

**CHRIST MEMORIAL PRESBYTERIAN CHURCH**  
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**POLICIES AND PROCEDURES FOR USE OF CHURCH FACILITIES**

Christ Memorial Presbyterian Church has numerous rooms available for use for a variety of functions. We view our facility as an extension of our mission and ministry. Applications for use of church facilities must be approved by the Pastor, Property Manager, and Property Committee Chairperson.

Applications must be submitted online or directly to the Church Office at least one month prior to the date of intended use to provide for approval, to ensure proper room scheduling, and to provide appropriate support services.

**I. CHURCH FACILITY SPACES FOR USE**

The following rooms are available for use in various combinations:

<b>ROOM</b>	<b>CAPACITY</b>	<b>SUGGESTED USE</b>
Sanctuary	500 people	Weddings, Funeral Services, Large Community Meetings, Music Recitals
Fellowship Hall	<ul style="list-style-type: none"> <li>• 300 people seated in chairs</li> <li>• 150 people seated at tables</li> </ul>	Large Meetings, Banquets, Family Reunions, Anniversary Parties, Large Boy/Girl Scout Gatherings
Kitchen	N/A	Food Preparation
Meeting Rooms	10-50	Small Group Meetings, Seminars, Workshops, Changing Rooms

## II. GENERAL CHURCH POLICIES

The aforementioned areas are available for use with adherence to the following:

1. **ALL CHURCH FACILITIES AND PROPERTIES ARE TO BE CONSIDERED THE HOUSE OF GOD AND SHOULD BE RESPECTED AT ALL TIMES.**
  2. The use of alcoholic beverages or smoking products of any kind are not permitted on church property. This includes inside the facility and on the grounds outside.
  3. The individual applying for building use will pick up the key on the last scheduled business day prior to the event and return the key on the next scheduled business day after the event. The church office is usually open Monday through Friday 8:00 a.m. until 4:00 p.m. Please call the Church Office in advance to reserve the key.
  4. Individuals applying for church use are required to be in attendance for the entire time of the event.
  5. A refundable deposit is required and is due upon application approval and before a key to the facility will be provided. All checks should be made payable to **Christ Memorial Presbyterian Church**. Please note on the reference line of the check "**Building Use.**"
  6. The deposit will be refunded after: (1) the premises have been satisfactorily inspected after use; and (2) the key has been returned. Depending on the date/time of the facility use, the deposit may be mailed within 7-10 days.
  7. A facility usage fee will be required to offset utility and cleaning expenses. This fee is specific to the areas that are to be used and is due before the key can be picked up.
- NOTE:** Discounted rates may be provided to those who rent the space regularly on a case by case basis.
8. The individual(s) applying for church use will be responsible to pay for any damages to the church and/or its properties by any member(s) of their group.
  9. All windows should be closed, doors locked, and lights turned off in areas that are used in order to receive a complete deposit refund. Lights in the hallways, lobby, and restrooms are on motion sensors and will turn off automatically so please do not turn off these lights.
  10. All trash and recyclables must be removed from the kitchen and Fellowship Hall areas and placed in the dumpster or recycle bins outside near the sheds. Please be mindful to roll the trash cans and bins outside before removing the bags as the bags tend to get holes and then leak on the floor if carried out alone.

### **III. RULES GOVERNING AREAS OF THE CHURCH**

#### **SANCTUARY RULES**

1. No open flames are permitted without prior consent.
2. No flowers, vases, or decorations may be placed on the Communion Table.
3. The use of photography / video during ceremonies may be prohibited and must be approved at the time of application.
4. No adhesive of any type (glues, tapes, etc.) may be used on any wood surface and care must be taken to carefully hang / remove items to prevent damage to the walls.
5. Food and/or beverages are not permitted in the Sanctuary at any time.
6. The throwing of rice or birdseed at weddings is not permitted inside or outside the facility. Confetti or other items used outside must be approved in advance and the individual(s) applying for church use is/are responsible for complete clean up.
7. Specific guidelines will be made available for wedding ceremonies once the facility request has been approved.

#### **FELLOWSHIP HALL**

If a spill is made on the carpet, please use warm water and a small amount of dish soap to clean it. If this procedure does not take care of the stain, please notify the Church Office so arrangements can be made to clean the carpet. Please refrain from using drinks, which are red or purple in color, unless in a container such as a juice box or a sealed no spill container because they will permanently stain the carpet.

#### **KITCHEN RULES**

Keeping in mind that CMPC does not employ a full-time sexton, please comply with the following:

1. The appliances are available for your use; however, all supplies within the kitchen cupboards and closets are for church-affiliated/internal use only.
2. If used, oven(s) must be thoroughly cleaned and turned off.
3. The sink should be scrubbed after use to ensure no food is left in the sink and extreme care should be taken when using the garbage disposal.
4. The kitchen floor should be swept and every effort should be made to ensure that all spills are cleaned.

5. Leave the countertops neat and clean. This means all items are to be returned to their original location and the general areas are to be free of crumbs and open food containers.
6. Large coffee pots are available to group functions upon request but must be thoroughly cleaned after use.
7. Please do not leave leftovers in the kitchen or in the refrigerators.

