



## **Kettering Seventh-day Adventist Church Facility Use Policy and Guidelines**

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Revised 2017

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# Facilities Usage Policy and Contract

(For events other than weddings)

We, the Kettering Seventh-day Adventist Church (KetSDA), are a community of believers committed to spiritual expression, nurture and growth and have dedicated the facilities to that purpose. We recognize that in addition to the regular services of the congregation, individuals or groups may be blessed by special events planned for and by them. We are happy to assist by making the facilities available whenever possible. Usage of the facility is guided by the principles and details that follow.

## Principles:

- 1) Usage will be compatible with and respectful of the theology and practice of the Seventh-day Adventist church.
- 2) We provide access to our church facilities for the following groups/individuals:
  - a. Supporting ministries of the Kettering SDA Church
  - b. Kettering SDA Church members
  - c. Kettering Health Network and its partners
  - d. Community music groups
  - e. Other groups or individuals
- 3) Church Administration has the final say in the availability of the facilities. We will make every effort to meet the requirements of the Organization using the facility, but we reserve the right to cancel or postpone the event if an unforeseen emergency occurs.
- 4) Any group or individual using our building is expected to respect and treat it the same or *better* than they treat their own home. This means leaving the facility and contents in the same or better condition than upon arrival. A *minimum* cleaning fee of \$25 may be charged if the facility is not in order. Examples where a cleaning fee will be charged include:
  - a. Lights are left on after the event
  - b. Garbage is not bagged and taken to the dumpster in the housekeeping room, or area is not left in good order
  - c. Empty supply/program boxes are left behind
  - d. Programs/bulletins are not picked up and disposed of
  - e. Furniture is not returned to its proper location
- 5) Any expenses incurred due to damage of the facilities or equipment will be the responsibility of the person and/or entity signing the Facility Usage Contract.
- 6) We strive to keep our facility in excellent condition. However, if a participant or attendee of the Organization's event is injured on our property, the Organization will be liable and/or bring the incident to satisfactory conclusion.
- 7) The Sanctuary is unavailable each Wednesday through Saturday morning due to rehearsals and weekend service preparation.

## Reservation Procedure

\_\_\_\_\_ Contact the church office regarding the date(s) desired to verify availability. Time and date of usage must be approved and placed on the calendar by the church office and Facility Coordinator.

\_\_\_\_\_ Read over the terms and guidelines. Complete the *Event Information and Reservation Agreement* as well as the *Release and Indemnity Agreement* and return it to the church office.

\_\_\_\_\_ Submit the appropriate fees as noted in the "Financial Matters" section on page 3.

## Guidelines to Follow

### Furnishings:

- a. The Organization using the facility is responsible for setup and tear down of the rooms used. There are tables and chairs stored in the north side of the Fellowship Hall that can be borrowed and returned to that storage section. Classrooms should have their furniture returned to original setup.
- b. Music stands belong to the Praise Orchestra. Usage of these must be approved by the P.O. director.
- c. Piano and Organ usage must be arranged with the Director of Worship.
- d. Various whiteboards, easels, etc., are available for use. The Organization is responsible for bringing its own consumable products (easel pad, flip chart, etc.) .

General Guidelines:

- a. All decorations, supplies and personal items must be removed from the building the day of usage.
- b. **There is no storage space.** Items must be brought and taken away on the day they will be used. If tables and chairs need to be set up the day before usage, please note that on the reservation form.
- c. No food, beverages, candy or gum are allowed in the Sanctuary at any time.
- d. **No nails or tape are to be used! Decorations MUST be approved by the Facility Coordinator prior to use.**
- e. Magnetic ceiling track hooks are acceptable for use in the fellowship hall (can be made available).
- f. No smoking or alcohol in the building or on the property. This is a smoke and alcohol-free facility.
- g. If AV is needed (microphone, PowerPoint, etc.), KetSDA will provide a technician. See Facility Usage Fees section on page 3.
- h. There are several Keurigs and similar appliances in various locations around the church. These are for and supplied by the ministries that utilize those rooms. Your Organization is welcome to bring their own consumables and utilize the appliances.

Kitchen Use:

- a. The kitchen area is not available until the day of the function.
- b. All food and personal items brought to prepare the food must be removed the day of usage.
- c. All church items used in food preparation must be cleaned and put away.
- d. Trash must be collected and disposed of in the large gray containers in the Housekeeping room. **NOTE: All trash items must be bagged!** The trash collectors do not remove loose items left in the containers.

