

# **CHRIST CHURCH PCA BUILDING USE POLICY**

## 1. Purpose:

1.1 The church building and outside property (the “Church Facility”) may be used for activities that honor the name of Christ Jesus. Anyone using the property should do so in a manner that upholds basic Christian values. As specific implications of the Church Facility’s purpose, user(s) and their proposed event(s) or activity(ies) may not be in conflict with the doctrinal position of our church as expressed in the Westminster Confession of Faith and as interpreted and implemented by the Session and Diaconate in the management and administration of Christ Church PCA. Use is contingent upon a determination by Christ Church PCA that the individual/organization and/or event, activity, or use does not conflict with this purpose. Activities promoting the things of this world as against the things of Christ are not permitted. Moreover, activities that are harmful or dangerous or not conducive to the preservation and maintenance of the property are prohibited.

## 2. Responsibilities:

2.1 The session of Christ Church (the “Session”) is responsible for the ministry of Christ Church, including the purpose(s) for which the Church Facility is used. The Session shall determine whether a category of activity or use of the Church Facility is permissible. The Session may provide the Diaconate a pre-approved list of permissible categories of activities or uses, in which case individual requests for Facility use can be resolved solely by the Diaconate consistent with such list. Likewise, the Session may provide the Diaconate a list of disapproved categories of activities or uses.

2.2 The deacons of Christ Church (the “Diaconate”) are responsible for the operation and maintenance of the Church Facility. The Diaconate shall determine whether a specific non Christ Church group or individual (each, a “Non-Member”) may use the Church Facility, consistent with categories of activities or uses previously approved or disapproved by the Session. If the Session has not previously approved or disapproved a category or specific activity or use, the Diaconate will be responsible for coordinating with the Session per paragraph 2.1, above.

2.3 Any person or organization utilizing the Church Facility or the contents thereof is responsible for abiding by all of the rules and regulations set forth in this policy. Final responsibility shall rest with the person signing the Facility Use Form.

2.4 Usage of the Church Facility shall be divided into four categories, defined as follows:

- (a) “Christ Church Event” is an event sponsored by Christ Church for the congregation.
- (b) “Member Event” is an event requested by, and attended by a member of Christ Church.
- (c) “Member-Sponsored Event” is an event in which the organizer is not a Christ Church member, but a Christ Church member is involved in the planning of the event and is listed as a responsible party on the Facility Use Form.
- (d) “Non-Member Event” is an event requested by a non-member of Christ Church.

## 3. Approval:

3.1 All requests for the use of the Church Facility shall be submitted to the Church Office. Requests by a Non-Member shall be submitted in writing using the Facility Use Form (attached as Exhibit A). The Facility Use Form may be submitted in person or via email. Requests by a Christ Church Member shall be submitted on a Facility Use Form if for a non-Christ Church function.

3.2 Requests for any non-Christ Church Event must be approved by the Diaconate, in consultation with the Session as appropriate, regardless of the time of the activity or event. In addition, if a request is for the use of the Church Facility during normal working hours (defined as between 8 am and 5 pm, Monday through Friday), the request must also be

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approved by the Church Office.

- 3.3 Requests by a Member or Ministry Team for a Christ Church Event must be approved by the Church Office.
- 3.4 Approval of the Church Facility for weddings and funerals is covered under separate policies.
- 3.5 The Church Facility may not be used for a For-Profit or business activity.
- 3.6 The Church Facility may not be used to serve as a place for partisan politics or the promotion of particular political ideologies.

## 4. Scheduling:

- 4.1 Christ Church activities shall always have priority over non-Christ Church activities. It is the Diaconate's desire to honor facility use commitments; however, the Diaconate reserves the right to cancel Non-Christ Church activities for any reason up to 14 days prior to the function, and without any prior notice in the event of an emergency (e.g. a funeral, emergency maintenance). In the event a function must be cancelled by Christ Church, every effort will be made to reschedule the event at an alternate date and/or time.
- 4.2 All events held in the Church Facility must be scheduled with the Church Office on the Church calendar. An activity should not be considered to be scheduled until confirmation has been sent by the Church Office. Due to the proximity to Sunday morning, events will not be scheduled past 1:00 PM on Saturday (whether by Members or Non-Members), excluding events permitted by alternate Christ Church policies specifying later Saturday start times or with specific arrangement with the Diaconate. Such events may be subject to an additional church reset fee.
- 4.3 For non-Christ Church activities, the request must be made at least 30 days before the event but not more than 120 days before the event. The request must be made on the Facility Use Form. Non-members and member sponsored persons must submit a release of liability and proof of insurance upon request as determined by, and acceptable to, the Diaconate in its sole discretion.
- 4.4 Christ Church reserves the right to hold Christ Church activities concurrently with any scheduled non-Christ Church activity. Any requests to reserve the entire building for a non-Christ Church activity must be approved by the Diaconate and is subject to fees as shown in the Building Use Fees Table.

