



COVENANT  
ALIANZA

PRESBYTERIAN CHURCH • IGLESIA PRESBITERIANA

## Facility Use Guidelines

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# **Facility Use Policy and Guidelines**

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## **INTRODUCTION**

### **PURPOSE AND VISION**

Covenant Presbyterian Church (CPC) facilities are to be used for the glory of God and for the ministries supported by this church for the growth and purity of the Church. The CPC Diaconate seeks to make *Kingdom disciples* through effectively administering our facilities to liberally promote their use for worship, study and other godly ends while conservatively fencing it from lesser uses.

We believe that the facilities, properly administered, will be an asset to the growth and maturity of the Church. The CPC facilities are set apart for the worship of the Lord our God, prayer, the teaching and study of the Scriptures, evangelism, the promotion and growth of godly families, and the fellowship and encouragement of CPC members and visitors.

### **QUALIFICATIONS FOR USE OF FACILITIES**

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of CPC's faith, doctrine, practice, policy, and discipline, our Session is the church's final interpretive authority on the Bible's meaning and application. Therefore, our facility is to be used only by persons or groups holding, advancing or advocating beliefs or practices that agree with CPC's faith and moral teachings as summarized in our constitution and by-laws.

Members may schedule use of the building for purposes consistent with the mission of the church when it is available. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. This policy applies to all church facilities, even if they are unconnected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Colossians 3:17) No activities or advocacy may take place within our buildings or grounds that conflict with CPC's faith and moral teachings as summarized in our constitution and by-laws or the practices of this congregation and denomination.

### **MEMBER SPONSOR**

A Member Sponsor is required for every approved non-CPC event. This person is a CPC member who must be present during the entire event and ensure adherence to CPC Facility Guidelines. This includes a final walk-through to make sure that the building is clean, tables and chairs are returned to original locations, trash has been taken to dumpster, lights are off, doors are locked and keys are returned to the church office if applicable.

## REQUEST AND APPROVAL PROCESS

***CPC reserves the right to cancel any scheduled event at its sole discretion.***

### **WHO MAY USE THE FACILITY (in order of priority)**

**Worship Services and other church-wide activities** established by the Session

**CPC ministries**

**Non-CPC Events**

**Supported ministries:** Organizations supported in the CPC budget or ones that we believe further the mission and vision of CPC, provide her members with a practical educational benefit, or provide CPC members an opportunity to serve the CPC community and surrounding neighborhoods.

**Member Hosted Events:** Personal events that fit within the guidelines of this policy. These may include but are not limited to events such as birthday parties, bridal or baby showers, etc.

**Non-Member Events:** Fit within the guidelines of this policy and require a Member Sponsor who will attend the entire time of the event and who will ensure compliance with the CPC facility policy.

**Personal Events** – generally one-time such as a birthday party, etc.

**Non-profit organization** – may be on-going such as a home school group or BSF. The organization will be required to provide a copy of the IRS Section 501(c)(3) determination letter, a Certificate of Insurance naming Covenant Presbyterian Church as an additional insured, and a notarized Church Facility Usage and Hold Harmless Agreement.

### **WHO MAY NOT USE THE FACILITY**

**Partisan political groups**

**Individuals or groups operating for profit**

**Individuals or organizations who hold, advance or advocate beliefs or practices that conflict with CPC's faith and moral teachings as summarized on our constitution and by-laws and the Presbyterian Church in America**

### **AVAILABILITY**

**Monday through Friday:** generally 8:00 a.m. through 11:00 p.m.

**Saturday:** Non-ministry events (member hosted or non-CPC events) must end by 7:00 p.m. so that the custodial staff may prepare the facility for Sunday worship services. Be sure to time your event so that you may clean the areas used and be out of the facility by 7:00 p.m.

**Sunday:** Worship Services and CPC ministry activities only

### **FEES**

**CPC activities and ministries** – no fee

**Non-CPC Events** – no fees to use the building but Sound Technician fees apply. See page 9.

***CPC reserves the right to establish and charge fees to offset facility costs.***

## **SCHEDULING**

Events are scheduled in the order received and within the stated priority structure (see page 9 "Who May Use the Facility."

Events may be requested up to one (1) year prior to the event date.

Pre-scheduled alternate dates may be granted on a limited basis for large events. Requests for alternative dates must be approved by the Diaconate.

### **Conflicts**

Confirmed events may be preempted for church-wide events up to 60 days before the scheduled event. Firm dates may be granted beyond this guideline with Diaconate approval. You will receive notification as early as possible from a Facility Deacon.

