

OGDEN MEMORIAL PRESBYTERIAN CHURCH
BUILDING USE – RULES & REGULATIONS

August 2017

286 Main Street, Chatham, NJ 07928

973-635-5567/ogdenmemorial@verizon.net/www.ogdenmemorial.com

Ogden values and supports the use of its facilities by our community organizations. We want to continue to make our building available to the groups who use it, so we ask that each of the groups be aware of and observe the following:

1. A Building Use Request form must be filled out for each event or use of the facility, submitted to the church secretary, (some exceptions are permitted) and approval notification received. It is helpful if the booking is made at least two weeks prior to the event. Unless the donation according to the current rates has been waived, the facility fee is to be paid in full along with the submittal of the Building Use Request form.
2. *Please make sure* that the doors and windows are locked and that all lights are turned off before you leave. In particular, please check that the gym chair room exterior door is locked.
3. Please clean up after yourselves and leave the facility as you found it. This requirement will be enforced as the premises are subject to State Inspection due to their use by several schools. Sweep or dry (or wet, if needed) mop the gym floor after *every use*, wipe down any tables, clean up any spills, put away all dishes, and remove or put in your designated storage area any and all items you have brought onto the premises. Please be sure no sinks are left dripping – or that any drains in the sinks are left in a stopped position where the water cannot drain.
4. Under *no* circumstances should the items/belongings of another group, including the church itself, be used, consumed, damaged or destroyed. If so, you will be assessed a penalty which includes, but is not limited to, the cost of the damaged item(s).
5. *Please do not use the kitchen* facilities unless you have specifically requested and received approval to do so; and please do not leave any food or garbage out when your activity is completed. The kitchen floor *must be* damp mopped after each use. Dispose of all of your garbage by either taking it with you or depositing it in the dumpster on the Montessori side of the building (in the fenced enclosure). *Do not leave garbage in any receptacle inside the building.* Make sure garbage is securely within the outside container and the lids are put down in order to prevent animals from getting in and/or garbage from being dragged or blown out.
6. Please provide appropriate adult supervision of all children and youth throughout the building. *Children and youth should at all times be in eyesight of an adult, and only in the spaces that have been approved for use.* In *no* case, should children or youth be left unsupervised by an adult.
7. The stage area in the gym is considerably higher than the gym floor and children have fallen off it. Do not allow children on the stage at any time unless you have discussed it first with Ogden.
8. If a program includes use of any of Ogden's musical equipment (pianos, speakers, microphones, etc.) special rules for use of equipment must be discussed beforehand with the Director of Music, Casey Molino Dunn, who can be reached on 646-510-0110 or at cmd@caseymolिनodunn.com.

9. Users of the building only have permission to be in the space(s) for which they requested and received approval. In other words, if the request was made to use the gym that does *not* include space upstairs or in the kitchen. Use of the kitchen will be monitored closely.
10. Guidelines regarding the use and storage of tables and chairs will be posted in the chair room off the gym and should be observed.
11. Bathrooms should be checked for cleanliness before you leave the building.
12. It is expected that any and all use of our facility will be contingent upon your organization/group having insurance to cover any injuries or damages to our facility. It is an express condition of this agreement that the organization/people using the facility indemnify and hold Ogden harmless for any costs, damages or injuries of any kind incurred by them in their use of the facility.
13. Proof of this insurance *will be* required before approval to use the facility is given.
14. These premises, including all structures which constitute Ogden Memorial Presbyterian Church, are smoke and alcohol -free. In addition, we require that no smoking occur on church grounds. Gambling of any sort is also prohibited (including such things as Tricky Tray Events or 50/50 Raffles, etc.)
15. Fees for building use *may be* waived – usually in the case of a non-profit group; in other instances a charge for building use may be required at a rate of \$50 per hour of use. The building use fee *does not* include janitorial services. The group using the facility is required to clean up. If janitorial services are required after use, the group who used the facility will be charged a \$100 service fee.
16. A security/damage deposit (received in a separate check before the event) *may be* required and will be returned upon satisfactory inspection of the facility.
17. A full refund will be given if cancellation notice has been given two weeks prior to the event. Anything less than two weeks notice *may* mean a forfeiture of one-half of the payment.
18. *Penalties* will be assessed in line with and appropriate to the violation if any of the above rules and regulations are not observed.

These guidelines are in addition to any other applicable legal requirements or contractual obligations. Questions should be addressed to me through June in the Church office (ogdenmemorial@verizon.net or 973-635-5567). Again, we are pleased to make our facility available to the community. Your compliance with these requirements will make it possible for us to continue to do so.

Balcom Parcels, Chair – Buildings & Grounds Committee