

Park West Church Terms of Use

- Your group is to remain in only the room(s) that you have reserved. Your event will be setup according to this form. It is not our facility staff's discretion or decision to open any rooms for you or give you access to any items that are not on this form. They must follow what is on this form.
- Children must be under supervision at all times and may not leave the reserved room(s). The Teen Center, Kids Church, and Gym are not be used unless you have specifically reserved these rooms.
- Your event is scheduled for a specific time period and we have scheduled our custodial staff accordingly. Please help us by sticking to your above stated event end time.
- If your meeting/event is **cancelled** for any reason, please notify the church office immediately.
- If there are any changes to your reservation, please notify us at least 48 hours prior to your event.
- Please be sure to take all personal items (including serving dishes, etc) with you when your event is over. Due to storage space, any personal items left at the church will be donated.
- Please do not leave any food from your event. All leftovers must be taken with you or thrown away.

If you are not a member of Park West Church, the following 4 items apply to you:

1. My organization promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from the use of Park West Church facilities.
2. My organization agrees to hold harmless, indemnify, and defend Park West Church from any and all liability which may result from any person using the building, its entrances and exits, and surrounding areas for user's purposes.
3. My organization agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the building which we will use, including entrances and exits.
4. This agreement may be canceled unilaterally by either party with 14 days written notice.

Please respect that you are meeting in a church facility and these facilities shall be treated as a house of worship. **No smoking, drinking, or any other such behavior** that conflicts with the Biblical values held by Park West Church is permitted **in** nor **on** any property of this church.

By submitting this form, you are in fact agreeing to any and all terms set forth by Park West Church including the above mentioned items.