

Application and Facilities Usage Agreement

THE INDIAN HILL CHURCH (IHC)  
6000 Drake Road, Cincinnati, OH 45243

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Organization's contact person: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization's IHC sponsor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

First choice for date(s) and time(s) of desired use (not including set-up and tear-down time):

\_\_\_\_\_

Second choice for date(s) and time(s) of desired use (not including set-up and tear-down time):

\_\_\_\_\_

Purpose and activity: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_

If the attendees will include minors, indicate the number of minors and adult supervisors:

\_\_\_\_\_

IHC facilities that organization would like to use (e.g., Guild Hall, Library, Youth Center, Playground, Kitchen, Music Room, Sanctuary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will chairs, tables (nine rounds, five 6' rectangles, six 8' rectangles available) or linen tablecloths be needed? If so, please indicate number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Facilities Usage Agreement

1. Indian Hill Church facilities are available to non-profit organizations with 501(c)(3) tax-exempt status when Worship Services (Sundays 7am-1pm), Sacred Services (Confirmation, Funerals, Weddings, Baptisms), and Indian Hill Church Nursery School (Monday 9am-12pm, T/W/Th 9am-2pm, Friday 9am-12pm during the school year) are **NOT** using the building. These times are visible on the church calendar at <https://indianhillchurch.org/ihc-calendar/>.
2. If Indian Hill Church minors or Indian Hill Church Nursery School minors are scheduled to be in the church's facilities while the organization wishes to occupy space, the organization will be required to secure a Security Officer of the church's choosing during their event.
3. Indian Hill Church facilities are available to non-profit organizations with 501(c)(3) tax-exempt status. Organizations will be required to submit non-profit status each calendar year.
4. The organization will comply with IHC's risk management and insurance requirements. These include obtaining general liability insurance and, if minors will be using IHC's facilities, sexual misconduct liability insurance with an insurer, limits and endorsements acceptable to IHC. Insurance requirements are expected to be submitted for every building usage agreement.
5. Within ten days of the date of IHC's approval of its application, the organization will deliver to IHC's Business Manager a Certificate of Insurance naming IHC as an additional insured on all primary and excess policies needed to meet IHC's requirements. If the Certificate is not timely delivered, the activity will be removed from IHC's calendar, and the application form must be resubmitted with no guarantee of acceptance.
6. Cancellation or expiration of any required insurance may result in the immediate revocation of the organization's permission to use IHC's facilities. IHC reserves the right to request the following policy provisions or endorsements: waiver of subrogation, advance notice of non-renewal or cancellation, primary and non-contributory, and extension of the organization's general liability and sexual misconduct coverages to IHC.
7. The organization has inspected the facilities it will be using and accepts them for use in their present condition. IHC makes no representations regarding the facilities, including their suitability or fitness for the organization's intended use.
8. The organization agrees that this Agreement gives it no interest in IHC's facilities, that it has no right to exclude IHC from the facilities and that it will not use them for any purpose or activity other than the ones stated in the attached Application.
9. The organization will pay such fees as may be due under IHC's current Fee Schedule, a copy of which is attached. Failure to make timely payment may result in IHC's revocation of this Agreement. Groups will not be able to rent the facility for future events until all outstanding balances are paid.
10. The organization's right to use IHC's facilities shall be non-exclusive and non-transferable and shall begin and end on the dates and times stated on the attached Application.
11. Tables, chairs, and tablecloths are included in the rental fee. However, it is the responsibility of the renters to set up their space, including setting up tables, chairs, and tablecloths, return supplies as instructed, and leave the facilities in the same state of repair and cleanliness as found. This includes placing any garbage/waste in appropriate receptacles and removing all personal belongings. Any damage will be the responsibility of the organization which will reimburse IHC the cost of replacement or repair. Groups will have one hour before the event to set-up and an hour following the event to return the space as previously found.
12. The organization agrees that the following are prohibited anywhere within the church buildings or elsewhere on church property: firearms of any type or description, smoking or tobacco use of any kind, possession or use of illegal substances, and possession or consumption of alcoholic beverages except in compliance with IHC's

Policy on the Use of Alcoholic Beverages, a copy of which is attached. Indian Hill Church is not liable for lost or stolen items during the time of the organization's event.

