



NORTH PRESBYTERIAN CHURCH

Policy: Building/Facilities Use

Written by The Property Committee - 11/01 - 3 Pages

Objective: To define the rules and regulations that govern usage applicants, activities and functions as they relate to North Church, its facilities, and members. To obtain signed and dated acknowledgement and understanding of these stated Policies.

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.

I. POLICIES

1. The following Policy applies to all applicants (church members included).
2. 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.
3. The Property Committee reserves the right to make exceptions and/or modify all Usage Policies, Applications, Fee Schedules and Signed Contracts at their discretion.
4. 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."
5. The use of the church buildings and facilities must be in "harmony" with the ideals of North Presbyterian Church. Permission to use church facilities does not mean that the church endorses the individual or organizations.
6. All advertising, signs must be pre-approved and may not be used, posted or hung on church property without permission by a member of the Property Committee.
7. Permission to use church buildings is conditional on payment of the fees, security deposits and proof of insurance coverage as described in this Policy, the "USAGE APPLICATION - BUILDINGS & FACILITIES", and the "DESCRIPTION OF CHARGES FOR BUILDING USAGE".
8. Church property in the form of audio / visual equipment, tables, chairs, dishes, silver, etc., may not be taken from North Church for use by a member or usage applicant without the written permission of the Property Committee.
9. The church reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity or program. In such cases the user will be given as much advance notice as possible and all deposits will be refunded.
10. Kitchen facilities may only be used with written authorization.
11. Usage groups will be expected to leave rooms, facilities and equipment used in as good a condition in terms of arrangement, repair and cleanliness as they were found upon their arrival.
12. All usage groups are expected to be able to leave the premises at 10:00 PM. Those that are not able to do so will be expected to make a donation to the custodian at the time and one-half rate for at least one hour.



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13. Smoking, the use of alcoholic beverages and illegal drugs is absolutely prohibited in or on any North Church property.
14. Combustible materials may not be brought into any North Church buildings or used on North Church facilities without the expressed written permission.
15. North Church will not be held responsible for any damaged, stolen, or lost personal property used, or stored on church property.
16. Eating and drinking or the serving of beverages will only be allowed in pre-approved rooms and areas.

II. SAFETY HEALTH AND MAINTANANCE

1. Sitting or standing on tables or standing on chairs is strictly prohibited.
2. Leaning back or balancing on chairs is strictly prohibited.
3. Hammering and nailing are strictly prohibited unless authorized in writing by the Property Committee and/or its representative (s).
4. Renters may not adjust thermostats.
5. Decorations, posters, signs, balloons, crepe paper, streamers or other materials may only be nailed, taped, glued, hung and/or suspended from ceilings, walls, doors, floors, etc., with the written permission of the Property Committee.
6. Toys may only be moved from rooms and left in another room with the expressed permission of the Property Committee and/or the North Church Educator.
7. All furniture must be placed back exactly as it was upon leaving.
8. All tables and chairs must be wiped down after each function to remove excess food, stains, craft marks, glue, etc.
9. All trash, garbage must be put into garbage receptacles, rooms cleaned up, materials put neatly back where they were found.
10. All windows, doors, curtains, blinds must be closed, locked and put back into the condition that they were found.
11. All lights, stoves, electrical equipment must be turned off and/or unplugged.
12. Damaged property, including broken furniture must be reported immediately to a member of the church staff, or the Property Committee.

III. APPLICATION PROCEDURE

1. Once approved, applications cannot be scheduled until all fees and deposits and proof of insurance are submitted in proper order.
2. The original copies of all applications will be kept in a file labeled "Usage Policy, Applications" by the Buildings & Grounds Committee for a period of three years at which time they may be disposed.
3. If approved, a representative of the Buildings and Grounds Committee will be responsible for notifying the applicant that they will be permitted to use the requested space and facilities.
4. If an application is not granted permission, a representative of the Buildings and Grounds Committee will notify the applicant.



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5. If two groups and/or applicants request usages and/or facilities at the same time, the Property Committee will use their discretion to select the applicant most directly related to North Church activities, members, friends, etc.

IV. FEE SCHEDULE

The following fee schedule is meant to be used as a recommended guideline to cover the costs of use, preparation, cleanup, building maintenance and custodial support.

1.	Sanctuary (weddings, pageants, etc.)	\$250.00
2.	Chapel	\$150.00
3.	Westminster Hall	\$200.00
4.	Dickson Room	\$100.00
5.	Kitchen	
	a. Light use (no cooking, dishwashing)	\$ 50.00
	b. Heavy use (cooking, dishwashing)	\$100.00
	c. Full use (all the above with dishes and utensils)	\$200.00
	d. Custodial supervision (for all the above)	\$25.00 minimum
	e. China and silver use	\$50.00 minimum
6.	Special custodial requirements	
	a. Time & one-half (1 hr. minimum)	_____
	b. There will be a minimum charge of \$50.00 for all events that take place outside regular custodial working hours.	\$50.00
7.	Other rooms	\$30.00
8.	Instrument Use / Tuning	_____

Verification of Understanding and Compliance:

I, the undersigned, have read understand and will comply to all of the above listed rules and regulations. I further understand that my group, organization or party may incur a damage assessment fee for any damage resulting from my use or my group's usage.

Dated, Applicant Signature: _____