity</b>	<b>Furnishings</b>	<b>Access</b>	<b>Comments</b>	<b>Sq. Feet</b>
Klair Hall	\$100.00	150 with tables	18 folding tables and 150 folding chairs	West Side Door (lower level)	Use of kitchen is not assumed	3,800
Kitchen	\$75.00 Flat Fee			West Side Door. (lower level)		475
Youth Room	\$40.00	35	Lounge	Main Entrance Left hall. Stair case to lower level	No Food Allowed	791
Ken Read Room	\$40.00	20	Meeting Room w/2 folding tables, 14 arm chairs and 20 folding chairs	West Side Door, 2 <sup>nd</sup> floor. Stair case to the right		375
Upper Room	\$40.00	25	Meeting Room/Chapel w/23 arm chairs	West Side Door, 2 <sup>nd</sup> floor. Stair case to the right		494
Sanctuary/Narthex	\$100.00	180	permanent pews	Main Entrance		3,550
Choir Room	\$40.00	35	18 folding chairs/room for 5 folding tables	Main Entrance To Left hall		630
Library	\$30.00	10-15	Lounge	Main Entrance To Right hall		400
Gym	\$40.00 Flat Fee			West Side Door (Lower level).	No Equipment	1,538
Parking Lots (car wash, yard sales)	\$40.00 Flat Fee					
Technician Fee	\$35.00 and up				Made by prior arrangement	
Folding Tables & Folding Chairs					8 ft. by 2ft. 6in Indoor Use Only	

Members: free use for Wedding Ceremony, Wedding Reception, Funeral Service, Funeral Reception.

Former members: free use for Funeral Service and Funeral Reception.

Requests for facilities for weddings and funerals have their own procedures and fees.

Members receive 60% off fee for personal family use such as Anniversaries, Farewells, Birthdays, Baby and Bridal Showers, and Family Gatherings. The Security Deposit is waived. Fee is due two weeks before event.

Non-profit groups (who provide a 501 (c) (3) or 501 (c) (4) document) and other charitable and community organizations consistent with Limestone's Mission receive 50% off fee.

Clergy Groups: Courtesy Use (free)

**Limestone Presbyterian Church**  
**3201 Limestone Road Wilmington, DE 19808**  
**Phone 302-994-5646    E-mail limestonepc@comcast.net    Fax 302-724-6235**

**Partnership Facilities Use Application**  
**Rev 6/15/2021**

Date of Application \_\_\_\_\_ Date(s) requested \_\_\_\_\_

Name of Person in Charge (PIC) \_\_\_\_\_  
**(must be at least 21 years old and present during usage)**

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Additional Contact (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_  
(See insurance requirement)

Purpose for which the facilities will be used: \_\_\_\_\_

Maximum number of people (adults) expected \_\_\_\_\_ Maximum number of children expected \_\_\_\_\_

Room(s) requested (circle)    Klair Hall    Kitchen    Choir Rm    Library    Ken Read Rm  
Upper Rm    Youth Rm    Gym    Narthex    Parking Lot    (sanctuary not available at this time)

Set-up begins \_\_\_\_\_ Event begins \_\_\_\_\_ Event ends \_\_\_\_\_ Clean-up ends \_\_\_\_\_

It is the responsibility of the organization to ensure that participants observe all appropriate social distancing and masking guidelines in accordance with the CDC recommendations in place at the time of gathering.

By signing this form I acknowledge that I have received, read, understood and agree to abide by the Facility Use Policy and Conditions of Facility Use. I will be responsible to monitor that the facilities are only used for the activities described. I will report to Limestone office personnel any damage of the building and equipment.

Signature of Person in Charge \_\_\_\_\_ Date \_\_\_\_\_

**THIS APPLICATION IS TO BE RECEIVED BY THE CHURCH OFFICE AT LEAST EIGHT (8) WEEKS PRIOR TO THE DATE OF USE**

Return to: Limestone Presbyterian Church Attn: Office Manager  
3201 Limestone Road  
Wilmington DE 19808-2198

If you have questions:  
Telephone 302-994-5646  
E-mail limestonepc@comcast.net

**For Office Use Only**

Approved by \_\_\_\_\_

Date \_\_\_\_\_

## Release From Liability Waiver

**This form is to be completed and returned to the church office along with the application for Use of Facilities. Before proceeding, read the attached “Facilities Use Policy and Conditions of Use”.**

FOR INDIVIDUAL LESSEE:

I, \_\_\_\_\_ (PIC), have read the “Facilities Use Policy and Conditions of Use” and agree to take responsibility for any losses or damage that may occur while the church property is under my use. I agree to follow **ALL** guidelines set forth and take full responsibility for ensuring that everyone involved in my activity follows these guidelines as well.

I agree to release Limestone Presbyterian Church and its agents, employees and representatives of, from any and all claims for personal injuries, death, and property damage which may arise from the facility use. I further agree to defend, indemnify, and save harmless the Limestone Presbyterian Church and its agents, employees, and representatives from any and all such claims.

FOR GROUP LESSEE:

I \_\_\_\_\_ (PIC) being a duly authorized officer or representative of \_\_\_\_\_ (group or organization), do hereby agree for and on behalf of this group or organization and its individual members to have read the “Facilities Use Policy and Conditions of Use” and agree to take responsibility for any losses or damage that may occur while the church property is under our use. I agree to follow **ALL** guidelines set forth and take full responsibility for ensuring that everyone involved in our activity follows these guidelines as well.

I agree to release Limestone Presbyterian Church and its agents, employees and representatives of, from any and all claims for personal injuries, death, and property damage which may arise from the facility use. I further agree to defend, indemnify, and save harmless the Limestone Presbyterian Church and its agents, employees, and representatives from any and all such claims.

The lessee agrees that in the event that any claims arise from its use of the church’s facilities, any insurance policies, including but not limited to liability or medical payments, owned by the lessee shall constitute the primary coverage to such claims.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I also understand that smoking, alcohol, and gambling are **NOT** allowed as outlined in the “Facilities Use Policy and Conditions of Use”.

Signed \_\_\_\_\_ Date \_\_\_\_\_