

Agreement for the Use of Concord Presbyterian Church Property

Concord Presbyterian Church
1800 Fairfax Blvd.
Wilmington, DE 19803
(302) 654-9652
www.concordpc.org

The following agreement constitutes a contract between Concord Presbyterian Church, hereinafter known as “Concord” and the undersigned User of the property, hereinafter known as “User”. Where the User is a group or organization, all members and guests thereof are bound by the rules and policies described below.

Name of User (group or organization): _____

Representative of User (if group or organization): _____

Representatives phone: _____ email: _____

Purpose and nature of group: _____

Date(s) of Use: _____

Arrival Time: _____ Departure Time: _____

The User agrees to abide by the following Policies and Rules:

Concord Church is committed to creating and maintaining an environment in which members of Concord, the User, and the surrounding community can worship, meet and work together in an atmosphere that is safe, both physically and psychologically, and is free of exploitation or intimidation. We strive to provide an environment that is welcoming and in which every person feels valued. Towards that end, users must adhere to the following rules:

- No illegal activities are allowed.
- No activities inconsistent with Christian principles or a religious setting are allowed.
- No smoking is permitted anywhere in the building.
- No alcoholic beverages or controlled substances (i.e. drugs) are permitted on church property.
- Events should take place between 9:00 am and 9:00 pm Monday thru Friday. If an event is requested outside of these hours, an event may not be scheduled unless an approved representative of the church Physical Plant Committee agrees to open and close the facilities and periodically monitor the event.
- Furniture should be returned to the arrangement in which it was found.
- Users shall confine themselves to the assigned area.
- The use of open flame (candles, etc) requires prior approval and must not be used within 12 inches of any flammable material.

- Children and youth must be supervised and not allowed to roam in the building. There must be at least one adult participant for every five (5) children/youth present at a non-church event.
- The use of electrical equipment requires prior clearance through the Church Office
- Animals (except working animals) must not be brought into the building without prior clearance through the church office.
- For Security purposes, external doors are generally locked about 20 minutes after the start of an evening event. The doors must never be propped open. Users may assign someone to allow entry for late arrivals. Internal doors should be left closed whenever possible.
- Rowdy behavior is unacceptable. Such behavior often leads to injury or destruction of property.
- The User will be held responsible, and reimburse Concord, for any loss or damage to the church property cause directly or indirectly by the User or guests.
- The User agrees to indemnify, hold harmless, and defend Concord from any liability, loss, and/or injury incurred by, or resulting from, User members or guests while on Concord property
- Concord is not responsible for loss of personal property by the User or guests.
- A Facilities Use contract will be signed prior to an event indicating acceptance of these policies.

Security deposits will be required for non-church sponsored social events

Fees: Rental	_____
Security Deposit	_____
Other	_____
 TOTAL	 _____

(Checks are to be made out to ‘Concord Presbyterian Church’, unless otherwise specified, and delivered to the church office prior to first date of use.)

User agrees to abide by the policies and rules described above.

User authorized signature: _____ Date: _____

Concord Representative: _____ Date: _____