

## **Building & Facility Use Policy**

### **Statement of Purpose, Definition of Facility**

The primary purpose of Covenant Presbyterian Church (CPC) is to carry out the ministries of the Church and share God's Covenant Love. We share and nurture God's Covenant Love expanding our outreach into the community by offering use of our CPC facilities to outside organizations and individuals. This policy outlines who may use the facility, priority of building use, rules, required documents, and any fees and/or deposits that are applicable or required. We ask that as you use these facilities you treat them with great care and respect as you would your home. This is our home and used to do great work for the love of God.

### **Definition of Covenant Presbyterian Church and Facilities**

Church - Covenant Presbyterian Church or CPC; sanctuary, Van Wyck Room, classrooms, prayer room, kitchen and nursery.  
Facilities - The physical property and grounds (Field, Parking Lot(s), Playground Area, Outdoor reception areas) of Covenant Presbyterian Church, 4848 N Five Mile Rd, Boise, ID 83713.

### **Mission and Core Values**

Inspiring all generations to follow Jesus, grow in his likeness, and serve God's mission in the world. Our life together is grounded in these core values:

#### **We are focused on Jesus.**

Jesus is our Lord and savior – this is not just a cliché. We find our life in Jesus' life, as expressed to us in the scriptures as the author of Love, Peace, Mercy, and Justice. Our goal is to lead people to Jesus so that through Him we may experience God's saving love and be empowered for a lifelong journey of faith.

#### **We are focused on the Bible.**

At Covenant, we take the scriptures seriously, believing that the Word is always pointing us to the Triune God revealed to us through Jesus Christ.

#### **We are a Covenant community.**

We are a place of spiritual encouragement so that all ages and all people may experience God's grace. We believe that God's covenant-relationship with Israel is an example for our own community. Skeptics, life-long disciples, young children and mature adults will all be welcomed and cared for at Covenant. We encourage small groups and ministry teams that produce lifelong friendships.

#### **We believe in God's redeeming love for the world.**

We seek creative and meaningful ways to respond to Christ's call to share His love in the world. We are serving McMillan School, nursing homes, on the streets of downtown Boise, on the BSU campus, in homes all over town, and all over the globe in mission.

## **Building & Facility Use Policy**

### **Who May Use CPC Facilities:**

1. Any CPC church group or church members.
2. Only individuals/organizations who have been approved by CPC and met all requirements.

### **Who May not use the Church CPC:**

1. Organizations whose activities are in conflict with the mission and doctrine of CPC. CPC retains the right to restrict or prohibit usage of the facility to any person or group it determines does not align with the church's priorities, goals, vision and beliefs.
2. Facilities are not available to outside groups for fund raising, for profit activities or groups operating for commercial gain without prior approval.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their program. CPC can be used as a voting/polling location during elections.

### **Scheduling/ Use Priorities:**

1. Any CPC church group, ministries, church events and activities and, church members requesting use for weddings, anniversaries, funerals as part of the ministry of the church.
2. Church ministry functions, other Church Groups and/or Christian meetings, events.
3. Community events as requested by members of our community (nonprofit, education, service, etc.) will be considered without charge for short-term use only.
4. Outside social, civic, educational, and non-service groups or individuals using CPC facilities for activities may be charged a facilities usage fee, and/or a custodial service fee.

### **Building Usage Requirements**

1. A **Building Request Use Form** must be completed for all groups or individuals requesting facility use.
2. CPC may require a **Certificate of Liability and Property Damage insurance** coverage, decision to be made by the Treasurer, naming Covenant Presbyterian Church as an additional insured be on file prior to the date of the event by all outside groups to CPC for the purpose of covering liability and property damage or accidents that might occur on church property. All groups will be required to sign **Release of Liability** waiver.
3. All groups must adhere to and accept policies prohibiting smoking on church grounds, alcohol, illegal drugs and firearms on the church property.
4. CPC may require liability insurance coverage in the amount of **\$1,000,000** and agree to the **Building Use Indemnity and Hold Harmless Agreement**.
5. A Facility Usage Fee / Custodial Service Fee and Security Deposit will be charged for use by any outside individuals and/or groups.
6. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules for facility use.