Security:

- a. No open flames.
- b. Children must be under direct supervision at all times.
- c. Aisles, exits and space in front of fire extinguisher cabinets must be kept clear in case of an emergency.
- d. If your Organization does not have its own key, our sexton will open/close the facility. A loaner key may be made available in some circumstances. Organizations with a long-term key are expected to return it to the church office when/if they discontinue use of the facility.

Financial Matters:

- a. A 10% non-refundable deposit is required within 14 days of reservation confirmation. The remainder of the usage fee must be paid no less than 30 days prior to the reserved date or the contract will be voided.
- b. If the event is canceled due to emergency by KetSDA, the fees will be refunded in full.
- c. Equipment or property damage will be the full responsibility of the person signing the contract. Costs will be billed at actual plus a 10% administrative fee.
- d. Make checks payable to *Kettering SDA Church*.
- e. The Sanctuary and Fellowship Hall fees include the fee for one dress rehearsal, pending calendar availability. Room usage for additional rehearsals for the same concert would be ½ the normal fee of the room.

**Facility Usage Fees**

Sanctuary (Non-weddings)	\$300
Fellowship Hall only	\$150
Fellowship Hall and Kitchen	\$200
Classroom with Kitchenette	\$80
Classroom	\$50
Perichoresis Room on lower level	\$150
AV Tech, per hour	\$35
Tympani Set	\$40
Other Percussion	As negotiated with the P.O. Director
<i>(Submit list on separate page)</i>	

## Event Information and Reservation Agreement

Organization Reserving: \_\_\_\_\_

Requested Usage Date(s): \_\_\_\_\_

Purpose for Usage: \_\_\_\_\_

**Rooms Needed:**

Sanctuary (Non-weddings)	\$300		\$ _____
Fellowship Hall only	\$150		\$ _____
Fellowship Hall and Kitchen	\$200		\$ _____
Classroom with Kitchenette (specify which ones) _____	\$80	_____ x \$80 =	\$ _____
Classroom (specify which ones) _____	\$50	_____ x \$50 =	\$ _____
Perichoresis Room on lower level	\$150		\$ _____
AV Technician, per hour	\$35	_____ hrs. x \$35 =	\$ _____
<b>Total Due:</b>			<b>\$ _____</b>

Expected Attendance: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

**Items you expect to utilize:**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Tables (round or rectangle available) | <input type="checkbox"/> Chairs                  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Microphone(s)                         | <input type="checkbox"/> PowerPoint presentation |                                      |

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

**I have read all of the regulations and requirements for use of the Kettering Seventh-day Adventist Church facility. I am in agreement with and will abide by all of the terms and conditions required for using this facility. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Principles and Guidelines set forth above.**

\_\_\_\_\_  
 Name of Applicant                      & Telephone (if different than above)                      Date

**Church Office Use**

- Deposit received (\$ \_\_\_\_\_ ) by: \_\_\_\_\_ Date: \_\_\_\_\_
- Remainder Fee received (\$ \_\_\_\_\_ ) by: \_\_\_\_\_ Date: \_\_\_\_\_
- Event recorded on facility calendar? Date: \_\_\_\_\_ Initials: \_\_\_\_\_
- AV needs arranged?
- Sexton informed or unlock/lock arrangements made?
- Proof of insurance received, copy to OH Conference?

## Release and Indemnity Agreement

In consideration for the Kettering Seventh-day Adventist Church (KetSDA) permitting \_\_\_\_\_ (identified in this agreement as "Organization") to use the KetSDA facilities, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's use of KetSDA. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's use of KetSDA, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum coverage of \$1,000,000 per occurrence. Organization will provide the church with a Certificate of Insurance naming "Ohio Conference of Seventh-day Adventists: DBA Kettering SDA Church" as a "Certificate Holder" and an "Additional Insured" under Organization's general liability policy.

### Acceptance of Responsibility

The Organization agrees to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. As the representative of the Organization, I affirm that I am authorized to sign this agreement on behalf of the Organization; I understand the terms herein are contractual and not mere recital. My signature confirms the Organization's consent to the Release and Indemnity Agreement.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_