

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

Partnership Facilities Use Application
Rev 11/30/2024

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** _____

**Children must be adult supervised - at all times

Room(s) requested (circle)	Klair Hall	Kitchen (use of gas stove requires training and extra fee)
Choir Rm	Library	Ken Read Rm Upper Rm Youth Rm Gym
Narthex	Parking Lot	(you must circle all rooms you anticipate using)

A Copy of your Driver's License is required when your request has been finalized.

During your event, access to other areas of the church is prohibited unless circled above; this includes children and adults. Please be sure children are always adult supervised.

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, when applicable.

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 _____

Limestone Presbyterian Church
Fee Schedule and Room Information

Space	Fee (per hour)	Capacity	Furnishings	Access	Comments	Sq. Feet
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 nd floor. Stair case to the right		375
Upper Room	\$40.00	25	Meeting Room/Chapel w/23 arm chairs	West Side Door, 2 nd 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)

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 in 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

Facility Use Policy and Conditions of Use

I. Facilities Use Purpose

As members of Limestone Presbyterian Church, we are stewards of God's House. Our facilities are intended for use consistent with the church's mission -- **to further the love of God and neighbor**. In order to maintain and care for the building, we have developed the following requirements for its use.

II. Facilities Use Priorities

The facilities at Limestone Presbyterian may be used for:

- 1) Worship, ministries, and committees of the church.
- 2) Church sponsored activities, planned by the church and its members, primarily for the congregation, outreach, and missions.
- 3) Ecumenical events and New Castle Presbytery events.
- 4) Personal use by members.
- 5) Non-profit and community organizations compatible with the principles of Limestone Presbyterian Church.
- 6) Individual members of the community for approved activities.

III. Facilities Use Requirements

Scheduling

The Session through its Facilities Committee approves all requests for facility use. Such requests are made by submitting an Application for Use of Facilities form that can be obtained from the church office. The date of submission on the application determines the order in which requests are considered on a first-come-first-served basis. **The application and signed liability waiver must be returned to the church office at least eight (8) weeks prior to the date of use.**

The facilities may be used Monday through Friday from 9a.m. to 11p.m. and Saturday from 4p.m. to 11 p.m. Sunday has limited availability.

Payment

A refundable security deposit of \$150.00 is required within one (1) week of the date the request has been approved. Upon receipt of the deposit the date and space will be reserved on the church calendar.

Full payment, and other required documents are due (30) thirty days prior to the event. If a key is issued, a returnable key deposit of \$50.00 is also required (30) thirty days prior to the event. If payment(s) and documents are not received (30) thirty days prior to the event date, the event reservation will be cancelled and the deposit returned. If renter cancels within the thirty (30) days prior to the event, the fee will be returned and the deposit retained.

Following your rental, the security deposit and key deposit will be returned within a month if the facility is reasonably clean and undamaged. Any extraordinary costs associated with your use of the facilities will be deducted from the security deposit. Any costs exceeding the security deposit will be charged to the renter.

Fees/Room Capacity

See attached Fee Structure and Room Information for each space. Fee covers occupancy time requested.

Cancellations

Facilities are open to all appropriate types of use by non-church users when it does not interfere with or disrupt church-related activities. The church staff retains the right to ask any group to move to a different location within the building. Funerals may disrupt scheduled events. **In such cases, users will be given as much notice as possible.**

Decorations

Do not hang anything on any walls of the building without permission of the Facilities Committee. No tape of any kind is to be used on any surface. Free standing decorations are acceptable.

Set-up

Every renter is responsible for setting up their own meeting or event and leaving the space returned to the normative set-up for the regularly scheduled church functions.

Take special care in moving equipment or furniture to prevent damage to the walls and floors. Lift, do not drag, tables and chairs across the floor. Tables and chairs should not be overloaded or climbed upon. Tables and chairs cannot be used outside of the building without prior approval.

Klair Hall

Limestone's sound and visual equipment may only be used by trained Limestone technicians. Please do not move or unplug any equipment. Use of personal equipment requires prior approval. It must operate independently and cannot be connected to Limestone equipment.

Sanctuary

Limestone's sound, visual, and musical equipment may only be handled by trained Limestone technicians and musicians. Please do not move or unplug any equipment. Use of personal equipment requires prior approval. It must operate independently and cannot be connected to Limestone equipment. Use of piano and organ requires prior approval. The drums are not available for use. Furnishings cannot be moved without prior approval.

Clean-up

Clean up is required by all renters at the conclusion of each meeting or event. At the end of your meeting or event, tables and chairs and/or other furnishings used are to be returned to their original places. A diagram for resetting Klair Hall is available upon your rental of the space.

Any debris on floor, tables or counters must be cleared away. Floors should be immediately cleaned of spills with cool water only. (Equipment for cleanup of Klair Hall and kitchen can be found behind the kitchen door). Pick up debris outside if caused by your event. Restrooms are to be left clean.

Trash must be disposed of by collecting it in garbage bags. Bags should be tied off and placed in the larger dumpster located in the upper parking lot. Recyclable items should be placed in the smaller dumpster located in the upper parking lot..

Food Use

Approval to serve food must be granted on the Application for Use of Facilities form.

Food and beverages are **NOT** permitted in any carpeted area except in the Library and the Choir Room.

All leftover food and beverages must be removed from the premises. Do not put leftover food or beverages in the dumpster.

Klair Hall Kitchen

The kitchen is to be used only by properly authorized and supervised renters. Appliances are not to be used without instructions and proper supervision. Posted regulations are to be followed.

The use of the ovens and stove is prohibited unless an agreement has been made with the Facilities Committee. Arrangement must be made ahead of time to have the pilot light turned on for the ovens.

A non-refundable flat fee of \$75.00 is applied for the use of the kitchen.

Gym

Use of the Gym requires permission.

Telephones, Offices, Office Equipment and Supplies

Participants shall not use church supplies, phones, fax machine, copy machine, computers or any other church equipment without expressed permission from the Facilities Committee.

For emergencies use the phone outside the kitchen in Klair Hall. An AED machine is located on the counter in the church office. First Aid kits are located in the office closet and in the kitchen.

Fund Raising Events

Activities where value is returned for each contribution are encouraged. Examples are bake sales, pancake breakfasts, dinners, car washes, etc. In these cases, a price is established and each contributor receives a known amount of value for his or her money. Door prizes of nominal value are permitted. Bingo is not permitted.

Activities where each contributor does **NOT** receive something for his or her money are strictly prohibited. Examples are lotteries, raffles drawings, pools wagering or betting of any kind, etc. Participation in fundraising or advertising activities not cogent to our mission is not permitted.