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MANUAL ON POLICY AND PROCEDURES

FOR

COLUMBIA PRESBYTERIAN CHURCH

FACILITIES

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# 1 PURPOSE OF THE FACILITIES

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## 1.1 FOCUS

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The focus of all Columbia Presbyterian Church (CPC) facilities is to provide a physical structure and environment for God-centered worship, Christian education, church administration, member recreation, and outreach ministries. This focus is to be consistent with CPC's vision statement, "To experience and extend the grace of the Lord Jesus Christ to Columbia, the region, and the world."

## 1.2 MAXIMUM USE

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To the maximum extent possible, and consistent with the focus outlined above, CPC facilities will be made available to groups and activities described below in Section 3, User Categories and Priorities.

## 2 MANAGEMENT OF THE FACILITIES

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### 2.1 BOARD OF TRUSTEES OVERSIGHT

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The CPC Board of Trustees is charged with oversight responsibilities for the use, care, and upkeep of the facilities in accordance with policies established by the Session, Howard County zoning ordinances, local restrictions concerning specific activities or events, and with generally accepted good facilities management practices.

### 2.2 FACILITIES COMMITTEE RESPONSIBILITIES

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The CPC Facilities Committee is responsible for the long-range space planning, design and construction, and/or leasing of space to meet the needs of the CPC church body.

### 2.3 MAINTENANCE COMMITTEE RESPONSIBILITIES

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The Maintenance Committee is responsible for the maintenance and upkeep of CPC facilities, furnishings, and equipment owned or leased by CPC.

### 2.4 OPERATIONS COMMITTEE RESPONSIBILITIES

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The Operations Committee is responsible for:

- Publication of guidelines for the operation and use of the facilities
- Assurance that all activities occurring in the facilities are in compliance with Session policies, guidelines contained in the Policy and Procedures Manual, Howard County regulations, and insurance requirements
- Oversight of administrative activities concerning event scheduling, facilities utilization, safety and security issues, audiovisual equipment operations, and CPC equipment utilization.

## 3 USER CATEGORIES AND PRIORITIES

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### 3.1 GENERAL

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The Operations Committee recognizes three categories of users. In this way, reservation requests may be assigned on priority basis where Category A users have higher priority than Category B users, and where Category B users have higher priority than Category C users.

### 3.2 CATEGORY A

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Session, Board of Trustees, or Deacon-sponsored activities, which include, but are not limited to:

- Congregational Meetings
- Ministries included on the current Session List of CPC Ministries or financially supported by CPC.
- Special events sponsored by the Session, Board of Trustees, or the Deacons
- Special events sponsored by CPC members that foster body life and are open to all regular attendees at CPC.

### 3.3 CATEGORY B

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Member-sponsored private events that are organized for the benefit of, or in honor of, one or more members of Columbia Presbyterian Church, which include, but are not limited to, birthdays, showers, weddings, anniversaries, social/special celebrations, family fellowships.

### 3.4 CATEGORY C

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Events that are primarily organized for a group or individual not affiliated with Columbia Presbyterian Church, but are sponsored by an approved sponsor who will be in attendance throughout the event. These may include, but are not limited to, weddings, birthdays, anniversaries/special celebrations, Scout groups, civic groups, recreational or social activities, homeschool activities.

## 4 RESERVATION POLICY

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### 4.1 RESERVATION PROCEDURE

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An approved sponsor who plans to sponsor an event must contact the CPC office and obtain and complete an *Application for Use* form, a copy of which is included herein as Appendix A. The user will submit the form to the CPC administrative staff who will review the reservation request to determine whether the request can be confirmed immediately based on type of request and dates of availability or whether the request must be forwarded to the Operations Committee Chair for review.

If a request cannot be confirmed immediately, then the CPC administrative staff will forward the request as outlined herein, and it is the responsibility of the user to follow up concerning confirmation.

### 4.2 TYPES OF EVENTS

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#### **Single events**

Single events are those which occur on a single day or for a single occurrence which stretches over consecutive days, e.g., a conference, Vacation Bible School, etc.

#### **Recurring events**

Recurring events are those which occur at the same time period on the same day of the week or which recur in a specified pattern, e.g., every Wednesday, or the third Thursday of every month, etc.

