

# The New York Avenue Presbyterian Church

## Information about Staying Overnight

for the Women's March, January 20-22, 2016

### I. Basic Information:

*This information is repeated in other places in the document. We are highlighting this information here because it is very important! A supplemental sheet of details on the church facilities and information on DC in general will follow soon via email. You will also receive a printed copy of this supplemental sheet when you arrive.*

- We will be open for overnight guests for those participating in the Women's March on Washington on **January 20 starting at 8:00 am**. The church will remain open for Women's March visitors through **Sunday January 22 at 2 pm**.
- We will close the doors on **January 20 and 21 at 11 pm**. We expect that all overnight guests will be in the building by 11 pm.
- We are honored to host overnight guests for the Women's March on Washington. However, we do not normally host overnight guests. **Lodgings are very basic.** (*Sleeping on the floor; no showers.*) The New York Avenue Presbyterian Church hosts will be entirely led by a volunteer effort. **We will NOT have security personnel.** We thank you for your patience and cooperation.
- This document contains information on timing (p.2), required registration fees/ suggested contributions (p.3), how to register (p.4), registration rules and security (p.4-5), lodging space including food, packing tips, and wifi (p.5-6), transportation (p.8), registration forms (pgs.8-10), and a waiver form with introduction (pgs.11-14). Please carefully read the entire document.
- **For all of our overnight guests, we require advance registration and a registration fee.** (Please see pages 3 - 10)
  - a. All guests must be part of a group. We consider a group to be 2 people or more.
  - b. Please note all of the information under our registration sections (II. b, c and d).
- **All our overnight guests must be over 18 years old.**
- **No weapons whatsoever.**
- **No alcohol/ drugs/ smoking or animals whatsoever.** If you have a service dog, please let us know when you register. We will need a copy of your service animal's license.
- **During the registration process, the church reserves the right to deny admissions and reservations to any group or person within the group.**
- Please take note of phone number for the church 202-373-3700. The cell phone number for Rev. Alice Tewell, Associate Pastor, 202-805-3720 (voice and text); Please take note of Church Administrator's, Jasmine Jowers's, cell phone 301-233-0291 (voice and text).
- This form and others can be found on our website. Please visit <http://www.nyapc.org>. On the upper right hand of the page, click on link "Women's March."

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## II. More Detailed Information Section

### A. Times:

- We will be open for those participating in the Women's March on Washington on **January 20 starting at 8:00 am**. The church will remain open for Women's March visitors through **Sunday January 22 at 2 pm**.
- On January 20 during the time of the Inauguration, because the church is within the "security zone" we have been asked not to go higher than the 2nd floor of our building.
- We will be open for visitors for the Inauguration from 11 am until 3 pm on January 20. We will be open for non-overnight guests for the Women's March and other guests from around DC starting at 9 am until 3 pm. We hope that you join us in a hospitable welcome to all.
- In order to stay open overnight, we have church volunteers that will also be "running the church." All guests must return to the church by 11:00 pm so that we can lock the doors for the night. We ask that guests not leave before 6:30 am.
- When you arrive, please take note of your church hosts and their cell phone numbers, which you will be provided upon arrival. Upon arrival (and closer to Jan 20 via email), you will be provided with more basic information of the church's layout.
- We will offer a simple gluten free vegan soup and vegan but not gluten free bread meal on Saturday January 21 at 6:30 pm. We will have enough for 100 people.
- For visitors staying through Sunday January 22, we ask that you pack up your belongings **by 7:30 am on Sunday January 22** so that we can have things neat and tidy for Sunday morning worship and education. All guests will be given a place to store their belongings.
- On Sunday January 22, you are welcome to join us starting at 7:30 am for our Radcliffe Room homeless breakfast ministry, for our worship classes at 8:45 and 11:00 am and for our Sunday School classes at 10 am.

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#### **B. Registration Fees and Contribution:**

##### **Registration Fees and Contributions:**

- To hold your registration for a group of 10 or more people, we ask that you pay a \$150 registration fee.
- For a group under 10 people, we ask that you pay at \$50 registration fee.
- All registration fees are non-refundable and not tax deductible.

Additionally, in order to defray the cost of this undertaking (paying custodial staff, purchasing basic food, cost of running the church) we ask that each person in the group make a **contribution towards the operational fund of the church.**

Therefore, in addition to your registration fee, we recommend a **sliding scale contribution of between \$20 and \$100/ night/ person.** If you are unable to make the contribution, you are more than welcome to stay, but you do still need to register.

