



POLICY AND CONDITIONS FOR USE OF BIDWELL PRESBYTERIAN CHURCH (BPC) FACILITIES

GENERAL INFORMATION (following this list is expanded information on the items listed below.)

- BPC Ministry events have priority
- There is no guarantee, or right to use BPC facilities by any non-BPC group.
- Non-BPC groups must be not for profit in order to use the facility.
- The facility is not available for use Wednesdays and Sunday mornings in addition to holidays observed by the church.
 - New Year's Day
 - Martin Luther King Jr. Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Christmas Day
- The facility is also not available for use on:
 - New Year's Eve
 - Day after New Year's Day (if New Year's falls on a weekend)
 - Good Friday
 - Weeks of Vacation Bible School (typically in June)
 - Day after Thanksgiving
 - Entire Month of December
- All requests for non-BPC events are subject to availability and approval.
- No events are placed on the calendar prior to approval
- Requests can be made via the Online Facility Request Form at www.bidwellpres.org/facility-request.php
- Requests for non-Bidwell events can be made no more than 6 months in advance and no less than 3 weeks prior. (exception: weddings)
- Persons renting the facilities must be at least 18 years of age.
- References may be requested prior to confirmation of facility reservation at the discretion of BPC.
- Applicant agrees to leave the facility in the condition it was found
- Recurring requests by non-Bidwell groups can be made for 6 month increments only and will need to submit new requests at the fifth-month interval for renewal.
- All rental fees, including hospitality costs (if used) are due 14 days prior to the event.
- Parking availability is not guaranteed and may be limited
- Event capacity may not exceed the Maximum capacity for each room
- Insurance is required (refer to Insurance Section below)
- Under certain circumstances, as determined by the Business Administrator, BPC reserves the right to negotiate fees, General Liability Insurance Limits, as well as any other applicable fees.
- BPC is not responsible for any property lost or stolen or any items left behind.
- BPC reserves the right to photograph events for promotional purposes.
- Inappropriate behavior will not be tolerated and the party will be asked to leave the facility
- Other areas of the facility may be in use during your event or activity.



FACILITY AND EVENT HOURS

- The facility is available 6:00 a.m. – 9:30 p.m. Monday through Saturday.
- Building curfew is 10:00 p.m.
- Decorations, supplies, and personal items must be removed by 10:00 p.m.
- Rental times come with 15 minutes set up and tear down periods. Additional time to set up and tear down must be indicated on the Facility Use Request Form and additional charges will be incurred.

HOLD HARMLESS AGREEMENT

Applicant shall defend, indemnify and hold harmless Bidwell Memorial Presbyterian Church, its officers, agents, elders, pastors, employees, and volunteers from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of or resulting from the applicant's use of the Bidwell Memorial Presbyterian Church's property, equipment, or facilities, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Applicant its officers, agents, or employees.

Bidwell Memorial Presbyterian Church shall defend, indemnify and hold harmless Applicant, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of or resulting from the applicant's use of the Bidwell Memorial Presbyterian Church's property, equipment, or facilities but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Bidwell Memorial Presbyterian Church, its officers, agents, elders, pastors, employees, and volunteers.

INSURANCE

Non-BPC events and wedding parties agree to furnish proof of \$1,000,000 of liability Insurance to cover their private events. At least three business days prior to an approved event, a Certificate of Liability Insurance must be provided to the church administrative office indemnifying Bidwell Memorial Presbyterian Church. Bodily Injury and Property Damage liability limits of at least \$1,000,000 combined single limits must be certified for the day of your event.

Wedding parties must provide proof that Bidwell Memorial Presbyterian Church is endorsed as an Additional Insured for the rehearsal, wedding, and any accompanying events. Insurance certification and coverage may be extended by your private insurance carrier or purchased through specialty insurance providers, such as www.wedsafe.com.

FACILITY FEES

Fees are due 14 days prior to the day of event. BPC will invoice 24 days prior to the event. Failure to pay all fees in full 14 days prior to event without prior notice to BPC Event Coordinator will result in automatic cancellation. Payments may be in the form of check, cash, or credit card.

Changes to the rental contract such as the nature of the event or the number participants must be made in writing to the BPC Event Coordinator 24 days prior to the event. Changes must be approved by BPC staff, and if necessary, fees will be adjusted. BPC reserves the right to deny changes.



At the discretion of BPC staff, non-BPC organization may be charged additional fees if it is determined that additional staff and/or resources/supplies were needed for the event. Additional fees will be invoiced the week after the event.

CANCELLATION POLICY

Cancellation of an event must be made in writing to the BPC Event Coordinator. Cancellations are subject to the following conditions:

- Notice received within 14 days of the scheduled date, BPC will retain 20% of the facility fees invoiced.
- No shows, BPC will retain all fees.

ALCOHOLIC BEVERAGES

Use of alcoholic beverages is prohibited on church property including the parking lot. If any person violates these rules, they shall be asked to leave the event and not return. Anyone attending the event who is inebriated will be asked to leave. If any person violates this rule, they shall be asked to leave. If he/she refuses to leave, the police shall be called.

SMOKING, ILLEGAL DRUGS, CONTROLLED SUBSTANCES AND WEAPONS

Use of illegal drugs or other controlled substance is prohibited on church property including the parking lot. No firearms or other weapons are allowed on church property, except by law enforcement police officers performing functions related to their duties. Smoking of cigarettes (traditional or vapor) are not allowed in the church facility or within 100 feet of an entrance or window. If any person violates this rule, they shall be asked to leave. If he/she refuses to leave, the police shall be called.

BEHAVIOR

Fighting, destructive and/or inappropriate behavior and vandalism are grounds for immediate cancellation of the event. The party will be asked to leave the facility immediately. In such cases, all fees will be forfeited.

EMERGENCIES, SAFETY AND SECURITY

Your group and your guests are responsible for following safety & security guidelines. Please use good judgment. Monitor and provide responsible supervision of your event. Stop unsafe or inappropriate activities. Posted evacuation maps are provided in strategic locations. In case of fire or other emergency, evacuate the facility immediately and call 911. Observe good security safe practices when going to the parking lot or trash dumpster late at night. Drive and park in a safe manner in BPC parking areas. Always lock vehicles. If you observe a security concern, notify the church office or staff representative, or in immediately dangerous or urgent situations, call the police. Applicant is responsible for any & all injuries and/or illnesses resulting from any aspect of your event.

DAMAGES

The applicant is responsible for all damage resulting from any function, including the facility, building, breakage or damage to kitchen appliances, dishes, glassware, childcare facilities and equipment, or any other equipment (sound, projector, etc). All such breakage or damage is required to be reported to the Staff Representative. Cost of damages billed to the applicant shall be the actual or estimated cost of replacement or repair and may exceed the amount of your security deposit.



CLEAN UP

Our policy is that the applicant responsible for using our facility will be required to use our custodial staff for set up, tear down, and clean up. Costs to cover this service are included in the fees.

OTHER USES

Other areas of the facility may be in use during your event or activity by other groups or persons. Courtesy and respect towards all other facility users is expected. The user agrees to vacate the premise at the end of the pre-reserved time.

ANIMALS

Animals and pets are not allowed on the church premises, including in office areas. Exceptions are made for service animals.

PARKING LOT

Bidwell Pres accepts no responsibility for the loss of or damage to vehicles on Bidwell Pres grounds, or for loss or damage to accessories or contents. Fees for any vehicle towed will be solely the owner's responsibility.

Exclusive use of the BPC parking lot is for weddings, memorials, or all church events only. Call the church office for additional information and costs for parking attendant services.

OTHER

Special conditions may apply to weddings and memorial services. Refer to our website for information related to these events. BPC Special Event Coordinator is available for planning purposes and to assist with your timeline, set up arrangements, etc. All set up arrangements must be pre-approved and meet fire and other safety requirements.

CHILDCARE

Use of privately hired babysitters to care for the children of your guests is prohibited. BPC has childcare workers who are fingerprinted, as well as first aid and safety trained that can be scheduled to care for the children. BPC childcare workers will follow BPC Nursery procedures and the BPC Child Protection policy. Childcare service must be requested during the initial meeting. Additional fees will be applied.

FOOD AND DRINKS

Food and beverages (with the exception of water) are not allowed in Rooms 105 and 106. Food and beverages (with the exception of red punch) are allowed in all other areas.

OUTSIDE VENDOR PROVIDED EQUIPMENT

If rental or other equipment or decorations are being delivered, they must be delivered after the start time reserved for the event and be picked up prior to the end of the event end time. Items may not be left on BPC premises overnight without pre-approval. Extension cords cannot be strung across rooms or doorways and cannot be covered by floor mats. BPC is not responsible for damage, loss or security of any such materials or equipment.

BPC PROVIDED EQUIPMENT

BPC equipment is available for rent and must be reserved through the Facility Use Request process. A BPC Staff Technician will be assigned to your approved event to ensure all equipment is properly connected and working. BPC Technicians will be required to operate certain AVL equipment. Extension



cords cannot be strung across rooms or doorways and cannot be covered by floor mats.

CANDLES

Fire restrictions limit the use of candles in the facilities. According to the California Code of Regulations, Public Statement 19, Section 3.25...at no time are handheld candles allowed in public assemblies (including church buildings, etc.), even if they have a drip pan or plastic cup. No open flamed devices allowed for public, theatrical, etc. use. Exception, candles for wedding ceremonies, or altar use allowed if they are placed in a “stable” holder, and are at least 12” minimum clearance around them or if votive candles are 2” below the glass opening. You or your group is required to use candles supplied by BPC.

DECORATIONS

All decorations must be approved in advance by a BPC staff representative.

- No adhesives, nails, tacks or tape (exception: Blue Painter’s Tape) on walls, windows, furniture, woodwork, doors, and fixtures is allowed.
- Helium & other balloons are allowed, but must be weighed down. Organizations must remove balloons
- All open flames are prohibited (including but not limited to candles, torches, s’mores bars, and hibachis)
- Exits must remain clear at all times
- Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside or outside of the facility
- Use of the following is strictly prohibited inside or outside of the facilities
 - Bird seed
 - Candles (see above)
 - Confetti
 - Loose glitter (glitter glued to items is acceptable)
 - Rice
 - Loose sequins (sequins sewn or glued to items is acceptable)
 - Fog machines
 - Bubble makers
 - Fireworks
 - Misting devices
- Decorations must be removed from the facility at the end of your event.
- Easels and other stands may be used to display and attach decorations.
- BPC decorations may not be removed for other events.
- Non-BPC Organizations must furnish their own decorating supplies (i.e. scissors, ladders, painters tape, ladders, etc)
- Non-BPC Organizations are subject to additional fees for decorations, supplies, and personal items that have not been removed from the facility within the time frame stated in this contract. Additional costs will be invoiced the week after the event.

BPC RESPONSIBILITIES

Upon receipt of Facility Requests, non-BPC organizations will be contacted by a BPC Event Coordinator. The role of the BPC Event Coordinator is to obtain all details of events necessary for the approval, scheduling, and execution processes. We are committed to ensuring the set up and resources necessary for your event are scheduled, working properly, and executed to your event timeline. It is important that the initial consultation and future conversations pertaining to the event be with the non-BPC organization’s on-site coordinator.

On site BPC Staff representatives will be, but are not limited to, an Event Coordinator and Custodial team member and are there to assist in making your event a pleasant experience. BPC Staff Representatives will set up tables and chairs, open and lock the facilities, monitor events, and answer



inquiries. Any BPC staff representative has the authority to stop any inappropriate activity or to stop any event or activity and clear the facility as they deem necessary for safety or security reasons, or if non-allowed or inappropriate activities are occurring. BPC staff representatives may, at their discretion, choose to provide a single warning prior to cancellation of the activity or event.

Prior to usage of the facility, the BPC Staff Representative will review guidelines, rules, safety/security requirements with the organization's on-site coordinator. Should an emergency occur during an event, your on-site person responsible for the event is required to follow evacuation and/or security/safety rules as provided and directed. Call 911 when necessary. Advise the BPC staff representative of any accident, injury, and breakage or emergency as soon as feasibly possible after the incident.

NON-BPC ORGANIZATIONS RESPONSIBILITIES

Non-BPC Organization is responsible for setting up and removing any personal and rented items. All set up and removal of items must occur during the rental time and the facility (inside and outside) must be left clean and in the same condition as it was at the time of arrival.

Non-BPC Organization assumes full responsibility for the conduct of their guests. Violence, drinking, smoking, loud and/or inappropriate behavior, and unsupervised children are not permitted.

Non-BPC Organization must adhere to all policies and procedures outlined herein. BPC may cancel or terminate any event for violations of any BPC policies and procedures, federal, state, or municipal statutes, regulations, or ordinances, and retain all fees.

Guests must remain in room(s) rented. The main lobby, bathrooms, and hallways should only be used as necessary and respected as other events maybe happening.

Non-BPC Organization assumes full responsibility for communication between them and attendees for events held. BPC should not be listed as a contact for the event.

Participants, facilitators, decorations, supplies, and personal items must be removed from rooms at the end of the event (time indicated on contract). Any discrepancy may result in an additional charge.

All renter, caterer and visitor vehicles must remain clear of all no parking areas, loading zones, and fire lanes. Vehicles may use the rear entrance to deliver supplies only and must be removed immediately.

All bands and music must be indoors. All music must stop 30 minutes prior to the end of the event. Non-BPC Organization is responsible for complying with all City noise ordinances. Notwithstanding the foregoing, if the BPC Staff Representative determines that the noise level is too high, Non-BPC Organization will be instructed to reduce the volume. If this is not accomplished within a 15 minute period, the BPC Staff Representative will call the police department and the event will be shut down.

All food and drink must remain in specified areas designated by BPC Staff Representative. All trash must be placed in receptacles provided. Boxes must be broken down before being placed in the recycling receptacles.



bidwell
presbyterian church
growing deep growing up growing out

Facility Rental Policy

NOTICE TO ALL SPONSORS, EMPLOYEES, GROUPS, BANDS, OR ANY OTHER ENTERTAINERS PERFORMING AT THE EVENT, The city of Chico has advised BPC that the outside advertising of events by posters, flyers, banners, or balloons is not allowed on City property. This is a violation of section 19.30.170 and/or Section 9.48.070 of the Chico Municipal Code.

All decorations, personal items, supplies, etc., must be removed from the facility before the allotted time.

UNDER NO CIRCUMSTANCES shall BPC owned equipment or property be removed from the premises. Non-BPC Organizations will be liable for the cost of necessary repairs and/or replacement of any equipment or property lost, damaged, or stolen during the use of the facility.

I, the undersigned, have read and agree to abide by and enforce all rules and regulations as stated in the above policy.

Applicant's Signature

Date