### 4.3 SCHEDULING PRIORITIES

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#### 4.3.1 SINGLE EVENT SCHEDULING

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Reservation priority shall be given based on User Categories as specified above in Section 3: User Categories and Priorities. In the event that two user groups of the same User Category request the same day and time, and the CPC staff cannot secure a compromise, then final resolution shall be the responsibility of the Operations Committee Chair.

#### 4.3.2 RECURRING EVENT SCHEDULING

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#### **Regular policy**

Requests for reservations for recurring events may be made by submitting an *Application for Use* form prior to June 30. The reservation period shall be from September 1 of the current year through August 31 of the following year. Evaluation of Recurring Event requests shall be made by the Operations Committee Chair during the month of July and users can confirm their recurring event reservations with the church office by early August.

**Scheduling Conflicts**

When requests for reservations of recurring events are in conflict with each other, the Operations Committee Chair shall grant usage based on User Category. The Operations Committee Chair also may deny any request based on anticipated single event requests for a popular time slot. "Popular time" will be determined by the Chair based on a review of past use of facilities.

**Facility use by homeschool groups**

Under Maryland state law, parents who elect to homeschool their children have the option of being supervised directly and individually by the local public school system or affiliating with an organization licensed by the state that performs the supervisory function.

**Public school supervision**

In the former case, parents may form unlicensed support groups. Such groups, when applying for use of CPC facilities, shall be considered on the same basis as any other non-ministry applicant.

**Licensed organization supervision**

When application is made by a licensed organization that proposes, at least in part, to instruct students in the facility and the Board of Trustees is otherwise disposed to accede to the request, CPC will request of the County a written determination that such use is permissible under the terms of our Special Exception. The cost of such a determination shall be borne by the applicant.

## 5 HOURS OF OPERATION

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### 5.1 NORMAL HOURS OF OPERATION

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- Monday through Friday, 9:00 a.m. to 9:30 p.m.
- Saturday, 8:00 a.m. to 9:30 p.m.

### 5.2 EXCEPTIONS

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Exceptions to normal hours must be approved by, and coordinated with, the CPC administrative staff and the Operations Committee Chairperson.

### 5.3 SUNDAYS

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The primary usage of the facility will be for the corporate worship of God's people (this includes each Sunday morning and any Sunday evening services). Other regular and recurring Sunday usage of the facility should be dedicated to the purpose of the building up of the saints through discipleship, fellowship, evangelism, and service (e.g., Sunday School, adult classes, Community Group meetings, etc.). Occasional Sunday facility usage by either CPC ministries or non-CPC ministries that does not obviously meet the criteria above should:

- Be limited in frequency and duration
- Be given a lower priority than facility usage meeting the above criteria
- Only be given consideration when all other available times during the week have been investigated and found lacking
- Meet the approval of the pastoral staff.

### 5.4 WEATHER CANCELLATION POLICY

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For inclement weather, CPC will follow the closures of Howard Community College. If the college is closed, the CPC facilities will be closed and all activities at the CPC facilities will be canceled. If the college has a delayed opening, CPC facilities will open at the announced time of the HCC opening. If HCC announces early dismissal, CPC facilities will close at the same time as the college. If HCC announces that evening activities are canceled, the same will hold true for activities at CPC facilities.

The office staff does not have the authority to override the closing status for inclement weather at CPC. Session will be the final authority in determining if Worship Services will be held on a Sunday in case of inclement weather.

In limited cases where a weather event is predicted and does not materialize at all, a CPC facility user can petition the Session's Governance Committee or Trustees' Operations Committee to be able to use CPC's facility. (Note: this does not apply when a 5-inch snow storm is predicted and only 2 inches occur or similar situations. This exception is for a situation when there is no snow on the roads or parking areas.)

All closings will be posted on the CPC web page.

## 6 SPONSOR'S REQUIREMENTS AND RESPONSIBILITIES

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### 6.1 APPROVED SPONSOR

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An approved sponsor is either an adult CPC voting member age 18 or older **OR** an individual otherwise approved by the CPC administrative staff and the Operations Committee Chairperson.

### 6.2 DELEGATED SPONSORSHIP

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Category A (CPC ministry) sponsors may delegate a portion of their sponsorship responsibilities to a trusted individual over the age of 18 who will administer these responsibilities for a particular event. Sponsor delegates must be submitted for approval to the Operations Committee Chairperson using the form in Appendix B.

### 6.3 ATTENDANCE

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An approved sponsor or his/her delegate must be present for the entire event.

