



**RECREATION DEPARTMENT
FIRST PRESBYTERIAN CHURCH**

FOR OFFICE USE ONLY:

Deposit Amount: \$100
Date check received: _____
Check amount: _____
Check number: _____
Please make all checks payable to:
FIRST PRESBYTERIAN CHURCH

**4815 FRANKLIN ROAD
NASHVILLE, TN 37220
615-298-9583
fax: 615-298-9552
e-mail: emunoz@fpcnashville.org**

CONTRACT FOR OVERNIGHT USE OF FACILITIES

ARRIVAL DATE: _____ EST ARRIVAL TIME: _____ CST

DEPARTURE DATE: _____ EST DEPARTURE TIME: _____ CST

PLEASE CHECK FACILITIES YOU WOULD LIKE TO USE:

Gym ___ Cannon Center ___ Playground ___ Athletic Fields ___ Grounds ___ Swimming Pool* _____

(*Additional Fee Applies for Swimming Pool Use – Lifeguard **REQUIRED** at all times)

APPROX. NUMBER IN GROUP _____ YOUTH/STUDENTAGES _____

APPROX. NUMBER OF CHAPERONES _____ APPROX. NUMBER OF VEHICLES _____

SPONSORING ORGANIZATION NAME: _____

TELEPHONE NUMBER(S): _____

SPONSORING ORGANIZATION ADDRESS: _____

LEAD CHAPERONE RESPONSIBLE FOR THIS GROUP: _____

(Must be present during use of facility)

LEAD CHAPERONE CELL PHONE NUMBER: _____

LEAD CHAPERONE e-mail: _____

We are glad you have chosen to use the facilities of First Presbyterian Church. Please complete and sign this contract. Return signed copy to the Recreation Office at the address above and retain a copy for your records.

A \$100 security deposit is required from each group and should accompany your signed contact. This will hold your reservation and will be returned to you after departure unless facilities have been damaged or not cleaned. If the facilities are not left in the condition present upon check-in, deposit will not be returned in order to cover the cost of maintenance/repairs. Your full deposit must accompany this contract. Please make all checks payable to: FIRST PRESBYTERIAN CHURCH.

Please read the following to ensure your overnight stay proceeds according to expectations

WE THE UNDERSIGNED:

1. Have read and agree to the terms outlined in this contract.
2. Agree that the reservation will be made for us when the contract is completed in full, signed, and returned with the full security deposit.
3. Agree that the deposit charged for the use of the facility will be the deposit amount that is in effect at the time that the facility is used.
4. **Agree to check-in no later than 9:30 pm on the date of arrival. Please contact Don Brown about 30 minutes before arrival at 615-506-3713.**
5. Agree that adequate supervision will be provided by the reserving group (at least 1 adult chaperone for every 8 students age 17 years old or younger).
6. Agree that any medications, prescribed or over the counter will be held by the responsible adult with controlled access.
7. Understand that there will be a supervisor of the gym present (except for lock-ins and swim parties). S/he is a paid member of the Recreation Staff, and will work with you to make your party a success. This attendant is not responsible for the actual cleaning, but will provide cleaning equipment and supervision.
8. Understand that all areas and equipment other than those pre-reserved are off limits, e.g.: the concession room, the stage, the school classrooms, the hanging ropes, the mats, everything!
9. Agree that only shoes that will not damage the gym floor may be worn on the gym floor--no high heels, black soled or street shoes.
10. Agree that food and beverages are not to be taken, stored in, or consumed in the gym (unless blue mat is down and an additional charge paid).
11. Agree that alcoholic beverages are not permitted on church property.
12. Agree to return to the church campus each night by 9:30 pm and remain onsite thereafter so the campus can be locked up for the night.
13. Agree to vacate the facility by **7:30 am each morning** in order that other scheduled activities may be conducted by the church, school and Recreation Department. Requests for a later departure time on any given morning must be pre-approved by the Recreation Department at time of facility reservation.
14. Agree to clean up the facilities and/or grounds used by us before leaving. Reasonable cleaning is defined as placing all trash in designated receptacles, sweeping/vacuumping floors as appropriate and/or mopping major spills. Additionally, all food is to be removed from the refrigerator when the group departs. If facilities and/or grounds are not left as clean as at time group checks in, we agree that our \$100 security deposit will be forfeited. We further agree to be held responsible for any damage to building, property or equipment inflicted by members of our group and we agree to pay to have these items repaired or replaced.
15. Understand that if our group stays longer than the time scheduled, ***WE WILL BE CHARGED AT THE RATE OF \$10.00 FOR 15 MINUTES OR ANY PORTION THEREOF OVER THE AGREED TIME.***
16. Understand that the swimming pool may be reserved only during the months of June through August. All groups will need to pay for a Recreation Department approved lifeguard and shall assume total risk when using the swimming pool.
17. Agree that glass is forbidden in the pool area.
18. Agree that fires are permitted only in designated areas, e.g.: campfire circle. Groups are responsible for damage caused by the careless use of fire.
19. Agree that groups with unpaid bills are not allowed to reserve any facility space until their prior obligations are paid in full or arrangements for payment have been made.

20. Understand that First Presbyterian Church does not provide health or accident insurance for any group participants and that groups are expected to carry appropriate and adequate insurance for their own specific events and individual participants.
 21. Agree to hold First Presbyterian Church, its employees and staff harmless for any damages or injuries incurred as a result of use of its facilities.
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LEAD CHAPERONE SIGNATURE: _____

DATE: _____ **LEAD CHAPERONE CELL NUMBER:** _____

First Presbyterian Church will ensure that:

1. Users are familiar with locations of all emergency exits, first aid kit, AED and fire extinguishers
2. Users have emergency contact information for both emergency medical personnel and church personnel.
3. Users have directions to the closest hospital emergency room.

First Presbyterian Church recommends that:

1. At least one member of the reserving group is certified in First Aid/CPR by a nationally recognized organization.
 2. We recommend that all user groups require that their participants supply emergency contact information which includes name, address and phone numbers of both the participant and emergency contact. It is also recommended that this information include allergies, health conditions, medications and treatments along with a waiver and permission to treat.
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CHECK-IN / ARRIVAL DATE:

FPC Representative: _____

User Group Representative: _____

CHECKOUT / DEPARTURE DATE:

FPC Representative: _____

User Group Representative: _____

Remember:

For groups arriving after 6:00 p.m., please contact Don Brown about 30 minutes before arrival at 615-506-3713.

For groups arriving before 6:00 p.m., please confirm with the Recreation Department regarding time of arrival and check-in.