

CHECKLIST

Application

Certificate of insurance

Alcohol permit from city of Indian hill

Applicable Fees Paid

Deposit

Receipt of signed approved application

Indian Hill Church- Facilities Usage Policy (MainPoints)

- While main purpose of church facilities is to further the causes and programs of the church, our facilities are available to non-church organizations
- Non-church organizations requesting space must:
 - o be non-profit organizations
 - o not sell tickets to the event or meeting
 - o assume full responsibility for **the** facilities that **they** occupy
 - o agree to pay a minimal charge to defray church costs (heat, custodial, etc.)
 - --certain groups may not be charged
 - o agree to enforce no-smoking regulations
 - o agree to not provide alcohol for consumption unless previously approved
 - o agree to not use the kitchen or its components unless specifically approved in advance
- IHC reserves the right to ask groups who do not comply to leave
- Each group will submit a Facilities Usage Form at the time of space usage request
- Facilities Usage Form will ask for basic group information (person in charge, etc.) and will contain the usage guidelines

The Indian Hill CHURCH (IHC)
Application for Use
of Church Facilities

To: The Indian Hill Church
6000 Drake Road
Cincinnati, OH 45243

Date _____

Name of Organization _____

Contact Person _____ Phone# _____

Desired Use: Date (s) _____ Time _____

Expected Number Attending _____

Purpose _____

Needs: Tables ___ Chairs _____ Dishes ___ Table Cloths _____

TV/Other?

Room Configuration and Needs _____

Insurance Policy Naming IHC _____

CONDITIONS:

- A. The building and facilities will be left in as **good order and condition** as found. Any damages as a result of use the cost of replacement or repair will be billed.
- B. [n the event children are member of 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 children have left.
- C. Any commitment made in advance for periodic use of IHC Facilities shall be **subject to cancellation** if they are required for IHC purposes.

Signed _____
Sponsor of User

Approved by _____
IHC

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 for 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 present 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 one 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 Indian Hill Church functions is restricted to those functions where sponsors have accepted responsibility and have received written permission of the Advisory Committee
- Advertising and publicity for events are not to mention alcoholic beverages
- 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.
**Advisory Committee members include the Episcopal and Presbyterian clergy, the Senior Warden, the Junior Warden, the Clerk of Session and Assistant Clerk of Session.*

Event Name _____ Event Date _____

Sponsor's Signature 1 _____ 2 _____
3 _____
Vestry-Session Member

Advisory Committee Approval _____ Date _____

Facility Fee Schedule

General Usage

Guild Hall \$75.00

Guild Hall & Kitchen \$100.00

Guild Hall Set-Up/ Break down \$30.00

Guild Hall Clean-Up \$40.00

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 the floor and returning the Guild Hall back to its original order.

Dishes & Tablecloths \$35.00

Tablecloth cleaning \$15.00

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 back to its original order.

Library \$30.00

Library Set-up / Break down \$30.00

Library Clean-up \$40.00

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

Classroom \$15.00

Extra Room for Babysitting, etc. \$15.00

To Reserve Facilities

To reserve use of any of the facilities of Indian Hill Church, please call the church office at 561-6805, Ext. 302, between 9:00 am - 4:00 pm Monday through Thursday and 9:00 am- 12:00 pm on Friday.

INCIDENT REPORT

Indian Hill Episcopal Presbyterian Church

Complete *this* form whenever a person is injured, has an accident, receives first a.id of any kind, or requires emergency transportation. Report the incident or the injury to either the Christian Education Director or the Youth Director (if on Sunday), or to the Administrative Assistant or the Church Administrator (if on a weekday).

I.

Location where incident occurred. Indian Hill Episcopal Presbyterian Church 6000 Drake Rd. Cincinnati, OH 45243 Phone: 513-561-1805
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Name of Injured:	
<input type="checkbox"/> Adult <input type="checkbox"/> Child	Child's Age
Date of incident	Time of Incident

II. Description of Incident

1. Injured person's relationship to IHC: Member Visitor Employee Student Other _____

2. Describe incident

3. Describe the person's injury _____

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

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

6. How did the incident happen?

7. If the injured person was a child, give the names of the activity leaders/helpers who were supervising child at the time of the incident

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

9. Was first aid given or some other action taken? Yes No
If yes, by whom? _____ Describe. _____

10. Was the injured person taken to the doctor/hospital? Yes No

Signature of Person Completing the Form	Date
Signature of Witness	Date
Signature of Parent (if child was involved)	Date
Parental confirmation that s/he received a copy of this report (if child was involved)	Date
Signature of Additional Report Recipient	Date