



Baleville Congregational Christian Church

Campus Use Agreement

As you consider the use of our physical campus and resources, please review the following information to ensure that both Baleville and your activity align in mutual purpose, and that expectations for both parties are clearly presented. After reviewing the information, please sign and date to indicate understanding and agreement with the guidelines expressed in this document.

General Information

Contact Person: _____ Contact Phone: _____

Contact Email: _____ Do You Text: Y N

Organization: _____ Attendance: _____

Purpose of Organization: _____

Type of Function: _____

Event Date: _____ Hours Needed: _____

Set Up Date: _____ Hours Needed: _____

Facilities Needed: Sanctuary [] Kitchen [] Meetinghouse Basement []
Education Building [] Main Hall [] Other: _____

Equipment Needs: Sound System [] Cooking Utensils/Coffeemakers [] Television []

Tables and Chairs: [] Number of Tables/Chairs: _____ Date of Return, if Taken: _____

Usage:

Hall: \$250.00 Hall & Kitchen: \$350.00 Meetinghouse/Sanctuary: \$150.00

Classroom: \$30.00 First Floor of Meetinghouse: \$75.00

Note: All funds are due in full two weeks prior to event date and are non-refundable.



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Campus Use Guidelines

6 Church Road, Newton New Jersey 07860

Baleville places priorities in the following order:

- 1) Baleville Church sponsored activities or events.
- 2) Other local communities of the Christian faith.
- 3) Groups with non-profit activities.
- 4) Individual events that align with the goal of serving the community and are non-commercial.
 - a. Please note that Baleville cannot accommodate the for-profit use of tax exempt resources.
 - b. Please note that activities or groups that present an ethical conflict with the Christian faith as interpreted by the Trustees of Baleville Church will not be accommodated.

Insurance

Proof of liability insurance at least one million dollars in coverage will be required of organizations who are conducting activities unrelated to the mission of Baleville Church on the campus. The signed submission of this form shall be considered notice that the applicant/applicant organization shall indemnify and hold Baleville Church, its staff, volunteers and members, harmless from any claims arising from the use of this campus, regardless of the activity or parties involved.

Supervision

Responsible adult supervision must be with any group or activity at all times when on the campus. Events sponsored by the church must be accompanied with a waiver of liability release. Minors must be accompanied by an adult at all times. The signatory of this document is responsible for the actions of all attendees.

Use of Chemicals

Absolutely no illegal substances may be used on, transported to or from or bought or sold on church property. To ensure a safe environment any such activity will be promptly reported to law enforcement.

Smoking

Baleville serves a number of individuals, both youth and adults, with medical problems, and seeks to serve these individuals in a safe and welcoming environment. For this reason, smoking is absolutely prohibited on the premises outside of the designated area behind the Wilkens Hall.

Alcohol

Baleville seeks to welcome individuals from all walks of life and support them in their redemptive journey. For this reason, and the prohibitive cost of insurance, alcohol is strictly forbidden on church property. Events serving alcohol will be asked to terminate immediately. Underage drinking is a serious issue in New Jersey, and Baleville will notify law enforcement of any such activity.



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Damage

Client is responsible for any and all damages to the facilities or campus relating to the event or the behavior of attendees, and agrees to cover promptly and in full any costs of repair, restoration, cleaning, medical care, or any other liability which may arise as the result of the event or the action of attendees.

Cessation of Event

Should a situation arise necessitating, in the discretion of the paid staff, Moderator or Buildings and Grounds Personnel, the conclusion of an event, such parties reserve the right to terminate an event in progress at any time before or during its occurrence.

Condition and Cleaning

- 1) All trash must be removed by the client off site.
- 2) Open flames or incense of any kind are not permitted on the campus.
- 3) To ensure the sustainability of the campus for your future events, no permanent fixtures, adhesives, art or other decorations can be used.

I affirm that:

- 1) I understand that Baleville Church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith or paid members of its staff. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict either the church's faith or place employees of the same in such a position of contradiction, and I will disclose any potential conflict for which I am aware or become aware to the Trustees.
- 2) I understand that to secure the date desired I will need to provide, two weeks prior to my event, a check in the amount of \$_____ and a certificate of insurance for at least \$_____ of coverage.
- 3) I understand that the church does not allow its facilities to be generally available to the public, that it is not a place of public accommodation or held to such standards, and that my use of these facilities is subject to the approval of the Trustees and conditional upon all of the guidelines presented in this document, which I affirm and understand.
- 4) Except as determined by the Trustees of Baleville Congregational Christian Church, resolutions to any disputes arising shall be attempted through Christian mediation, and failing such an option, to submit to binding arbitration through the American Arbitration Association, or any other arbitration association as determined by the Trustees.

Signature

Printed Name

Date



*Baleville Congregational
Christian Church*

Office Use Only

Trustee Meeting Date: _____ Approved Denied Further Info Needed

Trustee Signature and Date: _____

Check Received? Y [] N []

Notes: