

## Rocky River Presbyterian

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### Facility Use Policy

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## **Facility Use Policy**

**PURPOSE:** The purpose of this document is to help ensure that the facilities of Rocky River Presbyterian Church (RRPC) are taken care of properly and are used in a manner that is consistent with the mission statement of RRPC.

**AUTHORITY OF SENIOR STAFF:** The pastor, Session, and church administrator have the right and obligation to deny the use of church facilities for purposes they deem not compatible with the mission statement or not in the best interest of RRPC.

**PRIORITY OF FUNERALS:** Any reservation of the sanctuary may be cancelled due to a funeral. Exception for weddings.

### **FACILITIES AVAILABLE:**

- **Main Building:**
  - Session Room
  - Meeting Rooms
  - Kitchen
  - Fellowship Hall
  
- **Sanctuary**
  
- **The facilities are closed on church holidays and when the church is closed due to inclement weather.**

**FACILITY USE PRIORITIES:**

- **First Priority Activities:** RRPC-sponsored activities, planned by the church and its members, mainly for the congregation or for Session-approved community outreach.
- **Second Priority Activities:** RRPC member activities, planned by members of the congregation, but not planned primarily for the people of the church.
- **Third Priority Activities:** Activities of other churches and Christian organizations, planned by and for the participants of other Christian churches or organizations.
- **Fourth Priority Activities:** Community service activities involving no specific Christian affiliation, but which do not conflict with the principles of RRPC.
- **Fifth Priority Activities:** Activities by for-profit groups or individuals, where the activities are in harmony with the mission of RRPC and in the interest or general welfare of the church and/or the surrounding community.
- RRPC groups should make reservations early **with the church office administrator** in order to avoid conflicts with non-RRPC groups desiring use of the facilities.

**LIABILITY:**

- Applicants agree to indemnify, hold harmless and defend RRPC from any liability, loss and/or injury incurred by or resulting from the Using Group members or guests while on RRPC property.
- RRPC is not responsible for loss of personal property of the Using Group or guests.
- Non-RRPC groups sponsoring an event that is open to the public, or involves overnight or extended use of the facilities **must** have adequate insurance and may be requested to show proof of this insurance.
- The person signing the Request for Use of Church Facilities form is the designated **responsible person** and will be held liable for payment of all fees and deposits for use of the facilities and any damages that may occur during that use.

**GENERAL GUIDELINES/RULES FOR THE USE OF RRPC FACILITIES:**

- No group using the church facilities may state or imply that the RRPC supports or endorses its programs or policies, unless specific approval is given by the Session.
- No partisan political events are allowed.
- In the interest of community service, RRPC facilities are available for voting purposes for federal, state, county and city elections at no charge, but donations are encouraged.
- Session approval is required for the selling of any tickets or merchandise on church property. Groups who intend to sell tickets or merchandise on the premises need to indicate that at the time of initial reservation, but in no case later than six (6) weeks before the date of the event. Applications made with less advance notice may be referred to the Senior Pastor and the Clerk of Session for an executive decision.
- Church facilities are reserved for church activities on a Sunday. Facilities will not be available to non-RRPC groups or individuals on a Sunday, unless approved by the Worship Committee (for the sanctuary).
- The Fire Marshall has established a maximum seating capacity of 700 for the Sanctuary and 239 for the Fellowship Hall. No event that will exceed either capacity will be permitted.
- Alcoholic beverages, controlled substances and tobacco use are prohibited on church property.
- All Using Groups are responsible for their own set up, take down, and clean up activities. Groups who do not adhere to this rule will be required to pay for cleaning services. If necessary, a member of the congregation can be hired the day of the event to advise and oversee that the building is being used in accordance with our policy.
- Lights and appliances must be turned off and doors locked at departure.
- No storage space on church property will be provided for non-RRPC groups unless approved by the Session or the Building & Grounds Committee.
- Facilities use should generally be between 8:00 AM and 10:00 PM. The **responsible person** will be expected to lock up the facilities when the event is over. Morning activities are scheduled between 8:00am and 3:00pm and evening activities are scheduled between 4:00pm and 10:00pm.
- The Building Use Committee and/or the Worship Committee may deny use to any group that abuses the facilities or does not follow these guidelines.

**Failure to abide by these rules may jeopardize future use of the facilities and forfeiture of the security deposit.**

**WEDDINGS:** If the church facilities are reserved for a wedding, please refer to the Wedding Guidelines available from the church office.

