

DALE HEIGHTS PRESBYTERIAN CHURCH

Building Use Policy

Please retain this page for your reference

1. The church is available for use at no cost by charitable, non-profit organizations, including neighborhood groups. A \$25 refundable deposit is required, \$50 if the kitchen is being used. This deposit is required before the meeting date, to be returned at the end of the use of the building if it is left in satisfactory condition.
2. The church is not to be used for fund-raising purposes by any non-church groups.
3. Building use requests should be made **no less than one week in advance of the date desired**. Requests can be made by phone, 233-0134 or by e-mail, dalehghts@sbcglobal.net with the following information required at time of request:

Group
Date
Start and End Time of meeting
Purpose of meeting
Number of people expected
Contact person's name, address and phone number

Use of kitchen?

The contact person will be notified if the request is approved or denied.

4. Smoking and alcohol use are prohibited in the church building.
5. The nursery room and its contents are not available.
6. The phone number of the Dale Heights contact person is provided for questions or problems prior to meeting.

Final decisions about church building use remain with the Finance and Property Committee of the church.

Revised 1/8/06

Session revision 1/8/06

Finance committee revision 1/9/06



Dale Heights Presbyterian Church
5501 University Ave
Madison, WI 53705

Phone 608-233-0134 Fax 608-233-2024 E-mail Dalehghts@sbcglobal.net

Building Use Request

Name of Group _____

Date requested _____

Start time _____ End time _____

Purpose of Meeting _____

Number of People expected _____

Contact Person's Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Room/s requested Meeting Room Fellowship Hall
 Sanctuary Concourse
 Kitchen Dining Area

Office Use Only
DHPC contact

Custodian Notified

I have read the attached Building Use Policy for Dale Heights Presbyterian Church (keep for reference) and agree to abide by it.

Signature

No less than one week before the date you are requesting, return this signed page and your refundable deposit to:

Dale Heights Presbyterian Church
5501 University Ave
Madison, WI 53705
Phone 608-233-0134 Fax 608-233-2024

You will be contacted by the church office whether your request is approved or denied. If your request is approved, you will be provided the name and phone of a DHPC contact person. If denied, your deposit check will be returned.

DALE HEIGHTS CHURCH HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of

(Name of Organization)

of the city of _____, state of _____

shall be using the building and grounds of **Dale Heights Presbyterian Church**
from _____ to _____, 20____, for the purpose of

herein referred to as "the activity".

I/We understand and agree that neither **Dale Heights Presbyterian Church**, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/We further release **Dale Heights Presbyterian Church** its trustees, employees, agents, or representatives for any damages which may occur while participating in the activity. I/We further agree to save and hold harmless **Dale Heights Presbyterian Church**, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize **Dale Heights Presbyterian Church**, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature: _____

Signature: _____