## 5. Restrictions on Use:

- 5.1 In accordance with the above, the following additional restrictions shall be applicable to the use of the Church Facility:
- 5.2 Candles and open flames may not be used or carried within the building except by special permission granted in advance through the Diaconate. Candles may be used only when a Member has agreed to assume responsibility and that Member's name is given to the Diaconate. Special permission must be secured in all cases: dinners, parties and special events are no exception. Candles at special events such as dinners must be enclosed in glass. Flammable decorative materials may not be brought into the building without special permission. The use of candles and open flames during a wedding are covered under the wedding policy.
- 5.3 The use of tobacco is not permitted at the Church Facility.
- 5.4 No use of alcoholic beverages (except wine, which may be used only to commemorate the Lord's Supper) will be permitted in the Church Facility, without the explicit approval of the Session.

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5.5 No outside food may be brought into the building without prior permission from the Diaconate. Any organization that wishes to bring in food and beverage is subject to an additional fee as shown in the Building Use Fees Table and is responsible for any damages to the facility occurring as a result.

5.6 The use of the piano is restricted to functions being held in the sanctuary and which specify its use on the facility use form. At no time may the piano be moved or altered in any way and doing so may result in an additional fee to re-tune the piano and/or a fee to cover damages to the piano.

5.7 The Session and Diaconate each reserves the right to deny future use of the Church Facility to any individual or group, that, in the opinion of the Session or Diaconate (as applicable) has not used the Church Facility in a respectable fashion.

### 6. Conditions for Use:

6.1 A Non-Member organization authorized to use the Church Facility must designate a specific individual person by name from that organization who will confirm that the requested use is in accordance with the requirements set forth in this Building Use Policy and any special conditions associated with the request, and provide contact information for that designated person to the Church Office.

6.2 Chairs, tables and other equipment may be relocated to suit the purposes of each activity, but must be returned by the using group(s) to the original positions before departing the Church Facility. Care should be taken to cause no damage to the floors, walls, and furniture when moving furniture. The relocation or reconfiguring of the sanctuary chairs is strongly discouraged; a fee for setting and resetting the sanctuary will be incurred. The reserving party will need to provide a chair configuration plan to Christ Church at the time the request is submitted. Christ Church will configure the chairs in the requested configuration for the event.

6.3 All areas and items used are to be thoroughly cleaned: any used dishes washed and trash placed in dumpster. If the Church Facility is not cleaned, the Diaconate reserves the right to withhold all or a portion of the security deposit to cover the cost of cleaning the facility.

6.4 Fees for the use of the Church Facility are set forth in Section 7 Building Use Fees Table below.

6.5 Any damage to the facilities or equipment during use must be brought to the attention of a responsible church leader or the office staff as soon as practical and a means of repair arranged. In the event that damage is discovered, the responsible non-Member shall be required to reimburse Christ Church for the amount of such damage.

6.6 Upon leaving the building, lights must be turned off and all doors closed and locked.

6.7 Access will be limited to those spaces specifically authorized, passageways and rest rooms. Offices and classrooms are not to be entered unless these rooms are specifically approved as part of a request. Nurseries are not to be used unless specific arrangements have been made, and children are not to be left in the building without adult supervision. The kitchen may not be used without prior permission from the Diaconate and must be coordinated with the Kitchen Coordinator. In the event permission is granted, all kitchen equipment must be returned to its original location and the room left clean. Children must be adult-supervised in the kitchen.

6.8 Permission must be obtained before anything is posted, and special non-damaging tape, such as Scotch Wallsaver Poster Tape, must be obtained and used for all signs and posters. No masking tape may be applied to walls

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and nothing is to be affixed to or removed from the walls in the Worship Area without specific permission. No signs may be affixed to the glass of the main entry doors without the prior approval of the Diaconate.

6.9 The sound system may only be used with permission of the Diaconate. Any permission granted will be contingent on complying with all conditions required by the Diaconate. If permission is granted, a fee will be incurred as set forth in Section 7 Building Use Fees Table below.

