

Policies and Regulations Governing the Use of Chatham Presbyterian Church (October 2011)

General Policies

1. Any consideration of special uses of Chatham Presbyterian Church (CPC) will be guided by the fact that it is dedicated to worship, teaching the Christian faith, evangelism, character building, related activities and community service.
2. Priorities for use of space, facilities and equipment are established in this order:
 - a) Regularly scheduled services and meetings of CPC groups.
 - b) CPC sponsored groups and individual church members.
 - c) Outside church groups.
 - d) Community service groups.
 - e) Business firms and private individuals (for profit).
3. Strictly **prohibited** on church property are alcoholic beverages of any kind.
4. Smoking indoors and within 15 feet of any entrance is **prohibited**.
5. Children or youth may use the building during regular office hours of 9:00 am to 2:00 pm Monday through Friday. Children or youth may only use the building during non-office hours if there is adequate adult supervision.
6. CPC is not responsible for any lost or stolen items.

Administrative

1. Before scheduling an activity, a request for such space shall be made to the CPC office so that all assignments may be coordinated and recorded on the church calendar.
2. Organizations, groups or individuals (with the exception of CPC Children/Youth/Adult Groups, CPC Councils, CPC Boards, and CPC Ministry Teams) shall submit their requests for space by completing the **Request for Use of the Chatham Presbyterian Church Facilities and Property Agreement** and submit it to the church office. The **Building and Grounds Team or its designee** will be responsible for approving/denying requests. The office manager is authorized to accept payment to cover the cost of building use, utilities and extra services, according to this policy. **Any rental fees, cleaning and security deposits must be paid before the date will be calendared.**
3. The office manager will ensure the request form, with the first section completed, is given to the **Building and Grounds Team or its designee** within two business days. The **Building and Grounds Team or its designee** will render a decision,

complete the second portion of the form, and return the signed form to the office manager within three business days of receipt of the request. The office manager will notify the requestor of the final decision and cost within two business days of receiving the signed form, ensuring the requestor signs the completed form. The requestor will receive a copy of the completed form. The office manager will keep the signed forms for six months after the completion of the event/meeting.

Directives on Use of the Building

1. The policy shall be to use the total church facilities to the best advantage of the church in carrying out its mission.
2. The use of decorations, the moving of furniture, **attachment of materials to walls, and items of similar nature shall be done only with the advice and consent of the church staff.** This applies particularly to weddings.
3. The church office manager or its designee will work closely with an event and instruct florists and decorators in church policies concerning decorating for weddings.
4. The audio-video systems of the sanctuary and The Warehouse have been professionally designed. **No additions or changes to the system shall be made. These systems are to be operated only by church personnel or individuals who have been adequately trained. If church personnel are used, refer to the fee noted on page four.**
5. **No temporary structure** will be built anywhere on the premises (in building or on grounds) **without the consent of designated church staff.** This refers to structures such as platforms or devices that attach to the floor, wall or ceiling that may damage coverings.
6. Use of any portion of the property shall conform to village, fire and safety ordinances.
7. Use of the kitchen and its equipment must be made by prior arrangements with the church staff.

Equipment

Church equipment is not loaned outside the church buildings, **unless approved by church staff or Building and Grounds Team.** Any loaned equipment must be signed out and in. **Any damage to the loaned equipment is the responsibility of the borrower to repair or replace.** Office hours for pick up and return on church equipment are 9:00 am to 2:00 pm Monday through Friday, unless other arrangements have been made with church staff.

Rental Fee Schedule

Group I

Church activities connected directly with the program of Chatham Presbyterian Church or very closely associated, such as:

Church Children/Youth/Adult Groups

Church Councils, Boards, and Ministry Teams

Individual Chatham Presbyterian Church Member Uses

Scout Organizations

Group II

Churches in the Chatham community

Village of Chatham

Ball-Chatham School District

Civic Organizations in the Chatham community

Group III

Other than Chatham Presbyterian Church or Group II activities:

Civic Organizations

Religious Organizations

Other Organizations Whose Purpose is for Community Betterment

Group IV

Business Firms

Professional Groups

Private Individuals

(There is no Rental Charge for building use by members for church or family functions. In other situations such as for business or professional groups to which church members belong, the group should bear the cost based on one of the above categories.)

(Any request for Church use or situation that does not fall under one of the above categories or any exception requested of the *Policy*, must be approved by the **Building and Grounds Team or its designee** prior to the activity.)