### 6.4 REQUIREMENTS

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The approved sponsor is responsible to:

- Obtain permission to sponsor the activity or group
- Obtain a Certificate of Liability Insurance. Category C users who carry liability insurance should have a Certificate of Liability Insurance naming CPC as 'additional insured'. This should be sent to the CPC office or attached to the waiver form.
- Sign a Waiver to absolve CPC of any liability if the event is a Category B or C activity
- Ensure any outside vendors (caterers, bands, etc.) provide insurance certificates for workman's compensation and general liability insurance listing CPC as an additional insured
- Collect and deliver to the CPC administrative staff any fees prior to the event as specified in Section 7: User Fees

The approved sponsor or his/her delegate is responsible to:

- Secure passcodes and/or pick up and return any keys
- Coordinate or perform all logistical issues such as access, security, furnishing set-up, sound system set-up, trash removal, and clean-up
- Be familiar with room usage guidelines
- Prohibit the introduction of alcoholic beverages, regardless of alcoholic percentage content, into the facilities or surrounding grounds
- Ensure continual supervision of all children during every activity
- Return or store all equipment and turn off all electrical appliances and lights upon conclusion of the event, and ensure that the facility is secured
- Remove any and all food and utensils brought in by the sponsoring group or any outside caterer
- Remove all food residue and water from the floor

- Remove all trash from inside the building to the exterior garbage container
- Report in writing any damage to the facility or injury to any participant during the time the activity or event occurred, and/or during the time the group used the facility

These requirements and responsibilities, in addition to room usage guidelines, are available to sponsors and/or delegates as a *Checklist for Sponsoring an Event at CPC* (Appendix C).

## 6.5 ADULT/CHILD RATIOS

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If any of the group participants are infants, the sponsor shall ensure that there is one adult caregiver for every two infants. If the majority of the group participants are under 13 years of age, the sponsor shall ensure that there is one adult supervisor for every five children. If the majority of the participants are between age 14 and 18, the sponsor shall ensure that there is one adult supervisor for every ten children. There shall be a minimum of two adults supervising for any activity held in the facility.

## 6.6 PERSONAL INJURIES

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If personal injuries occur during an activity or event, the sponsor or his/her delegate will:

- Identify the extent of the personal injury
- Seek medical attention if necessary
- Determine the feasibility and/or reasonability of the event continuing
- Provide the CPC office staff with a completed and signed copy of the *Injury Report*, included herein as Appendix D.
- Require a physician's permission to resume participation for any injury requiring professional medical attention.

## 6.7 MINOR FACILITY DAMAGES

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If damage to the facility occurs during an activity or event, the sponsor or his/her delegate will:

- Assess the damage
- Provide the CPC office staff with a completed copy of the *Maintenance Request Form*, included herein as Appendix E.

## 6.8 MAJOR INCIDENTS

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If a major (e.g., criminal) incident occurs during an activity or event, the sponsor or his/her delegate will:

- Assess the incident
- Seek emergency help if necessary
- Determine the feasibility and/or reasonability of the event continuing
- Provide the CPC office staff with a completed and signed copy of the *Incident Report*, included herein as Appendix F.

## 6.9 EQUIPMENT STORAGE

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No equipment or materials may be stored without the express permission of the Operations Committee Chair.

## 6.10 COOKING

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The warming pantries are licensed by the Howard County Health Department and all cooking activities must fall within its guidelines. There are generally two categories of users, Public and Private, with Population also a factor in applying requirements.

### **Public**

An activity opened to the general public, non-specific in invitation, e.g., the Fall Festival. *A certified kitchen manager must be on-site and county cooking guidelines followed closely.*

### **Activities for Children and Elderly**

Because of their higher susceptibility to food-borne disease, activities for children and elderly, (e.g., a homeschool cooking class), *must have a certified kitchen manager on-site and county cooking guidelines followed closely.*

### **Private**

An activity limited to a specific, restricted list of participants, e.g., church members or wedding guests. An on-site certified manager is recommended, but not required. County guidelines for the preparation of food should be followed.

It is the responsibility of the sponsor (in consultation with the Operations Chair if needed) to determine which category of user will be attending the function. It is the sponsor's responsibility to arrange for a certified manager to be on-site if required.

Only adults may use the cooking equipment. Children may be in the kitchen during cooking, but may not be near the cooking equipment while it is on.