<b>IV. FEE SCHEDULE</b>
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The CMPC fee schedule for non-church related functions is as follows:  
 (Approved, June 1, 2015).

<b>ROOM</b>	<b>FEE (Member)</b>	<b>FEE (Non-Member)</b>
Deposit	\$50.00	\$100.00
Sanctuary	\$200.00	\$400.00
Fellowship Hall	\$75.00	\$150.00
Kitchen	\$50.00	\$75.00
Committee Room	\$25.00	\$50.00
Classroom (each)	\$20.00	\$40.00
Facility (all of the above)	\$300.00	\$650.00

Fees are charged to defray certain costs to the church for having the building occupied. These costs include such things as heating/cooling of the building spaces, gas and electric use, liability insurance costs, custodial services, etc.

Note: Please be advised that fees associated with weddings abide by a separate schedule and information regarding these fees is available by contacting the Pastor.

Refundable deposits and fees are governed by the following policies:

- 50% of the deposit is retained if doors and windows are not closed
- 50% of the deposit is retained if the key is not returned the next business day (unless other arrangements are made prior to the event)
- 50% of the deposit is retained if it is determined that the facility was not cleaned as stated in the facility use agreement
- 100% of the deposit is retained for any two or more of above conditions
- 100% of the deposit is retained if the church facility and/or assigned and specific areas are not used for the purpose intended in accordance with the signed facility use agreement

## V. PROCEDURES

Applicants are asked to adhere to the following procedures:

1. **APPLICATION:** Please make application at least one month prior to your scheduled event. Once your application for use of the church facilities has been reviewed by the aforementioned individuals, you will be notified by our office of its acceptance or denial.
2. **DEPOSIT:** Recall that the deposit is due at the time of application. Those who submit applications online can mail or drop off the deposit in person to the Church Office but the application will not be reviewed until the deposit is received. Only checks will be accepted for the deposit and returned checks are subject to a service charge. Deposits will be returned via the mail for applications that are denied.

**NOTE: Applicants are asked to submit a self-addressed envelope with their deposit to ensure proper return of all deposits.**

3. **KEY PICK-UP:** Please be certain that the individual assigned to pick up the key is listed on your application form. At the time of pick up, that individual will be requested to sign a card accepting responsibility for the key.
4. **FACILITY USE FEE:** If a facility usage fee is required, this fee is due before or upon key pick-up and must be a separate check. Keys will not be released without submission of the deposit and facility use fees in accordance with the aforementioned procedures.
5. **DAY OF EVENT:** The applicant should be onsite to ensure the facility is opened at the approved time of the event and to monitor activities of guests during the set-up, event, and clean-up.

**NOTE: Special care should be taken to ensure that only approved and reserved areas of the facility are used. Further all guests should be advised that children are to be supervised at all times.**

6. **EMERGENCIES:** In the event of an emergency, guests should call 911. There is an "AED" outside the Pastor's Office for cardiac emergencies and a "Jump Starter" for car battery issues in the main office near the mailboxes. In the event that there is an issue with the facility, guests may call / text the Property Manager but this individual is NOT on call and may or may not be available. (This information is available upon application approval and upon request).
7. **POST-EVENT:** Immediately following your function, please see to the following:
  - a. Anything re-arranged (tables, chairs, etc.) should be returned to original position, unless otherwise specified. Those planning to rearrange a space are encouraged to photograph the area before moving items around to ensure everything is returned to the appropriate place.
  - b. Clean up all areas and remove all trash / recycles. Trash may be placed in the dumpster and recyclables can be placed in the receptacles outside the

building near the sheds. Special care should be taken to ensure that bags do not leak in transit out of the building so guests are encouraged to roll trash cans outside before removing the bags. Please replace with new trash bags using bags that are left near the trash cans when done.

- c. Turn out all lights that were manually turned on. Note that most hallways and all bathrooms have motion sensors and can be left alone.
- d. Check to see that all group participants have left the building.
- e. Check all exterior doors / windows to ensure they are closed and locked.
- f. Lock the exterior doors behind you.
- g. Return key to church office the next business day following your event or as previously agreed.
- h. Note that your deposit will be mailed back after the key has been returned and the facility inspected, usually within 7-10 days.

## VI. SPECIAL SERVICES

The following services are available to those who use the facility:

1. Elevator - Access to both floors
2. Portable "Emergency Jump Start" for a dead automobile battery – Main Office
3. Automated External Defibrillator (AED) / First Aid Kit – 2<sup>nd</sup> floor, on hallway wall.
4. Recycling Bins (for event use only)
5. Dumpster (for event use only)
6. Umbrella bags – Main Entrance and Narthex Entrance
7. Lost and Found items - All items left at the church that are found can be located at the "Main Office" and / or the "Coat Rack Areas" and should be picked up within 10 days or they will be donated to local shelters.
8. Although the church does have a Nursery, it is **only** available for church related functions and outside groups are not permitted to use that area at any time.