Confirmed events may be preempted for the funeral or memorial service of a member. You will receive notification as early as possible from a Facility Deacon.

Groups are granted access only to those areas specifically requested on the facility use request form. If a conflict arises with someone who has not reserved the space, the person who has reserved the space will have priority. In the event of a scheduling error or conflict where two separate groups have reserved the same space, the group who reserved it first will have use of the space. It's a good idea to have the email confirming the building reservation at the event.

## **MAKE A REQUEST**

***All requests require that you submit a completed "Request to Use Facility" online form, include a designated a Member Sponsor for non-ministry events, and be approved before the facility may be used.***

Visit [www.cov-pres.org](http://www.cov-pres.org):

Read the entire Facility Use Policy and Guidelines before requesting space.

Submit a "Request to Use Facility" online form. While room availability may be confirmed verbally before your written request is made, the space is not guaranteed until the completed building request form has been received and approved.

- Staff can approve use of the building that complies with the Facility Use Policy and Guidelines. You will receive email notification upon approval of your event.
- The Facility Deacons will review requests that do not comply with the Facility Use Policy and Guidelines. Review of these requests may take 30-60 days. Should your request be denied, a Facility Deacon will notify you.

## **GENERAL GUIDELINES**

### **Appropriate Use and Care (see page 9 for cleaning checklist)**

The facility shall not be used for activities that by their nature are destructive or harmful to its preservation and maintenance.

The facility is a smoke free environment. Smoking inside the facility is strictly prohibited.

The consumption of illegal drugs or alcoholic beverages with the exception of wine used for communion and cooking is prohibited.

Use of nails, screws, glue or any type of permanent attachment device for the purpose of hanging posters, signs, and newsprint or meeting materials is prohibited.

Posters advertising events may be placed on designated bulletins only. Drop the posters off at the church office. If approved, the posters will be embossed and hung for you. Posters without the embossed seal will be removed without notice.

Do not prop exterior doors open. Instead, assign a greeter to hold the doors and welcome attendees.

Damage to the facility or church property must be reported to the church office, a CPC custodian or a deacon immediately. Individuals or groups utilizing church property, onsite or borrowed, shall be responsible for the cost of repair and/or replacement of the damaged property.

Non-CPC Events must provide their own supplies, including but not limited to paper products and office supplies. CPC will provide janitorial and cleaning supplies.

Rooms must be returned to their original set up. See page 12 for the cleaning checklist.

### **Insurance**

CPC is not responsible for any injury related to participation in a Non-CPC event. This includes suits or demands whatsoever in law or in equity. Non-CPC organizations approved to use the facility must provide a Certificate of Liability Insurance naming Covenant as an additional insured.

### **Other**

Children under age 18 must have adult supervision (an adult age 21 or older WITH them) at all times while in the facility.

Any group selling merchandise or raising funds at an event must have prior approval from the Session at the recommendation of the Diaconate.

Events held at CPC requiring an admission fee to participate will be reviewed for approval by the Diaconate on a case-by-case basis.

## **AUDIO/VISUAL EQUIPMENT**

### **GENERAL**

The use of any sound equipment requires an approved CPC Sound Technician (see Fee Schedule for Sound Technicians below). Contact the Worship Pastor's Ministry Support Staff at the church office for a list of approved Sound Technicians that you may contact. In the event that no approved Sound Technician is available, you will have to do without amplified sound.

Permanent sound equipment refers to the systems in the sanctuary, activity room, multipurpose room and mezzanine. Portable sound equipment includes the components that can be moved, or used outside or away from the facility.

### **FEE SCHEDULE FOR SOUND TECHNICIANS**

**Ministries** - no fee

**Other Groups (Non-CPC events including Member Hosted)**

\$75 flat fee minimum for up to two (2) hours of time; \$40 per hour for each additional hour. The Sound Technician will keep track of hours worked beyond two (2) then report them to the financial secretary who will bill them accordingly. Please make checks payable to Covenant Presbyterian Church.

Fees for ongoing long-term use by groups will be handled on an individual basis.

#### **Funerals**

**Members and their immediate family:** The church will pay for the Sound Technician, and the Visual Technician if needed, for funerals and memorial services.

**Non-members:** Non-members are responsible for all costs associated with their request.

**Weddings** (See Wedding Guidelines, [www.cov-pres.org](http://www.cov-pres.org))

## **BORROWING EQUIPMENT**

#### **POLICY**

Church property may be made available only to our **members for local family events at which the member is in attendance**. Please contact the church office to check on availability of the items you wish to borrow. Approval is required before any equipment is released to you.