## 7 USER FEES

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### 7.1 POLICY

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Columbia Presbyterian Church charges fees to cover costs associated with utilities, janitorial services, and normal wear and tear associated with use of the facility. These fees are charged to Category B & C (non-CPC ministry) users. The approved sponsor is responsible for the collection and payment of these fees prior to the event.

The user fees are given in the following tables (**rates effective July 1, 2024**).

	Category B			Category C		
	4 hours	8 hours	Full day	4 hours	8 hours	Full day
Multipurpose Room (200)	\$127.50	\$255.00	\$306.00	\$255.00	\$510.00	\$612.00
Community Room (100) / Foyer	\$107.50	\$215.00	\$258.00	\$215.00	\$430.00	\$516.00
Classroom	\$10.50	\$21.00	\$25.20	\$21.00	\$42.00	\$50.40
Small Classroom (113, Cry, Prayer)	\$ 3.00	\$ 6.00	\$ 7.20	\$ 6.00	\$ 12.00	\$ 14.40
Kitchen	\$45.00	\$90.00	\$108.00	\$90.00	\$180.00	\$216.00
Nurseries	\$10.50	\$21.00	\$25.20	\$21.00	\$42.00	\$50.40

## 7.2 AFTER-HOURS JANITORIAL SERVICES

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Any event (Category A, B, or C) that extends past normal operating hours is subject to a \$50 per hour fee for janitorial services.

## 7.3 METHOD OF PAYMENT

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All fees for room use made by check should be made payable to Columbia Presbyterian Church and designated for "Ministry Center Use." Payment made by cash should be placed in a sealed envelope and marked for "Ministry Center Use."

Any fees for after-hours janitorial services made by check should be made payable to the janitorial company. Payment made by cash should be placed in a sealed envelope and marked for "Janitorial Services."

Arrangements should be made with the CPC administrative staff for payment of fees **prior to** the event.

## 8 GENERAL RESTRICTIONS

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### 8.1 NOISE AND LIGHTS

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When activities are held on the property, either inside or outside the facility buildings, noise levels must be kept as “reasonable.” Extra caution should be taken between the hours of 10:00 p.m. and 8:00 a.m. to ensure that no loud noises are generated and that no bright lights are used.

### 8.2 SUPERVISION

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All group activities occurring inside and outside the facility must have adult supervision at all times.

### 8.3 RESPECT OF NEIGHBORING PROPERTIES

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Children shall not enter CPC’s neighbors’ properties. Reasonable efforts should be taken to prevent any object from entering the neighbors’ yards. In the event an object goes off the property, the adult monitoring the activity should be the person to retrieve the object, respecting the neighboring property in the process.

### 8.4 EXISTING REGULATIONS

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All events must be in accordance with Howard County regulations, Session policies, and insurance requirements.

### 8.5 COOKING

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Refer to Section 6.10 for rules regarding cooking in the facility.

### 8.6 SCIENCE LABS

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The following rules for science labs in Columbia Presbyterian Church (CPC) facilities have been written with two primary concerns in mind, the safety of people and the protection of property. In general, science labs may be done in any of the classrooms with one exception: any experiment using open flames must be done in the kitchen. To use the kitchen, it must be reserved like any other part of the facility and the rules specified must be strictly followed.

#### **Rules for biology**

- Dissections must be done in a dissection tray to prevent spillage of preservative fluids.
- Biology lab trash must be double-bagged and disposed of in the outside dumpster.

#### **Rules for chemistry**

- An eye wash kit must be available in the room whenever chemicals are being used.
- Chemical experiments must be conducted on a surface that is non-reactive.
- No open flames will be allowed in the classrooms or auxiliary trailers
- Eye protection must be worn by all people in the room during experiments.

### **Rules for using the kitchen**

- No open food in kitchen at the time of lab.
- Adequate time must be planned for thorough cleanup and removal of all chemicals and lab materials before any food preparation occurs.
- No chemicals or materials (including eye wash kit) for chemistry class will be stored in the kitchen.
- No materials may be used for lab that will damage the kitchen floor, pipes, or furnishings.
- No cooking in kitchen for lab (precooked items may be warmed in kitchen).
- Stove may not be used for lab as substitute for lab burners.

### **Rules for users that are not ministries of CPC**

- CPC will be given a Certificate of Insurance naming CPC as additional insured before the lab begins.
- CPC's insurance is excess and over and above any other collectible insurance.
- If at any time damage caused by the user causes CPC to make an insurance claim, the damaging user on record will pay the deductible.