### 7. Building Use Fees Table

<u>Fee</u>	<u>Definition</u>	Christ Church Member Reserved events	Christ Church member-sponsored events	Non- members events
Sanctuary & classrooms Use	Reserves sanctuary and up to 8 classrooms for half-day or full-day	Fee waived	\$115/half-day \$ 225 /full-day	\$ 225 / half-day \$ 450 /full-day
Sanctuary Use	Reserves sanctuary up for half-day or full-day	Fee waived	\$ 75/half-day \$ 150 /full-day	\$ 150/half-day \$ 300 /full-day
Classroom Room Use: 1 - 3 classrooms	Reserves 1 – 3 classrooms for half-day or full-day	Fee waived	\$ 40 / half-day \$ 75 / full-day	\$ 75 /half-day \$ 150 /full-day
Classroom Room Use: 4 or more classrooms	Reserves classrooms for half-day or full-day	Fee waived	\$ 75 / half-day \$ 150 /full-day	\$ 150/half-day \$ 300 /full-day
Food/beverage fee & use of kitchen	Additional fee added which allows food and/or drink and use of kitchen	Fee waived	\$ 100 per event	\$ 100 per event
Building Monitor fee	Additional fee added for events in which 50 or more people are present	Fee waived	\$ 50 per event (Fee waived if sponsoring member is present)	\$ 50 per event
Security deposit	Deposit returned if no damages to building or if no excessive clean-up required	\$ 100 per event	\$ 100 per event	\$ 100 per event
Set-up Fee	Allows reasonable re-arranging of chairs in sanctuary or re-arrangement of desks/chairs in classrooms	\$ 50 per event	\$ 50 per event	\$ 50 per event
Piano tuning fee if piano is moved	The piano should not be moved for any reason. If the piano is moved, a \$ 125 fee will assessed for re-tuning	\$ 125	\$ 125	\$ 125

7.1 Christ Church Members, Christ Church member-sponsored events, and non-members events will be charged a Building Use Fee per fee structure outlined in table.

7.2 Non-member events in which 50 or more people are present will require a church member to be present to act as a building monitor. The building monitor shall be assigned by the Diaconate, and approval for the event is subject to a building monitor being available. An additional fee will be charged for this service, as outlined in the above Building Use Fees Table

7.3 Individuals or organizations reserving the building will be required to provide a cleaning deposit per fee structure outlined in Building Use Fees Table. Cleaning deposit will be refunded if there are no damages or if no excessive clean-up is required.

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7.4 Half-day use is defined as 4 hours of use or less. Full-day use is defined as more than 4 hour and up to 8 hour of use.

7.5 Any excessive wear and cleaning required after a function that costs more than the use fee will be charged to the individual making the reservation.

### 8. Liability:

8.1 **ANY PERSON OR ORGANIZATION USING THE CHURCH FACILITY AGREES TO HOLD HARMLESS, INDEMNIFY AND DEFEND CHRIST CHURCH (INCLUDING CHRIST CHURCH'S AGENTS, EMPLOYEES, AND REPRESENTATIVES) FROM ANY AND ALL CLAIMS AND LIABILITY FOR INJURY OR DAMAGE INCLUDING, BUT NOT LIMITED TO, BODILY INJURY, PERSONAL INJURY, EMOTIONAL INJURY, OR PROPERTY DAMAGE ARISING FROM OR WHICH MAY RESULT FROM ANY PERSON USING THE ABOVE DESCRIBED PREMISES, ITS ENTRANCES AND EXITS, AND SURROUNDING AREAS, REGARDLESS OF WHETHER SUCH INJURY OR DAMAGE RESULTS FROM THE SOLE OR CONTRIBUTORY NEGLIGENCE OF CHRIST CHURCH PCA (INCLUDING CHRIST CHURCH'S AGENTS, EMPLOYEES AND REPRESENTATIVES) OR OTHERWISE.**

8.2 **ANY PERSON OR ORGANIZATION USING THE CHURCH FACILITY AGREES TO HOLD HARMLESS, INDEMNIFY AND DEFEND CHRIST CHURCH (INCLUDING CHRIST CHURCH'S AGENTS, EMPLOYEES, AND REPRESENTATIVES) FROM ANY AND ALL CLAIMS AND LIABILITY FOR INJURY OR DAMAGE INCLUDING, BUT NOT LIMITED TO, BODILY INJURY, PERSONAL INJURY, EMOTIONAL INJURY, OR PROPERTY DAMAGE ARISING FROM OR WHICH MAY RESULT FROM ANY OF THE ACTIVITIES OR USES OF THE PERSON OR ORGANIZATION USING THE ABOVE DESCRIBED PREMISES, REGARDLESS OF WHETHER SUCH INJURY OR DAMAGE RESULTS FROM THE SOLE OR CONTRIBUTORY NEGLIGENCE OF CHRIST CHURCH PCA (INCLUDING CHRIST CHURCH'S AGENTS, EMPLOYEES AND REPRESENTATIVES) OR OTHERWISE.**