To pay for your registration fee and contribute to the church, you may send a payable to The New York Avenue Presbyterian Church mailed ahead of time. Please put women's march and your group name in the memo line.

You may also pay directly on our church website. *This option is preferred!*

<http://www.nyapc.org/gifts>

*From that link to make your registration payment please scroll to the bottom and pay under "Women's March Registration-NYAPC."*

*From the same website, to make a contribution, please visit, please scroll down and donate under the button "Women's March Contribution – NYAPC."*

*All of this information can also be linked from the front page of our website on the upper right side click on link "Women's March."*

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#### C. How to Register/ Who May Register:

- **Group leaders should register their group prior to January 20.** We consider a group to be 2 or more. A complete registration packet starts your registration process.
- All forms are found on pages 8-14 of this document.
- **Group Leaders, please email all forms and photo ID for each individual to [womensmarch@nyapc.org](mailto:womensmarch@nyapc.org)** with "Women's March Registration" in the subject line.
  - **Complete group registration packet includes:**
    - Group Registration form
    - Group Registration Fee
    - Individual registration forms, waivers and pictures of Photo ID for each guest including the group leader. Please bundle these into one document for guest. Please label it as such.
      - Group, Name # of out
      - Example: TrinityCollegeGroup, Barnes Individual, 1 of 15
      - If you have questions, please ask us @ [womensmarch@nyapc.org](mailto:womensmarch@nyapc.org)
- Your registration is confirmed when you receive a confirmation email from Jasmine Jowers or Alice Tewell.
- Complete registration forms start your registration process. Your registration process is complete when you receive confirmation from Jasmine Jowers or Alice Tewell.
- In addition to emailing your forms in advance, please **ALSO** bring a paper copy of your reservation form, a signed copy of your waiver., and a copy of your government issued photo ID (e.g., driver's license or Passport).

#### D. Registration Rules and Security

- In order to stay open overnight for the women's march, we will be staffed by volunteers. We are letting the DC police know that we are housing overnight guests. However, **we will not have security personnel.** You must be well aware of these risks highlighted in the introduction section prior to the wavier.
- **We will lock the door each night at 10 pm and open it at 6:30 am. If you arrive after 10 pm, you may not be able to get back into the church.** Please be flexible and patient with us!

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- **During the registration process, the church reserves the right to deny admissions and reservations for any reason.**
- **Drugs, alcohol, smoking, and animals are prohibited.** If you please have a service dog, please let us know when you register. We will need a copy of your service animal's license.
- **No weapons whatsoever.** No knives, pocket knives, guns or other weapons.
- **If you are unable to abide by these guidelines, we may ask you to leave.**

**D. Lodging**

- **ALL INDIVIDUALS WISHING TO STAY OVERNIGHT MUST BE 18 YEARS OR OLDER. WE ARE UNABLE TO ACCOMMODATE CHILDREN OR TEENAGERS UNDER 18 OVERNIGHT.**
- We are able to house 100 over-night guests.
- **Every guest must register in advance of coming and follow instructions on the registration page as well as the rules on the page before the wavier.**
- **Sleeping/ Bathroom Spaces:**
  - The sleeping space will be on floors or potentially on pew cushions; folks should bring sleeping bags, a mat, pillow, and hand towel in addition to your gear. Except toilet paper, paper towel and hand soap, no toiletries will be provided.
  - **There are bathroom facilities but no showers available.** We ask that you do not store your toiletries in the bathroom, but keep them in your sleeping area.
  - **We will do our best to assign your group a particular room or section of the church.** Our plan is to keep groups whole. If your group would prefer to be separate by gender or in another way, please let us know when you make your reservation.

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- **There will be spaces to stay that are accessible.** If your group needs ADA accessible space, please let us know that at the time of your reservation.
- **We ARE able to offer storage of belongings for those not wishing to spend the night,** subject to the requirement to complete a reservation form and sign a waiver of liability as described below.
- **Food:**
  - **There is a kitchen available.** You are welcome to bring non-perishable food to store in our basement level kitchen. Please fully label all of your food, and know that it will be stored in a shared kitchen with limited space.
  - **If you have medications that need to be refrigerated, we can accommodate you.** Please let us know on your registration form.
  - **We highly recommend that you bring food for your group and that each person bring a water-bottle.** There are no large-scale grocery stores an easy walk from the church.
  - **Our Offering of Food to You:** We are able to offer water, tea, coffee, hot chocolate and limited snacks. We are able to offer a soup and bread supper Saturday evening at 6:30 pm. We are able to offer a very simple breakfast for Saturday, Jan 21 and Sunday, Jan 22 (cereal, milk, and bananas).
- **Packing:**
  - Pack fully but compactly and lightly. The weather may be quite cold and/or varied and the walks/ waiting time can be long, so we want you to be prepared for that. Please have a lock for your belongings.
  - We will not have ample Wifi in the building. Please do not prepared to use the Wifi network. There is Wifi available at McDonalds and Starbucks down the street.
  - Please do not pack valuables that you are not able to keep an eye on.