**VENUE-SPECIFIC GUIDELINES:**

- **Sanctuary**
  - Except for First and Second Priority Activities, all requests for use of the sanctuary need to be approved by the Worship Committee. The Worship Committee chair may grant provisional approval if the applicant clearly meets the requirements.
  - All requests for use of the Sanctuary should be made at least four (4) weeks in advance when possible.
  - The maximum seating capacity of the Sanctuary is 700. No function will be approved that will exceed this seating capacity. The group using the Sanctuary is responsible for assuring that the occupancy limits are respected.
  - No food or drink is permitted in the Sanctuary.
  - Groups using the Sanctuary should ensure that they leave the Sanctuary as they found it so that it will be ready for Sunday worship.
  - Sound System and/or Organ Use. A designated representative of the church will have to be hired in order to use the sound system and/or organ. See Fee Schedule for hourly rates.

- **Kitchen**
- **RRPC accepts no responsibility or liability for any food or beverage prepared or served by anyone on RRPC property.**
- All licensed caterers who will be cooking on the premises must provide proof of liability insurance and a copy of the most recent Health Department Grade Card, no later than two weeks prior to the event.
- If any equipment is to be used during an event, training from the Kitchen Committee is required prior to the event. **Do not attempt to repair inoperative equipment. Notify RRPC Staff as soon as possible.**
- No equipment should be removed from the kitchen.
- The kitchen is equipped with a fire extinguishing system located under the exhaust hood. The individual requesting use of the kitchen **is responsible for any cost** incurred in recharging this system **as well as cleanup** of any areas of the kitchen affected by the discharge of the extinguishing system.
- All food stored in the refrigerator and/or freezer **must be labeled and dated**. Do not leave any food items on the counters. The Kitchen Committee may discard food items it deems unsafe.
- Leftover food that will be used within 48 hours after the completion of an event may be stored in the refrigerator and/or freezer. **All food must be labeled and dated.**
- All kitchen equipment must be properly cleaned after each use. A Checklist for Cleaning is posted in the kitchen.
- ALL trash must be removed and put in the dumpster regardless of how full (or not) the trash bags are. We do not want food items left in open trash cans after an event.

- **Fellowship Hall**

- All trash must be properly bagged and carried to the church waste bins located at the end of the Activity Building parking lot regardless of how full (or not) they are.
- **Church tablecloths and dish towels are not made available to non-RRPC groups.** All tablecloths and dish towels used by RRPC members must be properly cleaned and returned within three (3) days.
- All tables and chairs must be left as found prior to the activity.
- All lights need to be switched off and all doors locked before departure.

#### **APPLICATION AND SCHEDULING:**

- For **all non-church related or sponsored** events the church office administrator **must** be consulted so that the activity can be scheduled on the RRPC Calendar.
- For **all non-church related or sponsored** events, an application must be made on a Request for Use of Church Facilities form before final approval. The form may be printed from the web site or obtained from the church office administrator during normal office hours.
- The designated **responsible person** of the Using Group must present the application form in person. A hard copy of the Facility Use Policy will be provided.
- The date on which the application and all applicable deposits received will establish the priority of the request if there is more than one request for the same space at the same time (also see the FACILITY USE PRIORITIES above).
- All applications for use of the sanctuary will be referred to the Chair of the Worship Committee for approval.
- The church office administrator may grant tentative approval for facilities other than the sanctuary if the applicant clearly meets the requirements.
- Special cases will be forwarded to the Building Use Committee and/or session if needed for review and final approval.
- Requests that appear to be beyond the scope of the Facility Use Policy will be referred to the Session and/or Pastor for a final decision.
- All **first-time applicants** need to pay the applicable deposit at the time of the written application.

**FEE POLICY:**

- **All facilities:**
  - RRPC facilities are available for First, Second, and Third Priority Activities at no charge. However; a donation to cover the cost of cleaning and general wear and tear would be appreciated.
  - For Fourth and Fifth Priority Activities an hourly usage fee is charged. Applicants also need to pay the refundable security deposit.

**FEES:**

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|-------------------------------|--|
| • Fellowship Hall             | \$100 per hour – maximum of \$500  |
| • Kitchen                     | \$100 flat rate to use appliances with a representative from the church present. |
| • Sanctuary                   | \$100 per hour – maximum of \$500  |
| • Meeting Rooms               | \$40 first two hours, \$25 each additional hour                                  |
| • Refundable Security Deposit | \$100  |
| • Cleaning Services           | \$35 per hour  |
| • Sound System Tech           | \$35 first hour. \$15 per additional hour.                                       |
| • Member Representative       | \$35 first hour. \$15 per additional hour.                                       |