### **Other rules**

- Experiments with electricity must be done on a non-conductive, non-flammable surface.
- An adult must be present during the entirety of all labs.

## **8.7 MAXIMUM PARTICIPANTS**

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The maximum number of people attending any event during normal operating hours shall not exceed the posted occupancy limits of the building.

## **8.8 OVERNIGHT USAGE OF THE FACILITY**

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No group will be allowed to remain in the facilities beyond the normal hours specified above, unless the following conditions have been met:

- The pastoral staff has given prior written approval.
- All persons under the age of 18 years who remain in the facility overnight have provided a completed and signed *Parental Consent* form, contained herein as Appendix G.
- Sponsor will provide required number of adult supervisors as outlined in Section 6.5 Adult/Child Ratios.

## **8.9 WAIVERS**

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Sponsors of all Category B and C events shall complete the Waiver section of the Application for Use form.

## 9 DISALLOWED GROUPS/ACTIVITIES

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### 9.1 GROUPS/ACTIVITIES NOT PERMITTED

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Requests to use the facility and/or property for a wedding may only be approved when the wedding will be officiated by a member of the CPC pastoral staff or by a pastor of a church which is a member of the North American Presbyterian and Reformed Council (NAPARC).

The following groups and/or activities shall not be permitted to use CPC facilities:

- Activities or groups that are "hostile" to or inconsistent with the mission of CPC as determined by the Session
- Activities or groups that are inconsistent with the uses of adjacent properties (concerning noise, smell, crowds, traffic, lights, etc.)
- Activities or groups that will knowingly damage the facilities beyond normal wear and tear
- Activities or events where individuals realize a profit from the activity, such as a craft show, a flea market, or a home sales retail product party where items are sold and the receipts kept by the individual; or an event to educate/promote a business, though sales may not be directly involved at the time. This policy is not intended to prohibit ministry related groups and secular non-profit organizations whose missions are consistent with CPC values from raising funds as part of their activities while using CPC facilities.
  - For-profit vendors, including but not limited to food trucks, bounce houses, catering companies, and photographers, may be permitted at events under the condition that (1) a portion of their proceeds is designated to support the ministry, or (2) the CPC event organizer fully pays the vendor before or after the event so that attendees do not exchange money with the vendor during the event. These arrangements establish that the vendor's participation is in *support* of the event, not the focus of the event.
- Activities or groups that do not comply with Howard County laws and regulations
- Activities or groups where an approved sponsor is not in attendance
- Activities or groups that use the facilities on a repetitive or daily basis that commit all or a portion of the facilities for an indefinite period of time, e.g., nursery school, daycare provider, school, etc.

### 9.2 EXCEPTIONS

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Any exception to the above restrictions must be approved by the Session.

## 10 ACCESS

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### 10.1 POLICY

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The issuance of keys and passcodes for access to church facilities shall be limited to the maximum degree possible while maintaining the orderly usage of the facilities.

### 10.2 KEY AND PASSCODE ISSUANCE

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The CPC administrative staff shall maintain an orderly system for the issuance and control of all facility keys and passcodes. Appropriate keys and codes shall be issued as needed on a temporary basis to sponsors, sponsor delegates, or other responsible persons for activities occurring on a single day or over a short time frame. Appropriate keys and codes shall be issued as needed on a long-term basis to pastoral and paid staff; maintenance, cleaning, and security personnel; long-term ministry leaders; or other responsible individuals for recurring activities over a long period of time.

### 10.3 ANNUAL REVIEW

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The CPC administrative staff shall conduct an annual review of permanently issued keys and passcodes to determine the continued need of each individual recipient.

## 11 FINAL AUTHORITY

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It shall be the sole privilege of the Session of Columbia Presbyterian Church to interpret the policies specified in this manual, and the Session's decisions shall be final and without appeal.

APPENDIX A – APPLICATION AND WAIVER FOR USE OF CPC FACILITIES



**Application for Use of CPC Facilities**

**GENERAL INFORMATION:**

Event:  
 Ministry name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Estimated attendance \_\_\_\_\_ # adults: \_\_\_\_\_ # children: \_\_\_\_\_  
 Rooms requested: \_\_\_\_\_

**NOTE:** If you are not going to meet at a scheduled time or if you are leaving early, please contact the custodian at 443.336.1185 AND [office@columbiapres.org](mailto:office@columbiapres.org).

