

## **BUILDING USE POLICIES AND FEES**

### **POLICIES**

#### **Who may use Concord Church's facilities?**

Concord Church's facilities are available for the use of not-for-profit groups and individuals whose purposes are consistent with the mission and vision of Concord Presbyterian Church. Facilities may also be available for for-profit groups and individuals upon approval of Session. Requests from partisan political groups will generally be denied.

#### **How is the use of the facility scheduled?**

A Building Use Form may be obtained from the Church Office or Concord Church's website ( [www.concordpc.org](http://www.concordpc.org) ). This form must be completed and returned to the church office for dates to be cleared on the Church calendar and the request to be approved by the Physical Plant Committee. Approval of the Session (governing body) of Concord Presbyterian Church *may* be required for some events.

#### **What policies do the users of the building need to know?**

Concord Church is committed to creating and maintaining an environment in which members of Concord, the User, and the surrounding community can worship, meet and work together in an atmosphere that is safe, both physically and psychologically, and is free of exploitation or intimidation. We strive to provide an environment that is welcoming and in which every person feels valued. Towards that end, users must adhere to the following rules:

- No illegal activities are allowed.
- No activities inconsistent with Christian principles or a religious setting are allowed.
- No smoking is permitted anywhere in the building.
- No alcoholic beverages or controlled substances (i.e. drugs) are permitted on church property.
- Events should take place between 9:00 am and 9:00 pm Monday thru Friday. If an event is requested outside of these hours, an event may not be scheduled unless an approved representative of the church Physical Plant Committee agrees to open and close the facilities and periodically monitor the event.
- Furniture should be returned to the arrangement in which it was found.
- Users shall confine themselves to the assigned area.
- The use of open flame (candles, etc) requires prior approval and must not be used within 12 inches of any flammable material.
- Children and youth must be supervised and not allowed to roam in the building. There must be at least one adult participant for every five (5) children/youth present at a non-church event.
- The use of electrical equipment requires prior clearance through the Church Office
- Animals (except working animals) must not be brought into the building without prior clearance through the church office.
- For Security purposes, external doors are generally locked about 20 minutes after the start of an evening event. The doors must never be propped open. Users may assign someone to allow entry for late arrivals. Internal doors should be left closed whenever possible.

- Rowdy behavior is unacceptable. Such behavior often leads to injury or destruction of property.
- The User will be held responsible, and reimburse Concord, for any loss or damage to the church property cause directly or indirectly by the User or guests.
- The User agrees to indemnify, hold harmless, and defend Concord from any liability, loss, and/or injury incurred by, or resulting from, User members or guests while on Concord property
- Concord is not responsible for loss of personal property by the User or guests.
- A Facilities Use contract will be signed prior to an event indicating acceptance of these policies.
- Security deposits will be required for non-church sponsored social events.

**Are there fees for the use of Concord Church facilities?**

Yes. The fees are intended to defray Concord’s cost and appropriately pay for services of involved personnel. See **Schedule of Fees** below. Deposits and fees for use of the facility shall be paid prior to the event. Deposits will be returned after inspection by an approved representative of the Physical Plant Committee.

<b>Schedule of Fees</b>				
	Non-Profit Groups		For-Profit Groups	
<b>Room</b>	Base charge (up to 4 hrs)	Additional hours	Base charge (up to 4 hrs)	Additional hours
Sanctuary	\$125.00	\$25.00	\$250.00	\$50.00
Chapel	\$50.00	\$10.00	\$100.00	\$25.00
Fellowship Hall	\$125.00	\$25.00	\$250.00	\$50.00
Kitchen	\$50.00	\$10.00	\$100.00	\$25.00
Jessie's Room (A108)	\$50.00	\$10.00	\$100.00	\$25.00
Other Rooms	\$30.00	\$5.00	\$60.00	\$15.00
Church Staff or representative of Physical Plant Committee*	\$25/hr			

\* Paid directly to the staff member for their work during non-regular work periods

<b>Security Deposits for non-church sponsored social events</b>		
Security Deposit for non-church sponsored social events**	\$250 (25-50 people)	\$400 (>50 people)
Security deposit for use of Kitchen**	\$250	

\*\* Deposit is returned after facilities are inspected by representative of the Physical Plant committee.