First Wesleyan Church

688/692 South Kendall Ave, Bradford Pa. 16701

Church/Parsonage/Fellowship Hall/Property Usage Policies

First Wesleyan Church feels that our facilities should be available for activities that would be Christ centered, bring glory to God and reflect our desire to be a good neighbor in our community. It is our desire to maintain the sanctity of our church.

FEE SCHEDULE: We do not believe that we should charge a fee for the usage of our Church Properties. For our church members this is your church and as long as schedule allows and that the event is appropriate, you should be allowed to use the facilities without a fee. For non-members, we may ask that a member from First Wesleyan Church sponsor you and your event and we would like to be able to offer our facilities to you as a good neighbor without a fee. However, please see maintenance fees and damage statements below.

MAINTENANCE FEES: It is your responsibility to set up and teardown/clean up after your event. We expect that you leave the facility as you found it. If the facilities are not cleaned up after the event, there will be a minimum of $75 cleaning charge.

DAMAGE DEPOSIT: We do not require a damage deposit prior to usage. However, we do expect that you inform us of any damage and to reimburse the church for the costs of repairs or replacements.

KITCHEN/CATERING/FOOD SERVICE: The church's kitchen is available for use. It has a sink, food warming equipment, and counter space for the cleanup of dishes. Disposable tableware (forks, knives, spoons, plates, bowls, and cups), and paper products are your responsibility, those items in the church are for the use during church activities. Caterers or persons acting in that capacity should leave the kitchen area as clean as they found it.

CHILDCARE: Due to state health regulations and insurance liabilities, no childcare will be provided at First Wesleyan Church for events outside church activities.

OTHER IMPORTANT INSTRUCTIONS

USE RESTRICTIONS. Party and Guests agree to the following restrictions while using Church facilities:

1) No Alcoholic beverages, or use of any illegal substances on Church grounds.

2) No profanity.

3) No provocative clothing or clothing with offensive pictures, words or sayings.

4) No criminal activities or violations of local ordinances including noise ordinance.

5) No dangerous activities including use of open flames.

6) No defacing of the physical property including but not limited to: tape, staples or nails on any surfaces.

7) No firearms, explosives, fireworks or similar items.

8) No uses for any activities related to practices contrary to Church religious beliefs or The Discipline of the Wesleyan Church. (i.e. "We believe that gambling violates the principle of Christian stewardship, … can be emotionally addictive, …and is a poor example to others" as noted on page 44 of the 2012 Discipline of The

Wesleyan Church; “God’s plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage” as noted on page 16.) Contact the church office as needed for additional information about the degree to which your event conforms to the guidelines of The Wesleyan Discipline.

9) Adequate adult supervision shall be provided for all children/children's activity.

10) Nails, tacks, staples, pins, tape, etc. should not be used on walls.

11) No candles are to be used, with the exception of birthday candles.

12) Computers, copiers, sound equipment, etc., may not be used without approval.

13) Only the equipment and area authorized may be used.

14) Sound system equipment in the sanctuary is highly technical equipment and requires trained persons to operate it. If you require the use of this equipment, please be aware that you must have this coordinated with the sound engineer no less than one month prior to your event, and an associated cost may be required.
15) Church properties should be left in the condition in which they were found.

16) Turn off all lights following the event.

17) Church functions always are given priority in the case of weekly or monthly usages. First Wesleyan Church reserves the right to cancel an event up to 30 days prior to the date if facilities are needed for a church wide activity.

Additional Items related to Parsonage usage:

1) All items above apply
2) Parsonage can only be contracted for 30 days. If you need additional time, it must be approved by the First Wesleyan Church Local Board of Administration. Seven days is required to get approvals. Therefore, you must reach out 7 days before original agreement expires. Once agreement has expired you will be required to vacate the premises. Regardless of 30 days, or 60 days approvals, the maximum stay time will not exceed 90 days. This is strictly enforced, and there will not be any additional time given regardless of circumstances. You will be required to vacate the premises after agreed upon time has been concluded.
3) Garbage must be collected weekly, and brought over for garbage collection by Tuesday evening. Please place garbage in ramp to lower parking lot entrance.
4) The parsonage needs to be kept clean. Occupants are expected to upkeep the cleaning as needed.
5) Occupant is required to shovel and remove snow from parsonage sidewalks.
6) Snow plowing is only completed twice a week on Wednesdays, and Sundays. Snow removal will not be maintained on any other days. Occupant is responsible for their own vehicle and the ability to get in or out of property. The church is not responsible for any damages, trips, falls etc. that the occupant may experience while staying at the property.
7) A bi-weekly inspection will be completed to ensure that the property is being maintained.
8) You must notify the Church immediately if there is an issue that requires maintenance. If an issue is discovered that requires excess expenditures, the occupant may need to vacate the premises earlier than agreed upon, based on the type of repairs that are needed.
9) No pets, unless authorized by the Pastor, LBA, and Head Trustee.

FELLOWSHIP HALL USAGE AGREEMENT FORM:

I/We have read the Church/Parsonage/Fellowship Hall Usage Policies and agree to abide by the instructions set therein.

Date/Time Required _____

Please describe in detail the use of the rental. NOTE: All requests must be reviewed by the Pastor and/or Head Trustee before approval is granted. All peoples staying in the parsonage must be listed below. Additional people, or pets cannot be brought to the property without prior consent by the Pastor, LBA, or Head Trustee.

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Hold Harmless Agreement:

Permission to use the church/parsonage/fellowship hall/property does not include liability on the part of the First Wesleyan Church of Bradford or the Wesleyan Church for property damage or personal injuries resulting from the individual and or group activities. Signature below also indicates Hold Harmless Agreement is in place. The church is not liable for any damages to property or personal injuries. The liability of any such damages or injuries is the responsibility of the person/organization indicated below in lines A-D:

A. Name/Organization: _____

B. Print Name/Signature/Date: _____

C. Address: _____

D. Phone Number (s): _____

First Wesleyan Church Member (Sponsor): _____

*Usage Policies subject to change at anytime

Note: Attention Non-Church Members, if approval is given a member of the church will meet with you prior to the start of your event or stay, the day of the event or stay, to review the facility with you. Once the event or stay is over a member will meet with you to close the church/parsonage. Contact the Head Trustee/Pastor at 814-989-0028 or 814-362-1531 when you are finished with the church/parsonage. Arrangements will be made to have property inspected prior to leaving. If applicable, Please turn in any key that was issued.