Requirements & equipment needed (necessary to determine room assignment):

<u>*AV Technology</u>	<u>Furniture</u>	<u>Miscellaneous</u>	<u>User providing own</u>
<input type="checkbox"/> CD/DVD player	<input type="checkbox"/> Tables, rectangular	<input type="checkbox"/> Piano, music	<input type="checkbox"/> Drinks
<input type="checkbox"/> Microphone	<input type="checkbox"/> Tables, round	<input type="checkbox"/> Sprung floor	<input type="checkbox"/> Food
<input type="checkbox"/> Projector	<input type="checkbox"/> _____	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> _____
<input type="checkbox"/> Screen	<input type="checkbox"/> _____	<input type="checkbox"/> Stage	<input type="checkbox"/> _____
<input type="checkbox"/> TV/VCR	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

\*Please note the sponsor will be responsible for all set up, take down, AV training & use, and equipment.

**SINGLE USE:** Date (and day of week): \_\_\_\_\_

Set up start time: \_\_\_\_\_ **Event start time:** \_\_\_\_\_

Room lock up time: \_\_\_\_\_ **Event end time:** \_\_\_\_\_

Note: All events must end by 9:30 p.m.

AV

**RECURRING USE:**

Activity beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Weekly  Monthly or  dates below or on attached separate sheet:

Dates meeting: \_\_\_\_\_

Set up start time: \_\_\_\_\_ **Event start time:** \_\_\_\_\_

Room lock up time: \_\_\_\_\_ **Event end time:** \_\_\_\_\_

Note: All events must end by 9:30 p.m.

Holidays/special days NOT meeting: \_\_\_\_\_

Facility Use and Waiver page 3.pdf - Adobe Acrobat Pro

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Tools Comment Share

Click on Tools, Comment and Share to access additional features.

**\*\*\*PLEASE DETACH AND KEEP THIS CHECKLIST WITH YOU\*\*\***

*Checklist for Sponsoring an Event at CPC*

- Complete an Application and Waiver for Use of CPC Facilities; include exact times of the event and projected set-up and clean-up times. There are special considerations for scheduling use of the nursery rooms. Please contact the office. **Events must end by 9:30 p.m.**
- Obtain Certificate of Liability Insurance and Waivers (not necessary for all users; see CPC office).
- Secure keys and pass codes, if necessary.
- Collect and deliver to the CPC staff any fees **prior** to the event.

*During the event*

- The approved sponsor **must be present for the entire event.**
- Only scheduled rooms may be used. Even if other rooms are empty, they are "off limits."
- Ensure continual adult supervision of all children during every activity. **"Use, don't abuse!"**
- Coordinate or perform all logistical issues such as access, security, furnishing set-up, sound system set-up, trash removal, and clean-up.
- Arrange the room furniture to suit the needs of your event. **(EXCEPTION: Do not move the tables in the Conference Room, 109). Store unused tables or chairs in the closet—do not lean or stack them against the walls. Extra tables are in Room 112 and the large storage closet in room 119. Round tables and chairs are available in 100A. Please do not appropriate furniture from other classrooms.**
- Permitted sports in the gym/multipurpose room are basketball, dodge ball with soft balls, soccer with futbol, volleyball, and jump rope.
- NO red, berry, or grape beverages are allowed. Only bottled drinks may exit any room.
- Food is allowed only in tiled areas or by permission in other areas.
- Prohibit the introduction of alcoholic beverages, regardless of alcoholic percentage content, into the facilities or surrounding grounds.
- Affix any displays to the walls using only **poster putty**, available in Room 112.
- Room 112 is a work room that holds useful office supplies, a photocopier (see the office for the code), a vacuum cleaner, and a first aid kit.

*After the event*

- Ensure that the correct number of tables and chairs remain in the room. This information is posted on a label on the outside of the top doorframe of the room's furniture storage closet. There is no pre-determined arrangement of tables and chairs, but furniture must be either set up in the room or placed in the storage closet.
- Return any borrowed tables and chairs to their original storage locations.
- Erase the board and remove anything that was affixed to the walls with the poster putty.
- Remove any and all food and utensils brought in by the sponsoring group or any outside caterer.
- Remove all food residue and water from the floor.
- Gather all trash generated by the event and dispose of it in the outside dumpster.
- Turn off all electrical and AV equipment, appliances, and lights.
- Lock all doors upon exiting.
- Return keys to the office.
- Promptly report any damage or incidents (Injury Report form, Maintenance Request form, Incident Report form) to the CPC office staff.

