

POLICIES AND PROCEDURES FOR USE OF CHURCH FACILITIES

Christ Memorial is delighted to offer our facility, when appropriate, for use for various activities, social gatherings, meetings, and other group gatherings. The CMPC building reservation policies and procedures have been recently updated to provide clear guidelines for facility use. We have numerous rooms available in our newly renovated facility and view our facility as an extension of our mission and ministry. As such, all applications for use of church facilities must be approved by the Pastor, Property Manager, and Property Committee.

Applications must be submitted online or directly to the Church Office at least one month prior to the date of intended use. This provides for appropriate and timely approval, ensures proper room scheduling, and affords us the opportunity to provide appropriate support services as needed.

Also, to ensure that we are able to cover rising utility and supplies costs, a new fee schedule including a mandatory deposit for all building use, is now in place as of November 1, 2019. The fees for church members and outside guests are listed on page 4. These fees are based on single use (one date) so other arrangements must be made for multiple date reservations and are based on the event, user, and number of dates needed. Fees for reserving the entire facility as outlined below are discounted.

I. CHURCH FACILITY SPACES FOR USE

The following rooms are available for use in various combinations:

ROOM	CAPACITY	SUGGESTED USE
Sanctuary	455 people	Weddings, Funeral Services, Large Community Meetings, Music Recitals
Fellowship Hall	600 people (standing) 350 people (seated) 175 people (table seating)	Large Meetings, Banquets, Family Reunions, Anniversary Parties, Large Boy/Girl Scout Gatherings
Kitchen	N/A	Food Preparation / Clean-up
Trinity Room	130 people	Large Group Meetings, Seminars, Workshops, Medium Size Events
Classrooms (up to 3)	20 people in each room	Small meetings / events

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 smoking products of any kind are not permitted on church property. This includes in/outside the facility and all of the grounds.
3. A refundable deposit is required and is due upon application approval and before a key to the facility will be provided. 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.
4. 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 1:00 p.m. until 5:00 p.m. Please contact the Church Office in advance to remit payment for the deposit and to reserve the key (if it will be needed).
5. Individuals applying for church use are required to be in attendance for the duration of the event including set-up and clean-up.
6. A facility usage fee may be required to offset utility and cleaning expenses depending on the event. This fee is specific to the areas 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. This should be arranged BEFORE the first event takes place.
7. The individual(s) applying for church use will be responsible to pay for any / all damage(s) to the church and/or its properties by any member(s) of their group while facility is in use.
8. All windows should be closed and doors locked in areas that are used in order to receive a complete deposit refund. With the exception of the Sanctuary, Classrooms 1, 2 and 3 and Trinity room, lights in the hallways, lobby areas, and restrooms are on motion sensors and will turn off automatically so please do not attempt to turn off these lights.
9. 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.
10. It is the responsibility of the applicant to ensure knowledge and adherence to Church Policies and Procedures by all guests to their event.
11. Children and youth are to be supervised at all times.

Note: In an emergency, please contact the Property Manager, Tito Baca at 301-785-4147.

III. RULES GOVERNING AREAS OF THE CHURCH

GUIDELINES FOR USE OF THE SANCTUARY

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 as needed for large events or wedding ceremonies once the facility request has been approved.
8. If any woodwork in the Sanctuary needs to be cleaned for any reason, DO NOT use furniture polish for any reason. Only damp cloths are to be used on furniture and/or doors.

GUIDELINES FOR USE OF FELLOWSHIP HALL

If a spill is made on the carpet or chairs with fabric, 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 likely leave a permanent stain.

GUIDELINES FOR USE OF THE KITCHEN

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

1. **AFTER** successful training on kitchen use/care and on all appliances, they are available for use; however, all supplies within the kitchen cupboards and closets are for church-affiliated/internal use only. Therefore, it is required that applicants bring all utensils, paper products, dishware, cook ware and supplies that will be needed.
2. If used, oven(s) must be turned off and thoroughly cleaned. No grease cooking inside the building is permitted at this time.
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 then mopped and every effort should be made to ensure that the floor is thoroughly 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. Cleaning supplies are available for use in the kitchen.
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 without prior permission.
8. The ice machine may be used but please ask all users to use gloves that are provided to maintain sanitary conditions.

