

# LMPC Facility Use

## Rules & Regulations



LOOKOUT  
MOUNTAIN  
PRESBYTERIAN  
CHURCH

### INTRODUCTION

The Lookout Mountain Presbyterian Church (LMPC) campus' primary purpose is as a place to carry on the ministry of the local church. LMPC has an active ministry to children, youth, adults and senior adults and has a significant outreach into the Lookout Mountain community.

Building use activities fall under the jurisdiction of the Session and the Director of Operations and Finance. **No commitment for building use is finalized until the Release and Indemnity Agreement has been completed and approved.**

Priority for use of LMPC buildings and grounds is first given to church programs and membership needs, second to LMPC supported ministries and then to existing longstanding relationships with several community organizations. Accordingly, availability for use to others is somewhat limited but will be considered. Members may request use of the facility Monday through Saturday. Non-members may request use of the facility Monday through Friday.

No activities or advocacy may take place within our buildings or grounds that conflicts with the practices of the congregation and the denomination as found in the Bible, the Presbyterian Church of America (PCA) Book of Church Order, and the Westminster Confession of Faith.

### RULES AND REGULATIONS

#### 1. BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) signing the AGREEMENT for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of the facilities staff, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or groups(s) involved.

#### 2. CHURCH PROPERTY

Church property will not be loaned, borrowed, or removed from church premises without prior permission from Scott Harrison, facilities manager, or his representative. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein.

#### 3. FACILITY CARE

The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Unless approved by the facilities manager or his representative, users may not take tables and/or chairs or other items, from other rooms and/or areas of the church facilities. Specific rules for guests regarding the kitchen are posted in both the main church kitchen and the Jane Harris Youth Building kitchen. Please follow these when you are using these spaces.

#### 4. NO SMOKING, ALCOHOL, CONTROLLED SUBSTANCES ALLOWED

LMPC buildings and grounds are designated smoke free. The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property or on the grounds.

#### 5. BUILDING USE

All groups agree that they will ensure that all event participants leave the building after the event.

#### 6. RESERVATION TIME

The reserved room/space may not be used before or after the approved timeslot – even if there are no other reservations before or after your reserved time. Only reserved rooms may be used the day of reservation. Final clean-up for events must be completed by the ending time requested for your event. Changes to your scheduled time must be approved prior to your event by the facilities manager or his representative.

**7. SUPERVISION OF CHILDREN AND YOUTH**

LMPC seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults (18 years or older) should be present at all times during any program or event involving children and/or youth.
- Adult supervision is required at all times both inside and outside of the church property including the parking lot.
- Children and/or siblings of group members must stay with the group or under the care of additional adult supervisors.

**8. FOOD AND DRINK**

Food and drink should be limited to designated areas. No food or drink is allowed in the Sanctuary. Groups using church property are responsible for cleaning after each use – both inside and outside. If a private catering service is used for the event, the caterer will receive and must submit a completed vendor agreement that the church will send to them. Storing of catering equipment prior to the scheduled event is not permitted.

**9. DECORATIONS**

Decorations may not be attached to the walls or doors with tape or anything that will damage the surface. Please seek approval from the facilities manager or his representative before adhering anything to the walls or ceiling. All decorations must be removed immediately and completely following the event.

**10. EMERGENCY SCHEDULING CONFLICTS**

LMPC reserves the right to pre-empt any facility use agreement in cases of emergencies, such as funerals. Notice will be provided as early as possible.

**11. STORAGE**

Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the facilities manager or his representative.

**12. SECURITY**

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

**13. TRANSFER OF PERMISSION**

The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.

**14. RECURRING USE AGREEMENT**

Recurring use is defined as use of specific rooms/area more than once a year for regularly scheduled programs or activities. Recurring use organizations must submit facility requests and release and indemnity agreements annually.

**15. PERSONAL GAIN POLICY**

For profit entities or products may not be promoted or advertised on the LMPC campus.

# LMPC Facility Use

## Release and Indemnity Agreement



LOOKOUT  
MOUNTAIN  
PRESBYTERIAN  
CHURCH

(Please print and sign this agreement then return it to LMPC via email (judie@lmpc.org), fax (423-821-8661) or mail to 316 North Bragg Avenue/Lookout Mtn., TN 37350)

**Your reservation is not confirmed until this agreement is completed and returned to Lookout Mountain Presbyterian Church (LMPC).**

NOW THEREFORE in consideration of Lookout Mountain Presbyterian Church (LMPC) permitting the applicant (Organization) to use LMPC's facility, Applicant/Organization agrees as follows:

Your initials here:

Applicant/Organization hereby releases, discharges, and covenants not to sue LMPC or its pastors, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's or individual's use of LMPC. If any member, guest, invitee, or participant of Organization makes any claim against LMPC or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with LMPC's or individual's use of LMPC, Organization or individual will indemnify, defend and hold LMPC and its pastors, 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.

Organization or individual represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Organization will provide LMPC with proof of liability insurance, and if requested, will add LMPC as an additional insured under Organization's general liability policy.

### ACCEPTANCE OF RESPONSIBILITY

- I have read the rules and regulations for facility use and I agree 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.
- I further agree that no activities or advocacy will take place within the LMPC buildings or grounds that conflicts with the bylaws and practices of LMPC and the Presbyterian Church of America (PCA) as found in the Bible, the PCA Book of Church Order, and the Westminster Confession of Faith.

I hereby consent to the Release and Indemnity Agreement.

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

Print Name: \_\_\_\_\_

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

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_