	Group I	Group II	Group III	Group IV
Olsen Hall (Fellowship Hall)	No Charge	\$50	\$200	\$300
The Warehouse (Youth Room)****	No Charge	\$20	\$50	\$100
Sanctuary	No Charge	\$20	\$100	\$200
Classrooms, Library, Parlor	No Charge	\$0	\$25	\$50
Nursery	No Charge	\$0	\$30	\$40
Kitchen	No Charge	* See Below	* See Below	* See Below
Cleaning and Security Deposit	*** See Below	*** See Below	** See Below	** See Below

* - Kitchen Fees shall be arranged with the **Building and Grounds Team or designee** and will be determined by the extent of use of the kitchen. Any church items used in the kitchen should be cleaned and returned to the appropriate storage location.

** - There will be an **additional Cleaning and Security Deposit** equal to 50% of the rental costs (excluding Group I and organizations in Group II. See next paragraph.) The cleaning fees shall be paid from this at a rate of \$17 per hour. If no damage is found, the balance of the deposit, **less the cleaning fees**, shall be returned the week following rental. If there is damage exceeding the deposit, the renter shall be responsible for 100% of the repair costs or replacement of the equipment, if necessary, at replacement cost.

*** - There is a **minimum Cleaning and Security Deposit for individuals (not groups)** in Group I and organizations in Group II as follows: \$15 for classroom, library, and parlor; \$100 for The Warehouse; \$50 for the sanctuary; \$50 for Olsen Hall for groups of 100 or less (\$100 for groups larger than 100). If the space is left in the same clean condition as prior to the event, no cleaning fee will be charged and the entire deposit will be returned.

**** - No sports equipment will be used in the Warehouse. No balls or other objects will be thrown which could damage walls or equipment. All band equipment is off limits to all groups and individuals. The upstairs area with the gaming units is off-limits. Use of the Warehouse space requires an on-site certified youth/adult, who is trained in the operation of all equipment, to be present throughout the event or meeting. A list of these individuals can be acquired through the church office. Cost per hour for this individual is \$15.00. This hourly fee will be given to the certified person as compensation for their time. Any event/meeting request which may not need an on-site person present must be submitted to the **Building and Grounds Team** and the **Youth Director** for their approval to waive this requirement.

If furniture or equipment is moved during your event, you are responsible for returning the furniture or equipment to the original location / arrangement before you leave.

Food is only allowed in the Kitchen, Olsen Hall, the Parlor, the Library, and the Warehouse. All unused food should be properly disposed of in garbage bags and placed in the outside dumpster.

Room Rental Fees are for 8 hours or less. Hours or fractions of hours beyond the 8 hours will be charged at one quarter the room fee for each additional hour or fraction.

Audio-Video Operator Fee is \$100 for 4 hours or less. Hours or fractions of hours beyond the 4 hours will be charged at \$25 for each additional hour or fraction. This fee applies both to the event and to any rehearsal time when the operator is needed. For the Warehouse fee, please refer to **** on page 4.

Any group wishing to appeal the fee schedule for a reduced fee or waiver may do so by contacting the Building and Grounds Team or its designee. Changes in fees paid must be approved by the Building and Grounds Team.

For those using the church on a long-term basis, **liability insurance** is required designating the church as an additional insured. Use of the building will only be allowed after proof of such insurance is submitted to and approved by the Buildings and Ground Team or the Business Manager.

Wedding Policies

1. Possession or consumption of alcoholic beverages in or on the church property is prohibited. Any violation may result in immediate cancellation of the wedding.
2. In general, the church is not available for weddings of non-members. Non-member weddings may be conducted by the Pastor, at the Pastor's discretion.
3. Weddings must be scheduled at least 3 months in advance. Six months is preferred.
 - (a) No weddings will be scheduled during the week before Easter (including the Saturday before Palm Sunday) or the week before Christmas. (This may include two Saturdays.)
 - (b) Wedding dates will not be confirmed until the couple has met with the Pastor at least once.
4. The church organist is designated to play for all weddings unless arrangements are made otherwise in consultation with the church organist.
5. The church organist and the pastor are to be consulted regarding the type of music used in the wedding service.