### **Scheduling Church Facilities**

1. Contact the Church Office to confirm availability of the date and time requested. (Hours- M-Th; 9am - 12 pm; (208) 322-5588).
2. Complete and submit **Building Use Request Form** to [office@cpcboise.org](mailto:office@cpcboise.org) Obtain the at the Church Office or at our website: [www.cpcboise.org](http://www.cpcboise.org) (Note: Availability of the date and time does not reserve that date and time until approved by CPC.)
3. Confirmation of group/event/activity, date and time will be by phone or email upon receipt of required documents: **Building Use Request Form, Certificate of Insurance, Indemnity and Hold Harmless Agreement**. The event date/time will then be added to the Church Master Calendar.
4. Any applicable usage fees and/or deposit must be paid at least one week in advance.

## Building & Facility Use Policy

### Rules and Regulations of Building Use

- No alcohol may be served in or on church premises.
- Smoking and/or Vaping on Church grounds and in facilities is strictly prohibited.
- Groups are restricted to only those areas of the facility that the group has reserved.
- Food and beverages in the Foyer, Kitchen, and Van Wyck Room only.
- Church equipment, tables, chairs, must be returned to original placement, unless arranged otherwise.
- All lights must be turned off and doors locked upon departure.
- Kitchen is to be left clean and orderly.
- **Tidy** restrooms. Be sure that the water is shut off.
- Check that all windows and doors are securely locked. **ARM ALARM!!!**
- Trash containers are to be emptied into the large trash dumpster out in the parking lot.
- Abusive or foul language, violent behavior, possession of illegal drugs or alcohol use and abuse and possession of firearms are strictly prohibited on church premises.
- Any person exhibiting inappropriate behavior will be asked to leave the premises immediately.
- The Nursery may not be used for childcare without prior arrangement and adequate adult supervision. Children must be supervised when on church property.
- No outdoor activities past 9:00 pm.
- No loud music past 8:45 pm and no outdoor music speakers facing residential neighbors.

### Building Usage Fees, Deposits, and Custodial Service Fees

Use of CPC church facilities are subject to a one-time Building Usage Fee, Security/Key Deposit and Custodial Fee based on the Fee Schedule below. Wedding and Funeral Service Fees are listed separately.

#### \*Fee Schedule

Church Room(s)	Outside Groups		Weddings		Funeral Services	
	Non-Member	Member	Non-Member	Member	Non-Member	Member
Sanctuary, Foyer, Van Wyck, Kitchen	\$250	\$0	\$500**	\$0	\$250**	\$0
Foyer/Reception Areas	\$150	\$0	\$250	\$0	**	\$0
Van Wyck Room	\$150	\$0	**	\$0	\$150	\$0
Kitchen	\$150	\$0	**	\$0	\$150	\$0
Outside Yards, Concrete Pad N of Foyer	\$100	\$0	\$100	\$0	\$100	\$0
Classrooms (each)	\$25	\$0	\$25	\$0	\$25	\$0
AV Booth Techs (each)	\$75	\$75	\$150	\$150	\$75	\$75
Custodial Service Fee	\$100	\$100	\$200	\$200	\$100	\$100
Security/Key Deposit	\$100	\$100	\$100	\$100	\$100	\$100
Pastor			\$500+Honorarium	Honorarium	Honorarium	Honorarium
Organist/Pianist/Soloist			Honorarium	Honorarium	Honorarium	Honorarium
Wedding Coordinator			\$250	\$100		
Print/Copy Materials					\$100	\$0

\*Fee Schedule: CPC reserves the right to waive any associated Building/Facility Usage Fees/Deposits at their discretion at any time. Any and all fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.

\*\*Fee included for building use.