13. The organization agrees that it will not use the kitchen or its components unless specifically approved in advance and that its use of IHC's facilities will comply with all applicable federal, state, and local laws and regulations.

14. Promptly after its occurrence, the organization will report any incident involving property damage, bodily injury, or alleged bodily injury, to Heather Jordan, IHC's Business Manager, at 561-6805, ext. 301, and at [hjordan@indianhillchurch.org](mailto:hjordan@indianhillchurch.org). Within 24 hours, the organization will submit to Ms. Jordan a completed Incident Report in the form attached.

15. To ensure the safety of minors, at least two adult members of the organization will be responsible for supervising the minors while they are on IHC's premises. The actual number of supervisors will depend on the age and number of the minors, the nature of the activity, and the time/location of the activity.

16. IHC is not conducting or sponsoring any of the activities conducted or sponsored by the organization, nor is IHC providing any supervision of such activities, including those in which minors participate. The organization agrees to defend, and to the fullest extent provided by law, indemnify and hold harmless IHC, along with its officers, directors, trustees, employees, members, and volunteers, from and against any and all claims, demands, suits, liability, judgments, losses and costs arising, directly or indirectly, from the activities conducted or sponsored by the organization, including claims and losses arising from damage to property or from injuries to or death of persons, except for claims or losses arising from the sole negligence or sole willful misconduct of IHC.

17. IHC reserves the right to adjust the desired date(s) and time(s) of use if the facility is required for IHC's purposes. Every effort will be made to reschedule your event/location as available.

18. In consideration of IHC's granting it permission to use the above-named facilities on the indicated dates/times, the undersigned Organization agrees to comply with the terms of the Facilities Usage Agreement, which is a non-exclusive, non-transferable license to use the facilities only on the dates and for the sole purpose and activity stated above.

The person signing below for the Organization has been authorized to sign on its behalf.

\_\_\_\_\_  
(Name of organization)

Indian Hill Episcopal - Presbyterian Church

By: \_\_\_\_\_  
(name and title)

Approved by: \_\_\_\_\_  
(name and title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Indian Hill Church is inviting you to use God's house as a way of showing the powerful sense of community that Christians share with one another and the world. We ask that you treat our Staff with courtesy and respect and that you comply with all IHC Staff directives. Persons violating these core tenets may be asked to leave the premises by any IHC Staff member, and IHC may revoke this Agreement for continued violations. Thank you.

Attachments:  
Fee Schedule  
Policy on Use of Alcoholic Beverages  
Incident Report

## FEE SCHEDULE

### **Guild Hall**

Usage fee	\$75 per day
Guild Hall and Kitchen	\$175 per day

### **Kitchen**

Access to the kitchen (stove, refrigerator, counters, dishwasher)	\$100 per day
Dishes and tablecloths	\$35 per day
Tablecloth cleaning	\$5 per tablecloth

### **Library**

Usage fee	\$50 per day
Library and Kitchen	\$150 per day

### **Music Room**

Usage fee	\$50 per day
Music Room and Kitchen	\$150 per day

### **Youth Building**

Usage fee	\$100 per day
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### **Sanctuary** (pending clergy's consent)

Usage fee	\$50 per day
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## SET-UP AND TEAR-DOWN INFORMATION

You may set-up for your event ONE HOUR before the event begins. Round tables, 6-foot tables, 8-foot tables, chairs, projector screens/TVs and sound systems are included in each room's usage rental fee.

You have ONE HOUR to clean up after the event concludes. You will be directed to cleaning supplies to wipe down tables, put tables away, and put chairs away. If the kitchen is used, all clean-up must be done by the user or caterer unless alternative arrangements are made. Dishes/utensils need to be washed, dishes/utensils put away, counters wiped, leftovers discarded, floor swept with spills wiped, and the room back in the order in which it was found. You may launder Indian Hill Church's linen tablecloths or pay \$5 per soiled tablecloth; laundered linens need to be returned within 24 hours of the conclusion of the event or a flat replacement fee of \$200 will be charged. For all other spaces used, floors should be swept/vacuumed, trash emptied, and space returned to original configuration and order at the conclusion of the event. Cleaning supplies are included in part of the usage fee for each room. Should the room need extra cleaning services after your event, a \$70 per hour fee will be required with a minimum of one hour billed.