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#### **F. Transportation:**

- We are unable to offer parking.
- We are in the security zone of the Inauguration. That means, you likely not be able to drive a vehicle near the church. Your bus or van will not be able to park next to the church even for unloading/ loading. Many tour buses are parking at RFK (Robert F Kennedy) Stadium.
- We are closest to the McPherson Square Metro station. We are also a very short walk from Metro Center Metro station.
- We recommend that you download the Metro map before you arrive. You may also want to download a ride sharing app.
- If you have a car that needs to be parked, and you need recommendations, please contact us at [womensmarch@nyapc.org](mailto:womensmarch@nyapc.org).

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### III. Registration Forms

- There are two registration forms.
- Group leaders should register for the group as a whole by January 20.
- **Complete group registration packet includes:**
  - Group Registration form
  - Group Registration Fee
  - Individual registration forms, wavers and pictures of Photo ID for each guest. Please bundle these into one document for guest. Please label it as such.
    - Group, Name # of out
    - Example: TrinityCollegeGroup, Barnes Individual, 1 of 15

*Please see the next page for the forms.*



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**Form 1: Registration to Stay/ Use Church for Women's March on Washington Jan 20-22**

For Group leaders to fill out.

Name of Organization: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your (Leader's) Cell phone number and email address: \_\_\_\_\_

Your Organization's Mailing address: \_\_\_\_\_

Date/ Time of Earlies Arrival: \_\_\_\_\_

Date/ Time of Planned Departure: \_\_\_\_\_

Do you wish to store your belongings but not stay overnight? If so, approximately how many pieces of luggage are involved?

\_\_\_\_\_

Does your group need ADA accessible space (with elevator access) If so, what accommodation is needed?:

\_\_\_\_\_

Will your group be storing food in the kitchen?: \_\_\_\_\_

How did you pay your registration fee? Did you send an on-line payment or send in a check? Please see fees on prior page.

\_\_\_\_\_

Will your group be able to contribute towards the cost of your stay and our annual budget? (We recommend a sliding scale of \$20-\$100/ night/ person) If so, how much? Will you be paying online or sending in a check? (This question is to help our book keeping.)

\_\_\_\_\_

What else should we know about your group?

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**Form 2:**

**Registration to Stay/ Use Church for Women's March on Washington Jan 20-22**

To be filled out by every individual.

Name of Organization: \_\_\_\_\_

Your Name: \_\_\_\_\_

Date/ Time of Arrival: \_\_\_\_\_

Date/ Time of Departure: \_\_\_\_\_

Your Group Leader's Name and Cell phone: \_\_\_\_\_

Your Cell Phone: \_\_\_\_\_

Your Emergency Contact name and phone: \_\_\_\_\_

Insurance information (if you'd like us to have it in case of an emergency): \_\_\_\_\_

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**Please provide us with a copy of your government issued Photo ID (e.g., driver's license or Passport).**

What else should we know about you/ your group? \_\_\_\_\_

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### **IV. Introduction and Wavier**

#### Introduction

The New York Avenue Presbyterian Church is supporting the Women's March in Washington on January 21, 2017 by welcoming guests and extending overnight hospitality, with our limited facilities for such, for those who are willing and able to accommodate each other and the Church by essentially "roughing it" and accepting the substantial risks presented to all participants in the March, including those accepting the Church's hospitality.

First, since the purpose of the March is to express a political perspective in protest of other political perspectives, there is a risk of violent interactions with both other protestors and DC Police during the course of the March itself. The Church is not in a position to provide either emergency health care or legal support to those who may need it. Further, the Church building is not secure against an armed attack, nor are the Church staff and volunteers equipped to engage in protective measures should there be an intrusion by any armed person. The Church is cooperating with the Women's March security personnel and the DC Police, but beyond those efforts, the Church is not in a position to offer any special protection to those staying with us.

Second, the Church has no overnight facilities and normally does not permit anyone in the building when it is closed. However, the Church is extending hospitality to those who are physically able and emotionally willing to stay overnight with limited toilet facilities and no expectation of comfort or privacy.