- **IMPORTANT!** If you are not going to meet at a scheduled time or if you are leaving very early, please call the custodian at 443.336.1185 **AND** the office at 410.730.6004 (or email [office@columbiapres.org](mailto:office@columbiapres.org) during off-hours).

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## Delegated Sponsorship

**Category A** (CPC ministry) sponsors may delegate a portion of their sponsorship responsibilities to a trusted individual over the age of 18 who will administer these responsibilities for a particular event.

The following sponsor requirements may NOT be delegated:

- Obtain permission to sponsor the activity or group.
- Obtain a Certificate of Liability Insurance.
- Ensure any outside vendors (caterers, bands, etc.) provide insurance certificates for workman's compensation and general liability insurance listing CPC as an additional insured.
- Collect and deliver to the CPC administrative staff any fees as specified in Section 7: User Fees.

The sponsor will retain full responsibility for any of the remaining sponsor requirements (see following checklist) that he/she chooses to delegate.

The sponsor must submit the name and contact information of the delegate to the Chair of the Operations Committee for approval. The sponsor will indicate why a delegate is necessary and which responsibilities are being delegated.

Name of Sponsor \_\_\_\_\_

Event \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_

Name of proposed delegate \_\_\_\_\_

Contact information for proposed delegate

Phone (s): \_\_\_\_\_

Email: \_\_\_\_\_

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Why does the sponsor need to delegate responsibilities for this event?

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Which of the requirements of sponsorship are being delegated? (Check all that apply.)

- Secure passcodes and/or pick up and return any keys.
- Be present for the entire event.
- Coordinate or perform all logistical issues such as access, security, furnishing set-up, sound system set-up, trash removal, and clean-up.
- Be familiar with room usage guidelines.
- Prohibit the introduction of alcoholic beverages.
- Ensure continual supervision of all children during every activity.
- Return or store all equipment and turn off all electrical appliances and lights upon conclusion of the event, and ensure that the facility is secured.
- Remove any and all food and utensils brought in by the sponsoring group or any outside caterer.
- Remove all food residue and water from the floor.
- Remove all trash from inside the building to the exterior garbage container.
- Report in writing any damage to the facility or injury to any participant during the time the activity or event occurred, and/or during the time the group used the facility.

Approval is given by Operations Committee Chair for the Sponsor Delegate to assume the above designated responsibilities for the event:

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Sponsor Delegate agrees to assume the above designated responsibilities for the event:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO THE OFFICE.**

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**\*\*\*PLEASE DETACH AND KEEP THIS CHECKLIST WITH YOU\*\*\***

***Checklist for Sponsoring an Event at CPC***

- Complete an Application and Waiver for Use of CPC Facilities; include exact times of the event and projected set-up and clean-up times. There are special considerations for scheduling use of the nursery rooms. Please contact the office. **Events must end by 9:30 p.m.**
- Obtain Certificate of Liability Insurance and Waivers (not necessary for all users; see CPC office).
- Secure keys and pass codes, if necessary.
- Collect and deliver to the CPC staff any fees **prior to the event.**

***During the event***

- The approved sponsor **must be present for the entire event.**
- Only scheduled rooms may be used. Even if other rooms are empty, they are “off limits.”
- Ensure continual adult supervision of all children during every activity. **“Use, don’t abuse!”**
- Coordinate or perform all logistical issues such as access, security, furnishing set-up, sound system set-up, trash removal, and clean-up.
- Arrange the room furniture to suit the needs of your event. (**EXCEPTION:** Do not move the tables in the Conference Room, 109). Store unused tables or chairs in the closet—do not lean or stack them against the walls. Extra tables are in Room 112 and the large storage closet in room 119. Round tables and chairs are available in 100A. Please do not appropriate furniture from other classrooms.
- Permitted sports in the gym/multipurpose room are basketball, dodge ball with soft balls, and soccer with futbol, volleyball, and jump rope.
- NO red, berry, or grape beverages are allowed. Only lidded drinks may exit any room.
- Food is allowed only in tiled areas or by permission in other areas.
- Prohibit the introduction of alcoholic beverages, regardless of alcoholic percentage content, into the facilities or surrounding grounds.
- Affix any displays to the walls using only **poster putty**, available in Room 112.
- Room 112 is a work room that holds useful office supplies, a photocopier (see the office for the code), a vacuum cleaner, and a first aid kit.