# 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. It is the responsibility of the applicant to obtain an alcohol permit from the Indian Hill Rangers.

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 and non-members must observe the following practices when alcoholic beverages are served:

1. Only beer and wine may be served. Other alcoholic beverages need approval from the Advisory Committee.
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 event must accept responsibility for:
  - Identifying all persons not of drinking age and ensuring that these individuals are not served
  - Ensuring that non-alcoholic beverages are available as well as readily available food
  - Ensuring that alcohol is not served to any person who is intoxicated
  - 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/consuming alcohol at an event must be at least 21 years of age
- Childcare cannot be provided when alcohol is served.

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

Sponsor's Signature: \_\_\_\_\_

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  
Indian Hill Episcopal - Presbyterian Church

Complete this form whenever a person sustained, or has allegedly sustained, or is suspected of having sustained, a bodily injury, including physical or sexual abuse; received first aid of any kind; and/or required emergency transportation.

Please submit a copy of this report as soon as possible to Heather Jordan, IHC's Business Manager, either in person or via email to [hjordan@indianhillchurch.org](mailto:hjordan@indianhillchurch.org) and please inform Heather by phone at (513) 561-6805, ext. 301. If physical or sexual abuse has occurred, or is suspected, please contact Rev. Stephen Caine by phone at (513) 5616805, ext. 305, and by email at [scaine@indianhillchurch.org](mailto:scaine@indianhillchurch.org), as soon as possible.

I. Location where incident occurred.

Indian Hill Episcopal - Presbyterian Church 6000 Drake Rd. Cincinnati, Ohio or \_\_\_\_\_ (other location)

II. Description of incident

1. Name of person who has sustained, or has allegedly sustained, or is suspected of having sustained, a bodily injury or abuse: \_\_\_\_\_
2. Is the person an adult or minor? \_\_\_\_\_
3. If the person is an adult, provide his/her contact information. If a minor, provide names of, and contact information for, the minor's parents. \_\_\_\_\_
4. A person's relationship to IHC (member, visitor, employee, volunteer or other). \_\_\_\_\_
5. Describe the incident, including the date and time. \_\_\_\_\_
6. Names of and contact information for any witnesses. \_\_\_\_\_
7. Describe the person's injury or alleged / suspected injury. \_\_\_\_\_  
\_\_\_\_\_
8. What was the person doing when the incident happened? \_\_\_\_\_  
\_\_\_\_\_
9. Where did the incident happen? \_\_\_\_\_  
\_\_\_\_\_
10. If the incident involved a minor, provide the name of, and contact information for, the activity leaders/helpers who were supervising or participating at the time of the incident. \_\_\_\_\_  
\_\_\_\_\_
11. How did the person respond after the incident? \_\_\_\_\_  
\_\_\_\_\_
12. Was first aid given, or some other action taken? If so, by whom and describe what was done. \_\_\_\_\_  
\_\_\_\_\_
13. Was the person taken to a hospital, medical facility or doctor? If so, please provide details. \_\_\_\_\_  
\_\_\_\_\_

III. Sexual Misconduct

1. If the incident involved sexual misconduct, or alleged or suspected sexual misconduct, please provide the following information about the person suspected of the misconduct: name, home address, cell phone number and email address.

\_\_\_\_\_

2. Was the person suspected of misconduct engaged in a leadership or supervisory position at the time of the incident? If so, describe the position. If not, why was the person present at the time?

\_\_\_\_\_

IV. Additional information

Please provide any additional information you consider relevant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed name and signature of person completing this form:

\_\_\_\_\_  
Print Name Signature

Date: \_\_\_\_\_

Printed name and signature of witness or witnesses: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Printed name and signature of parent if minor is involved:

\_\_\_\_\_  
Print Name Signature

Date: \_\_\_\_\_

Parental confirmation that he/she received a copy of this report:

\_\_\_\_\_  
Print Name Signature

Date: \_\_\_\_\_

Printed name and signature of additional report recipient:

\_\_\_\_\_  
Print Name Signature

Date: \_\_\_\_\_