IV. FEE SCHEDULE

The CMPC fee schedule for non-church related functions is as follows:

ROOM	FEE (Member)	FEE (Non-Member)
Deposit	\$50.00	\$100.00
Sanctuary	\$200.00	\$450.00
Fellowship Hall	\$100.00	\$250.00
Kitchen	\$75.00	\$150.00
Trinity Room	\$45.00	\$75.00
Classroom (each)	\$25.00	\$50.00
Facility (all of the above)	\$400.00	\$1000.00

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:

The deposit is retained if:

- doors and windows are not closed and locked
- the key is not returned the next business day (unless other prior arrangements are made)
- the facility was not cleaned as stated in the facility use agreement
- the church facility and/or assigned and specific areas are not used for the purpose intended in accordance with the signed facility use agreement
- areas are used that were not approved as part of the agreement

V. APPLICATION PROCEDURES

Applicants are asked to adhere to the following procedures:

1. **APPLICATION:** Please complete and submit an 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 once the application has been approved and BEFORE keys will be provided (if needed). Deposits must be made in the form of a check payable to **Christ Memorial Presbyterian Church**. Please note on the reference line of the check "**Deposit - Building Use.**" A copy of your check will be attached to your application for our files and your check forwarded to our Accounting Department.

All applicants understand and agree that returned checks are subject to a service charge. Deposits will be returned once confirmation of adherence to the facility use agreement has been made and via US Mail within 7-10 business days after the date of the event and / or keys are returned.

NOTE: The DEPOSIT CHECK SHALL NOT include facility use fees. Further, applicants are asked to submit a self-addressed envelope with their deposit to ensure proper and timely 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 the application 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 from the deposit. Keys will not be released without submission of the deposit and facility use fees in accordance with the aforementioned procedures. Facility Use fees must be made in the form of a check payable to **Christ Memorial Presbyterian Church**. Please note on the reference line of the check "**Building Use.**" A copy of this check will be attached to your application for our files and your check forwarded to our Accounting Department.
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 and provide our new address: (10600 Shaker Drive – Columbia, MD). There is an "AED" on the second floor near Fellowship Hall for cardiac emergencies. 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.

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 near the dumpster enclosure. Special care should be taken to ensure that bags do not leak in transit out of the building so guests are encouraged to roll receptacles out to the stairway that leads down close to the dumpster before removing the bags. Please replace with new trash / recycle bags using bags that are left at the bottom of the cans when done.
 - c. All lights will turn off on their own except in the Sanctuary, Classrooms 1, 2 and 3 and Trinity room. Note that most hallways, classrooms, and all bathrooms have motion sensors and can be left alone to turn off when unoccupied.
 - d. Check restrooms and all areas to see that all group participants have left the building.
 - e. Check all interior 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 if you do not receive your deposit within 7-10 business days and you provided a self-addressed envelope as required, please contact the main office.

VI. SPECIAL SERVICES AVAILABLE

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

1. Elevator - Access to both floors
2. Automated External Defibrillator (AED) / First Aid Kit – 2nd floor, near Fellowship Hall on the wall.
3. Recycling bins are in all rooms and a dumpster is outside (for event use only)
4. Umbrella bags – Main Entrance and Narthex Entrance
5. Lost and Found items - All items left at the church that are found can be located in the Church Office and / or the Coat Rack Area outside main office and should be picked up within 10 days or they will be donated to local shelters.

6. 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.
7. Handicapped parking on the upper parking lot along Shaker Drive and in the large lot along Amherst Avenue.
8. Playground – For use with adult supervision only.
9. Wheel Chair – Located in coat room on first floor near the Main Office.

*The Rev. Scott W. Hoffman, Pastor
Kathleen Smith, Communications Coordinator
Tito Baca, Facilities and Property Manager
Joy Exner, Music Director; Lorri Yawney, Accompanist
Sally Berlowitz, Bell Choir Director; Heather Gallagher, Preschool Director
Lindsey Kim, LOGOS Director; Laura Holderman, Dani Wilder & Allison Miller, Nursery Attendants*

VI. FACILITY USE APPLICATION

Name of applicant / sponsoring group:

Address:

Phone: _____ email: _____

Date of event(s):

Name / purpose of event:

Areas requested:

Time requested (include set-up and clean-up):

Number of participants:

Other requests or notes:

I, _____ the undersigned understand and agree to abide by all of the terms of this facility agreement with CMPC, which is limited to and for the event indicated in this application. I further understand and agree to any costs associated with the use of this facility and assume responsibility for all guests and the care of the facility.

Printed Name	Signature	Date
--------------	-----------	------

OFFICE USE BELOW ONLY:

Application received via: MAIL EMAIL (circle one), on _____ (date).

Deposit total: _____ Date received: _____ (checks made to CMPC)

Date of Application Approval: _____

Key provided to: _____ on _____ (date).

Total of fees paid: _____ on _____ date).

Processed by CMPC Staff Member: _____ on _____ date).