Third, in order to accommodate our guests, we ask (and must require) stick compliance with all of the following rules:

- We require advance registration. Group leaders, please email complete registration packet and registration fee (on-line payment or check). We must have these items to hold your registration.
- Please bring a printed copy of each individual's registration form, wavier and photo ID when you arrive for check in.
- All our overnight guests must be over 18 years only.
- In addition to the registration fee, we are asking for a sliding scale contribution toward the operations of our church. All registration fees and contributions are non-refundable do not qualify for a tax deduction.
- No alcohol/ drugs/ smoking, weapons or animals whatsoever
- We will close the doors on January 20 and 21 at 11 pm.
- During the registration process, the church reserves the right to deny and group or individual for any reason.

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**WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

The New York Avenue Presbyterian Church

**Please read this entire document carefully. It affects your legal rights.**

1. In consideration for receiving permission to stay overnight at The New York Avenue Presbyterian Church and for other good and valuable consideration receipt of which is hereby acknowledged, I hereby RELEASE, WAIVE, FOREVER DISCHARGE AND COVENANT NOT TO SUE The New York Avenue Presbyterian Church, the staff of The New York Avenue Presbyterian Church, the volunteers staffing the church from January 20-22, the Board of Trustees of The New York Avenue Presbyterian Church, the Session of The New York Avenue Presbyterian Church, the Board of Deacons, the Board of Diaconal Ministers, and each of their respective officers, directors, agents, employees, independent contractors, representatives and attorneys (hereinafter collectively referred to as "RELEASED PARTIES"), and each of them, from any and all liability, claims, counterclaims, demands, judgments, suits, actions, and causes of action whatsoever in any manner or way connected with, arising out of or related to any loss, damage (compensatory, punitive or other), liability, cost or expense of any kind or nature, actual, contingent, present, future, known or unknown, suspected or unsuspected, including, without limitation, interest, penalties, fines, and attorneys' and experts' fees and expenses, or injury, including death, that may be sustained by me, or to any property belonging to me, while in, on or upon the premises of The New York Avenue Presbyterian Church, whether caused by, arising from, or premised, in whole or in part, upon RELEASED PARTIES' acts or omissions, and REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OR INTENTIONAL ACTS OF THE RELEASED PARTIES, or otherwise and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law. I agree, represent and warrant that the matters released herein are not limited to matters which are known, disclosed, suspected or foreseeable, and I hereby waive any and all rights and benefits which I now have, or which in the future may have conferred upon me, by virtue of the provisions of any law which would limit or detract from the foregoing general release of known and unknown claims.

2. I am fully aware of the risks and hazards connected with staying overnight at The New York Avenue Presbyterian Church, and I am aware that such activity includes the risk of injury and even death, and I hereby elect to voluntarily participate in said activity, knowing that the activity

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may be hazardous to my property and me. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, **WHETHER CAUSED BY THE NEGLIGENCE OR INTENTIONAL ACTS OF RELEASED PARTIES** or otherwise, to the fullest extent allowed by law.

3. I further hereby **AGREE TO INDEMNIFY AND HOLD HARMLESS** the **RELEASED PARTIES** from any loss, liability, damage, or costs, including court costs and attorneys' fees that **RELEASED PARTIES** may incur in connection with, arising directly or indirectly out of or in any way connected with my participation in said activities, **WHETHER CAUSED BY THE NEGLIGENCE OR INTENTIONAL ACTS OF RELEASED PARTIES** or otherwise, to the fullest extent allowed by law.

4. It is my express intent that this Waiver and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a **RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE** the above-named **RELEASED PARTIES**. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the District of Columbia and that any mediation, suit, or other proceeding must be filed or entered into only in the District of Columbia and the federal or state courts of the District of Columbia. Each and every term and provision of this Waiver of Liability and Hold Harmless Agreement shall be construed simply according to its fair meaning and not strictly for or against any party, including any negative inference against the party that drafted this Waiver of Liability and Hold Harmless Agreement. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

5. This Agreement may be executed in counterparts and by facsimile or electronic signatures, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

**[SIGNATURES APPEAR NEXT PAGE]**

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**IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT: I have read the foregoing Waiver of Liability and Hold Harmless Agreement, including the releases and indemnification provisions contained therein, understand it and sign it voluntarily as my own free act and deed, with full knowledge of what it means; I had the opportunity to consult with an attorney prior to signing the foregoing Waiver of Liability and Hold Harmless Agreement; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.**

IN WITNESS WHEREOF, I have signed this Waiver and Agreement under seal on this \_\_\_\_\_ day of January, 2017.

PARTICIPANT:

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Print Name:

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WITNESS:

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Print Name:

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