6. The fees for the church organist are as follows:
Member - \$100, with soloist or other special music - \$150
Non-member - \$150, with soloist or other special music - \$200

Fees are paid directly to the church organist in advance. The church organist may choose to waive or reduce these fees.

8. Photography during the wedding ceremony is to be kept to a minimum.
 - (a) As many photos as possible should be taken before the ceremony.
 - (b) Flash pictures by the photographer are not allowed during the ceremony.
 - (c) The photographer is not to be visible taking pictures during the ceremony.
 - (d) Flash pictures during the ceremony by family and friends should not be taken.
 - (e) Videotaping is permitted from the balcony.
9. The use of rice or confetti is prohibited. Bird seed is not to be used inside the building. Bird seed may be used discreetly outside the building and only away from doors and windows of the church.
10. The pastor's fees for weddings are as follows:
Non-members - \$150
Members – No Charge (An honorarium is customary.)

Payment of Fees

1. The **Building and Grounds Team** or designee shall determine building rental fees according to the established schedule and guidelines. He/she shall assign additional charges as the building request dictates.
2. The total fee is required at the time of approval of the building use request and is non-refundable. For wedding fees, a deposit for half the fee is due upon approval, with the remainder due at least two weeks in advance of the wedding date. 100% of the cleaning and security deposit will be returned if the event is canceled at least 24 hours in advance.

Distribution of Keys

The church office manager is responsible for the distribution of keys.

- (a) For groups using church facilities on a long-term basis, one key will be issued to a contact person designated by the group.
- (b) For one-time use, a key should be obtained by the group's contact person no more than 24 hours in advance and a deposit of \$20 is required. The key must be returned within 24 hours of the event's conclusion for refund of the deposit.
- (c) The need for multiple keys must be justified in writing and may require approval of the **Building and Grounds Team or its designee**.

(d) Office hours for pick up and return of keys are 9:00 am to 2:00 pm Monday through Friday, unless other arrangements are made with the church office manager.

Pertinent Information on the Building

Due to the heavy regular work schedule of our staff, groups using the facility ordinarily will have to agree to furnish volunteers to set-up and take-down chairs and/or tables. The set-up and take-down of all rental tables and chairs and any other additional equipment are the responsibility of the individual organization renting our facilities, not the church staff.

Request for Use of the Chatham Presbyterian Church Facilities and Property

Organization (if applicable): _____

Responsible Person: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____ E-Mail: _____

Date of use: _____

Request use of ** _____

Time of use: Beginning: _____ Ending: _____

Type of activity: _____

Number of people: _____ Minors in attendance: YES / NO
(If yes, please note "General Policy #4 on Policies and Regulations.")

** List rooms and equipment

Total Cost: _____

Approved _____ Date: _____

I have received a copy of the church's policy on the use of the facility and assume full responsibility for compliance with same. I understand that it is my responsibility to make sure that my group will only enter the area of the building covered by the request. I also understand that the rental fee is non-refundable. (100% of the cleaning and security deposit will be returned if the event is cancelled at least 24 hours in advance.)

Requestor's Signature: _____ Date: _____

For Office Use Only

Rental Fee Category Group _____

Room Rate: _____ Number of Hours: _____ Rental Fee: _____

* Kitchen Rate (determined by Building and Grounds Team): _____

Cleaning Deposit: Total rental fee _____ X 50% (or minimum deposit) = _____

Warehouse Cleaning and Security Deposit: _____

Key Deposit: _____

Total Fee Due before Date of Use is Approved: _____

Staffing Fees (if applicable): _____

Audio/Video Operator Fee: _____

Warehouse Certified Personnel Fee:

Pastor's Honorarium:

Organist's Honorarium:

Staffing Fees are due at least one week prior to the scheduled event. Checks should be made to the staff person. Staffing fees are non-refundable after the due date.

EMERGENCY/SEVERE WEATHER PROCEDURES

THE DESIGNATED EMERGENCY/SEVERE WEATHER AREA IS THE HALLWAY OF THE MASTERS ADVENTURE SUNDAY SCHOOL CLASSROOM WING. THE RESTROOMS ARE ALSO DESIGNATED SAFE ZONES. CHURCH OCCUPANTS SHOULD ALWAYS AVOID ANY ROOM WITH WINDOWS.

EVACUATION DURING FIRE

ALL ROOMS CONTAIN A MAP OF THE CHURCH WHICH SHOWS THE EVACUATION ROUTE FROM THAT ROOM.