***After the event***

- Ensure that the correct number of tables and chairs remain in the room. This information is posted on a label on the outside of the top doorframe of the room’s furniture storage closet. There is no pre-determined arrangement of tables and chairs, but furniture must be either set up in the room or placed in the storage closet.
  - Return any borrowed tables and chairs to their original storage locations.
  - Erase the board and remove anything that was affixed to the walls with the poster putty.
  - Remove any and all food and utensils brought in by the sponsoring group or any outside caterer.
  - Remove all food residue and water from the floor.
  - Gather all trash generated by the event and dispose of it in the outside dumpster.
  - Turn off all electrical and AV equipment, appliances, and lights.
  - Lock all doors upon exiting.
  - Return keys to the office.
  - Promptly report any damage or incidents (Injury Report form, Maintenance Request form, Incident Report form) to the CPC office staff.
- **IMPORTANT!** If you are not going to meet at a scheduled time or if you are leaving very early, please call the custodian at 443.336.1185 **AND** the office at 410.730.6004 (or email [office@columbiapres.org](mailto:office@columbiapres.org) during off-hours).





### Injury Report

*Instructions:* This form must be completed by as soon as reasonably possible after any injury which occurs to any individual while participating in an event or activity on the property of Columbia Presbyterian Church. This form should be completed by the sponsoring member whenever possible or by any other responsible adult member who was present at the time of the injury.

Name of injured person \_\_\_\_\_

Date injury occurred \_\_\_\_\_

Describe the injury: Include information regarding what the person was doing when the injury occurred, the location in the building or on the grounds where the injury occurred, the nature of circumstances under which the injury occurred, etc. Please be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the injury require medical attention?     NO     YES

If yes, please describe how medical attention was obtained (i.e., "We called 911, and the victim was taken to the hospital." or "John Smith drove the victim to a nearby urgent care facility." or "John Doe administered first aid at the site, and the victim went home.").

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person who completed this form

\_\_\_\_\_  
Date

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### APPENDIX E – MAINTENANCE REQUEST FORM

# CPC Maintenance Request Form

Please complete and return to either the CPC Office  
or the congregational mailbox at the Welcome Center (Sunday mornings only)

1. Date: \_\_\_\_\_

2. Name: \_\_\_\_\_ & Phone: \_\_\_\_\_  
(in case we have questions)

3. Location of problem (check one):

Ministry Center    Potter's House    Aux. Classrooms    Outdoors

4. Please specify the room and/or location:

\_\_\_\_\_

5. Please describe the problem:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(continue on back if necessary)

Thanks for your help,  
CPC Maintenance Committee Chair

For Office Use:	received: _____
	completed: _____
	by: _____



### Incident Report Form

*Instructions:* This form is to be used to document an incident such as assault, destruction of property, fire, theft, or vandalism. This report will be filed in the church office for documentation purposes. The information will be passed on to the Trustees for their awareness and their action if appropriate.

Your name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Incident date and time: \_\_\_\_\_

Incident type (see above): \_\_\_\_\_

Please enter as much detail as you can to describe the incident:

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Was an emergency service (ambulance, police, fire) called to respond?  Yes  No

Agency and official who responded: \_\_\_\_\_

Contact information: \_\_\_\_\_

Action taken by emergency responder:

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Signature and date:

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**Parental Consent  
for an overnight event at the CPC Facility**

Name of minor child: \_\_\_\_\_

Age and birth date of minor child: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

Address of parent or guardian:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number(s) of parent or guardian:  
\_\_\_\_\_

Name and phone number of emergency contact (if different from above):  
\_\_\_\_\_

I understand that my minor child specified above will participate in an overnight event to be held at the Columbia Presbyterian Church facility. I understand that for every ten minor children participants there will be at least one adult supervisor over the age of 18. I further understand that after the facility is "locked down for the night," no minor children will be allowed to enter or exit, except in cases of medical emergency; and that if such an emergency occurs to my child, I shall be notified at the first opportunity.

As such, I allow my minor child to participate in this special overnight event, which is scheduled to occur on the evening of

\_\_\_\_\_.

Signature of Parent or Guardian:  
\_\_\_\_\_

Date: \_\_\_\_\_