



NORTH PRESBYTERIAN CHURCH

Policy: Concert, Recital Facilities Use

Written by The Property Committee - 11/01 - 1 Page

Objective: To encourage the use of our building and instruments for instrumental and vocal recitals and concerts. To document all information necessary to accurately, schedule, prepare, protect, monitor, conduct, cleanup, charge and collect funds for recitals and concerts.

Note: There will not be any charge(s) for weddings and funerals as they are services of worship except for custodial duties on off hours.

The following Policy applies to all applicants (church members included).

1. Property Committee reserves the right to make exceptions and/or modify all Usage Policies, Applications, Fee Schedules and Signed Contracts at their discretion.
2. Keys for North Church facilities may never, (under any circumstances) be given, loaned or passed along to usage applicants except at the discretion of the Property Committee and/or its representatives for "Special Groups and Users."
3. Applicants must completely fill out and acknowledge acceptance via a dated signature North Presbyterian Churches;
 - a. Policy for Building & Facilities Usage,
 - b. Application For Building & Facilities Usage,
 - c. Contract For Building & Facilities Usage.
4. The suitability of a particular concert or recital, its scheduling and the arrangements for it (including the use of organs or pianos) will be subject to the approval of the Property Committee upon recommendation of the Director of Music.
5. If the applicant or group requesting the use of the facilities requires the tuning of any organ or piano, the cost will be paid by the one requesting the tuning.
 - a. The tuner will be selected and/or approved by the Director of Music.
6. The following guidelines shall govern any donation requested subject to the approval of the Property Committee:
 - a. If no donation is requested by the user, there will be no usage fee for the use of the building and/or related instruments.
 - b. If a donation is requested, and the purpose of the concert / recital is to raise funds for the performing group, standard usage fee(s) shall be charged.
 - c. Requests for donations to raise funds for what is deemed to be a worthy cause, or charity must be approved in advance by The Property Committee. In such cases, standard fees will be charged as defined by the "Policy For Building & Facility Usage."
7. The word "Admission" on tickets or the use of advertising material is prohibited.
8. In all cases involving applications for concerts / recitals, the applicant will obtain the written recommendation from the Director of Music.