

**Facility Use Agreement**  
Presbyterian Church of Broomfield  
350 Main Street  
Broomfield, Colorado 80020  
303-466-4433    rejoice@pcofb.org

Our mission is to be a Christ-centered church that proclaims the Word of God and reflects the love of Jesus Christ in our church, to our community and within our world.

**Room Information and Fees**

These facilities exist primarily for the use of members, but it is the desire of the leaders of the Church to make them available to those willing to use them with reverence, good taste and consistent with the policies and guidelines of the Church. The facility rooms are available to non-profit or profit organizations for meetings or for special events such as weddings, anniversaries, birthdays, etc.

Generally, requests must be made at least one month in advance of desired date to ensure availability of appropriate space.

**Usage Rates per Use**

	Church Members	Non-Members
Small group event (25 or less)	\$25.00	\$50.00
Medium group event (up to 50)	\$35.00	\$70.00
Large group event (over 50)	\$75.00	\$150.00
Kitchen use (over 50)	\$50.00	\$50.00
Kitchen light use (under 50)	No Charge	No Charge

NOTE: Non-profit groups with recurring meetings may negotiate their usage rate with Session.  
*Ask for separate fee structure for weddings or funerals.*

**Approval Process**

- ❖ All individuals and groups desiring to use our church facilities must complete the attached Facility Use Request Form and submit it to the church office. Requests must be approved by the Session, the Ruling Elders of the church.
- ❖ The usage rates are mandatory for profit groups.
- ❖ Rates may be negotiated or waived for church members by Session.
- ❖ Once approval is given, the applicant must read and initial each page indicating you have read the agreement, complete all information, sign the agreement and submit to the church office.
- ❖ The User will need to provide a copy of the organization's or personal certificate of liability insurance prior to the date upon which the User begins to use the premises. The certificate of insurance will indicate that the User has made the Presbyterian Church of Broomfield an "additional insured" on User's policy with respect to the use of the above premises.
- ❖ The User's check should be made out to Presbyterian Church of Broomfield. Please note the name of your organization if your organization's name is not noted on your check. User fee must be submitted in full seven days prior to event/meeting.

# FACILITY USE REQUEST FORM

PRESBYTERIAN CHURCH OF BROOMFIELD  
350 MAIN STREET, BROOMFIELD, CO 80020  
303.466.4433 \* REJOICE@PCOFB.ORG

Applicants, please complete all information on this page, read and initial each page, sign the application, and submit it to the office for review.

## USER INFORMATION

Name of Organization: \_\_\_\_\_

Detailed description of organization (please note if non-profit): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a member of the Presbyterian Church of Broomfield? \_\_\_\_\_

## USE INFORMATION

Recurring (list frequency) or one-time: \_\_\_\_\_

Date and time of desired use: \_\_\_\_\_

Detailed description of use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Desired room (if applicable): \_\_\_\_\_ # of people per use: \_\_\_\_\_

**The Presbyterian Church of Broomfield will not be held liable for any accidents or injuries incurred on the property while any groups are using the building during non-church hours.**

\_\_\_\_\_church use only\_\_\_\_\_

Session  
Approved? \_\_\_\_\_

Fee \_\_\_\_\_  
Paid on \_\_\_\_\_

Payment  
frequency \_\_\_\_\_

Proof of  
Liability? \_\_\_\_\_

# FACILITIES USE AGREEMENT

## CONDITIONS OF USE

In order to share our facilities with our members and our community we offer the following guidelines and policies in order to accommodate such meeting, class and event scheduling opportunities. Such meetings and activities must be compatible with the mission of the church. Failure to comply with the rules and policies within this agreement could result in termination of this agreement. The Chairperson/Primary Contact of the organization is responsible for ensuring conformity to this agreement.

### General Rules:

- ❖ Events scheduled by the church supersede all other groups' schedules. If a church conflict arises, another room will be made available if possible or your use event will be cancelled and re-scheduled for a later date. Church members and families are given first priority after planned church activities, based on the date of the request received by the church office.
- ❖ The use of the facility is for the use, dates, and times expressly contained in this agreement. Other rooms, uses, dates, and times must be separately approved.
- ❖ Only self-adhesive hooks (no nails or push pins) may be used for hanging decorations. Use of candles is permitted only with special approval. Reasonable noise limits must be followed.
- ❖ Due to shortage of storage space, no equipment or other property may be stored on church property.
- ❖ The Presbyterian Church of Broomfield provides a smoke-free campus. Users are asked to refrain from smoking while on the church's campus. Please inform your group.
- ❖ No alcoholic beverages, drugs, or weapons are permitted on the church campus.
- ❖ Presbyterian Church of Broomfield does not provide child care for any User activity or event. Children in your group are NOT allowed to roam the campus and **must** be supervised at all times.
- ❖ Any damage to church property should immediately be reported to the church office. The User group assumes any financial responsibility for damage to the church campus as a result of that group's use of the church campus.
- ❖ The church is not responsible or liable for lost or stolen items including cash, for personal injury to outside users, for damage to cars parked in our parking lot, or for items left in parked cars.
- ❖ Upon approval, the User will be assigned a door key for entry into the building. The group leader should be the only person in possession of the door key. Do not share or duplicate your assigned key.

Housekeeping Procedures:

- ❖ Make sure your group leaves your assigned area in as good, if not better, shape than found.
- ❖ Setting up and taking down chairs and tables are the responsibility of the user group. Chairs and tables are to be returned to the same positions as found.
- ❖ The refrigerator, microwave, and coffee makers may be used by outside groups. No food may be left or stored in the refrigerator or cupboards without prior permission. Kitchen facilities will not be used to prepare food. Only catered or potluck meals are allowed. All foods and other edibles are to be kept in mouse-proof containers.
- ❖ When leaving, make sure all lights are turned off, windows closed, thermostats are returned to previous settings, and all toilets are flushed and not running. Check to make sure that ALL building doors are closed and securely locked.
- ❖ All trash, debris and recyclable material is not to be left in the building. A trash dumpster is available and located in the south parking lot.

TERMINATION OF AGREEMENT

**All recurring Facility Use Agreements expire on June 30th of each year.** If you wish to continue your use of the facility you must complete a new agreement for the new year. If your group needs to cancel its reservation, please contact the church office as soon as possible so that the space may be used by others.

Failure to abide by the Facility Use Agreement and the Conditions of Use may be grounds for termination of the User's agreement. The church office is authorized to terminate the User agreement. The amount of notice will generally extend to the expiration of the agreement or 30 days depending upon the situation.

SIGNATURE OF AGREEMENT

I, the User, agree to abide by all rules and regulations for the use of the facility that are attached to this agreement.

Printed Name and relationship to group:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_