Complete an online “Equipment Request” form. You will be able to choose and pick-up and return dates and times, generally between 12:30 and 7:30 p.m., Monday through Saturday. Please honor the times that you choose so that our custodian(s) can meet you for the pick-up and return. Sunday pick-ups and returns are not available as that is a day of ministry. The equipment must be returned clean and undamaged.

Damage must be reported to the church office, a CPC custodian or a deacon immediately. Cost of repair or replacement is the responsibility of the person who borrows the item. The Facility Deacons will determine whether to repair or replace and notify the borrower of the cost.

#### **GENERAL EQUIPMENT**

General equipment includes tables (wooden rectangle tables, not white plastic ones), coffeepots, coolers, etc. The green chairs, like the ones in the sanctuary, are not available to borrow for use away from the facility. The other chairs may be borrowed if not in use.

Non-CPC events will need to procure tablecloths from an outside source.

#### **PORTABLE SOUND EQUIPMENT**

If your request is approved, contact the Worship Pastor’s Ministry Support for a list of CPC approved Sound Technicians to operate the equipment. If one is not available, you will not be allowed to borrow the equipment. Fees apply (see page 6).

## **GUIDELINES BY LOCATION**

### **Sanctuary**

The sanctuary is set aside for special purposes and treated differently than the multi-purpose room.

The sound system in this room is ONLY to be operated by an approved CPC sound technician.

Instruments and sound equipment are not to be used without specific permission from the Facility Secretary.

### **Kitchen**

Leave the kitchen in as good or better condition than you found it. Wipe off counters, wash dishes, empty trash and take it to the dumpster, etc.

The kitchen may not be reserved for classes or exclusive use except for wedding receptions.

### **Activity Room**

The Activity Room may be used for active play, including throwing balls.

Return all chairs and tables to where you found them before leaving. Having the entire floor clear (no tables and chairs set up) is the default setting for the room.

The Activity Room sound system is ONLY to be operated by a CPC sound technician.

Instruments and sound equipment are not to be used without specific permission from the Facility Secretary at the church office.

Closets and their contents are available for Covenant ministries' use only.

### **Classrooms**

Leave classroom tables and chairs ready for Sunday morning use, according to room set-up diagrams posted by the door. It is a good idea to take a picture of the room before you rearrange so that you know exactly how to re-set it.

### **Parking**

Use of our parking lot by groups who wish to meet to carpool to offsite events and leave cars overnight must be approved. Submit a request online. If approved, the group must park at the east end of the lot away from the building as a kindness for those attending Sunday morning services or other onsite events.

## **GUIDELINES BY ACTIVITY**

### **Yard Sales or Sales of Goods/Services**

Yard Sales and the sale of goods or services, including music lessons, for personal profit are not allowed.

Yard Sales and the sale of goods or services in general as approved fundraisers for CPC supported ministries are permitted.

## **Concerts/Dances**

Concerts and recreational music/dancing that promote congregational life are allowed.

Concerts must be approved by the Session. Concerts should glorify God and equip His people to praise and enjoy Him.

If money is collected, the sponsoring CPC Ministry must provide the necessary labor, security and accountability to ensure all funds are properly handled and accounted for.

## **Overnight Use of the Facility**

Overnight use of the facility requires approval.

## **FAQ**

Facility Address: 546 W. Mosby Rd., Harrisonburg, VA 22801

WIFI access is available 5:30 a.m. - 11:00 p.m. Password is available upon request.

Lost & Found: closet to the right of the Book Nook in the east wing of the lobby.

If the alarm goes off before 4:00 p.m., call the church office 433-3051. After 4:00 p.m., the security deacons will be contacted automatically by the alarm company.

## **CLEANING CHECKLIST**

***It will be helpful if you take a picture of the room to know how to reset it.***

For each space used (rooms, kitchen, sanctuary, common areas, etc.):

Return all chairs, tables, podiums, and other furniture to their original positions.

Sweep and/or vacuum the floors of all rooms used. Custodian's closet (mops, brooms) is located on the right just before you enter the nursery wing, and in the upstairs and downstairs hallways in the children's wing.

Empty trash and take the trash bags to the dumpster behind the rear parking lot.

Turn off lights.

Walk through the spaces you used to make sure default set up is in place.

Lock all doors that you unlocked and test the doors to make sure they are locked. (Some appear locked even though they are not.)