



Indian Hill Church

EPISCOPAL † PRESBYTERIAN

THE INDIAN HILL CHURCH

BUILDING USE PACKET

PACKET CHECK LIST

FEE SCHEDULE

APPLICATION

CERTIFICATE OF INSURANCE – MUST LIST IHC AS ADDITIONALLY INSURED

ALCOHOL PERMIT FROM INDIAN HILL VILLAGE (ORGANIZATION MUST CONTACT THE VILLAGE FOR THIS)

FEE SCHEDULE

General Use

Guild Hall – You may set-up, break-down, and clean up your own event with no charge. This includes washing tables, putting chairs away, sweeping floor and returning the Guild Hall back to original order.

Guild Hall	\$75.00
Guild Hall & Kitchen	\$100.00
Guild Hall Set-up/Break-Down	\$30.00
Guild Hall Clean-Up	\$40.00

Kitchen – When using the kitchen facilities ALL clean-up must be done by a caterer or user unless additional arrangements for these services are made. This includes washing and storing all dishes, washing and storing all cookware, cleaning counter tops, sweeping all floors and returning the kitchen to its original order.

Dishes & Tablecloths	\$35.00
Tablecloth Cleaning	\$15.00

Library – You may set-up, breakdown and clean-up your own even with no charge. This includes washing tables, putting chairs away, sweeping floors and returning Library back to original order

Library	\$30.00
Library Set-up/Break-down	\$30.00
Library Clean-up	\$40.00

Other Room Fees

Classroom	\$15.00
Extra room for Babysitting	\$15.00

TO RESERVE FACILITIES

To reserve use of any of the facilities of Indian Hill Church, please call the Church Office at 513-561-6805, ext 301, between 9am – 2pm Monday thru Thursday.

The Indian Hill Church

Application for use of Church Facilities

DATE: _____

Organization Name: _____

Contact Person: _____

Phone#: _____ Email: _____

Event Date and Time: _____

If requesting multiple dates, please list below:

Purpose for the use of the building:

Will you need the use of the following? If so how many of each,

_____ Tables (Round) _____ Tables (6'ft rectangle) _____ Tables (8'ft rectangle)
_____ Chairs _____ Dishes _____ Tablecloths

Please use the back of this form to draw layout of room as you will need.

AGREEMENT TERMS

The building and facilities will be left in as good order and condition as found. Any damages because of use the cost of replacement or repair will be billed.

In the event children are in attendance for the group, it is agreed that a responsible adult will be on the premises before any children arrive, be responsible for their conduct and remain until after all the children have left the property.

Any commitment made in advance for periodic use of IHC Facilities shall be subject to cancellation if they are required for IHC purposes.

The organization will supply IHC proof of insurance naming The Indian Hill Church as additionally insured on the policy.

Sponsor of Organization Signature: _____

Approved By (IHC representative): _____

INDIAN HILL CHURCH

Policy on the Use of Alcoholic Beverages

The Policy on the Use of Alcoholic Beverages establishes a general framework for the use of alcohol. The Indian Hill Church expects its members to take responsibility for their own actions and to act to reduce any risks of damage and any harm to themselves or others.

The service and consumption of alcoholic beverages at the Indian Hill Church is regulated by federal and state laws and by local ordinance. All members are obligated to obey these laws, regulations, and ordinances. Members are individually responsible for determining how applicable laws, regulations, and ordinances apply to them and obeying them.

Written approval must be given by a member of the Advisory Committee* when alcohol is to be served at any event.

As a further guide to the use of alcohol, members must observe the following practices when alcoholic beverages are served:

1. Only beer and wine may be served
2. Alcoholic beverages may not be sold
3. An appropriate number of non-alcoholic beverages must be provided at the same place
4. Food in sufficient quantity for the number of persons must be provided
5. Discontinue the service of alcohol for a reasonable period prior to the anticipated end of the event
6. Establish a specific beginning and ending time of availability of such alcoholic beverages in advance
7. Sponsors of the even must accept responsibility for
 - a. Identifying all persons not of drinking age and ensuring that these individuals are not served
 - b. Ensuring that non-alcoholic beverages are available as well as readily available food
 - c. Ensuring that alcohol is not served to any person who is intoxicated
 - d. The consumption of alcoholic beverages only being permitted within the approved area designated for the event
8. In any function where alcoholic beverages are served at least three sponsors, including Vestry-Session member, must be designated by the group and must assume responsibility for ensuring adherence to these guidelines

Other Guidelines and Procedures

- Event sponsors must have prior approval for the service of alcoholic beverages at special events
- The Advisory Committee is to be notified in advance of the intent to serve alcoholic beverages
- The use of alcoholic beverages at The Indian Hill Church functions is restricted to those functions where sponsors have accepted responsibility and have received written permission of the Advisory Committee
- Those assuming responsibility for supervising the event should always be present
- Anyone serving alcohol at an event must be at least 21 years of age

Event Name: _____ Date: _____

Sponsor's Signature: _____

_____ Vestry-Session Member

Advisory Committee Approval: _____ Date: _____

*Advisory Committee members include the Episcopal and Presbyterian Clergy, the Senior Warden, the Junior Warden, the Clerk of Session and Assistant Clerk of Session

INCIDENT REPORT

THE INDIAN HILL CHURCH

Complete this form whenever a person is injured, has an accident, receives first aid of any kind, or requires emergency transportation. Report the incident or the injury to the Church Business Administrator.

LOCATION WHERE INCIDENT OCCURRED: _____

NAME OF INJURED: _____

WAS THE PERSON AN ADULT OR CHILD?

AGE OF CHILD: _____

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

DESCRIPTION OF INCIDENT

1. Injured person relationship to IHC:

- Member
- Visitor
- Employee
- Student
- Visitor

2. Describe the incident:

3. Describe the persons injury:

4. What was the person doing when the incident happened?

5. Where in the church facility did it happen? _____

6. If the injury was a child, give the names of the activity leaders/helpers who were supervising child at the time of the incident? _____

7. How did the person respond after the incident? _____

8. Was first aid given or some other action taken? YES _____ NO _____

If yes, by whom? _____ Describe action: _____

9. Was the injured person taken to the doctor/hospital? YES _____ NO _____

Signature of Injured person (Parent if child was involved): _____ Date: _____

Signature of person completing form: _____ Date: _____

Signature of Witness: _____ Date: _____