

**Warner Memorial Presbyterian Church**  
**Terms and Conditions for Use of WMPC Facilities**  
**June 2021**

**TERMS AND CONDITIONS FOR USE OF WMPC FACILITIES**

As a house of worship, proper decorum must be maintained on Church property at all times.

Smoking is prohibited inside the Church building. Use or possession of alcohol or illegal drugs is prohibited anywhere on Church property at all times; this regulation applies to the paved and unpaved parking lots across Connecticut Avenue as well.

Any youth organizations using the Church facilities must have adult supervision at all times. A minimum of two adults should be present at all times. Groups larger than 20 require at least one adult for every ten children or youth. All organizations using the church facilities must follow the WMPC Child Protection Policy, which is available from the Church's office administrator. Supervising adults are responsible for maintaining control of and assuring appropriate behavior by youth and children, and confining them to the specific area(s) assigned to their organization.

All users must provide proof of insurance. WMPC is not responsible for any injuries that take place on or are associated with use of Church property.

No pets are allowed on Church property at any time. No food or beverages are permitted in the Sanctuary or the Trinity Room. The Trinity Room is only available for use by those who are active attending members of the congregation of WMPC, and for activities directly related to the mission of the church, or by express permission from WMPC.

Fund-raising activities unrelated to WMPC mission or LCYC are not allowed without prior approval. Donations may not be solicited and fees may not be charged for any event without approval from WMPC.

The Kitchen is not to be used without prior approval and payment of a \$100 security deposit. When the Kitchen is used, equipment, dishes, and utensils must be left clean, in good working order and returned to the places where they were found. The kitchen must be left clean. This includes the following:

- Clean up all spills
- Clean stove, sinks, and countertops
- Leave no food outside cabinets, refrigerator or freezer
- Unplug all coffee urns (also wash and put away!)
- Turn off all food warmers.

Please avoid single-use plastic water bottles or plastic cups. Drinking fountains are available. Pitchers will be provided for use during your event upon request. All food brought to the Church must be labeled with the organization or owner's name and date. All leftover food must be removed

from the Church property within 24 hours of the event for which it was brought to the church. If the kitchen and/or its equipment requires cleaning, repair, or restoration, the organization and the person signing the Application for Building Use shall be responsible for all repair, replacement, and cleaning costs.

The classrooms and hallway on the lowest floor from the Social Hall to the Calvert Street exit has been designated a “nut-free” zone. Users should refrain from bringing any ground nuts (e.g., peanuts) or tree nuts (e.g., walnuts, pecans, cashews, etc.) or products derived from such nuts into that hallway. Including the restrooms in that hallway. Users who have eaten or handled ground nuts or tree nuts or products derived from such nuts should ensure that they wash their hands before entering that hallway, including the restrooms in that hallway.

Audio/video and music equipment is for the use of the Church and Church-related organizations only. Under special circumstances and by prior arrangement, audio/video and music equipment may be loaned to non-church organizations for use only within the church building. A fee may be charged for use of this equipment. Organizations should bring their own audio/video equipment.

No property belonging to non-Church groups may be stored in the church building without specific approval. Users must bring their own refreshments/supplies each time they meet and remove them when they leave.

Furniture is not to be moved from one room to another without prior approval from the office administrator. If permission is given, furniture must be returned to the location in which it was found. Any re-arrangement of furniture within a room must be restored to its original configuration. Organizations are responsible for setting up tables and chairs and returning them to their original locations.

Organizations are asked to clean up and straighten up the area that they have used when finished. Before leaving:

- Close and latch all windows
- Leave area and floors clean of debris, trash and spills - deposit trash & recyclables in the receptacles outside the kitchen back door
- Restore all furniture (tables, chairs, etc.) to its original location
- Turn off all faucets, light switches, and electrical appliances - including in the bathrooms and halls (Note: stairway landings and each hallway are programmed for night lighting per fire code regulations and may remain on even when switched off.)
- Close/lock all outside doors (Note: This is an especially important rule. If you are the last group to leave the Church, you must be sure that ALL EXIT doors are locked!)

Please make every effort to conserve energy. Users should follow all instructions regarding heating and air conditioning equipment.

The area should be left in the same or better condition than that in which it was found.

Use of any space other than that authorized on the application is not permitted.

Decorations, posters, pictures, etc., may be taped to the walls or woodwork only with prior approval. No nails, tacks, or screws are to be used. Any chalkboards used should be cleaned. Any writings, posters, or signs that were on the tack boards or walls prior to use should not be disturbed.

Any damage incurred during the use of the Church facilities must be reported to the Church's office administrator no later than the next business day. All damages must be paid promptly by the organization and/or responsible person(s).

The Church will not be responsible for any items left on the premises, or for disability or personal losses incurred during use of its facilities.

The Church reserves the right to preempt space on short notice. However, effort will be made to provide other space in the church.

Fees and security deposits must be paid to the Church at least two weeks in advance of the event. For groups that use the Church on a weekly or monthly basis, fees are due monthly. Alternative arrangements can be arranged on a case-by-case basis. Returned checks will incur an additional \$40 charge.

The Church reserves the right to revoke permission for use of its facilities at any time for any reason, including a violation of these terms and conditions.

## **TERMS & CONDITIONS ADDENDUM - COVID-19 Building Use Practices (August 17, 2021)**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, federal, state, and local governments and agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. We at Warner are doing everything we can to be compliant with all regulations and ensure your safety. We have put in place the following protocols to reduce the spread of COVID-19, but we cannot guarantee that building users will not become infected with COVID-19.

As a user of the Warner Memorial Presbyterian Church building, you agree to the following:

### **General Operating Guidelines**

- The wearing of face coverings indoors at WMPC (except LCYC areas as stated below) shall follow the Montgomery County and/or State of Maryland health regulations.
- To reduce the spread of communicable disease, washing (or sanitizing) hands upon entry is recommended.
- Maintaining social distance of at least 6' is recommended for unvaccinated people.
- In gatherings that include unvaccinated people, if weather permits, keeping windows open and running a fan (with no person directly downwind) is recommended.
- LCYC – Monday-Friday school days, visitors (non-school) must inform the Director and/or the Office Manager BEFORE entering the ground floor at any time (except the custodian). When students are present, ONLY LCYC students and staff are permitted on the Ground floor, including the entrance lobby. All persons, vaccinated or not, 2 years and older are required to wear face coverings while on the ground floor when school is in session.
- Use of a space within three hours prior to an already scheduled use will require explicit permission and will entail additional COVID-19 protocols.
- **If a person who attended or participated in an event is diagnosed with or develops symptoms consistent with COVID-19, you must notify as soon as possible both Montgomery County Disease Control at 240-777-1755 and Warner Memorial Presbyterian Church at 301-949-2900.**

You agree to abide by all the restrictions and safety measures described in these protocols.

On behalf of yourself and your organization, you hereby release, covenant not to sue, discharge, and hold harmless Warner Memorial Presbyterian Church, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your use of our building. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after your use of the building.