



**Facility Use Guidelines - Wedding**  
**Available for Members of Covenant Presbyterian Church**

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# Facility Use Guidelines - Weddings

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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 its 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-member organizations 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. In no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. 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 the bylaws and the practices of this congregation and denomination.

## **REQUEST AND APPROVAL PROCESS**

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

## MEMBERS

CPC facilities are available for members. While member wedding receptions are allowed, the multi-purpose room is unavailable from June through August.

## WHO MAY NOT USE THE FACILITY

Individuals whose weddings 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:** The wedding, and reception if applicable, must end by 7:00 p.m. so that the custodial staff may prepare the facility for Sunday worship services. You are responsible for cleaning the facility. 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

## SCHEDULING

Events are scheduled on a first come first serve basis within the stated priority structure:

- Worship Services and other church-wide activities
- CPC Ministries
- Non-CPC Events
  - Supported Ministries
  - Member Hosted Events
  - Non-Member Organization Events

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

Dates are firm at 60 days from event date (six months for weddings). Beyond 60 days out (six months for weddings), events can be bumped for higher priority events. Firm dates may be granted beyond these guidelines with Diaconate approval.

Confirmed events, except for weddings, may be bumped for the funeral or memorial service of a member. Should a conflict arise, a facility deacon will contact those affected to attempt a reconciliation of space/time issues.

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.

## MAKE A REQUEST

***All requests require that you submit a completed "Request to Use Facility" online form and be approved before the facility may be used.***

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

Read the entire Facility Use Guidelines and Wedding 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.

## GENERAL POLICIES

An approved **CPC Sound Technician** is required to operate the equipment (see Fee Schedule below). Please contact the Worship Pastor's Ministry Support Staff at the church 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.

A **Wedding Liaison (WL)** is required and will be assigned to you. This person is a member of Covenant who will be your primary contact regarding the building and its use for your wedding. The WL is NOT the wedding director/coordinator. The WL will

- meet with the bride for a tour of the building and coordinate with the church office about the availability to have a tour;
- answer policy questions regarding building use;
- give options or suggestions about what rooms to use for dressing, decorating, pictures, etc.;
- attend both the rehearsal and the wedding as the church representative;
- open and close the building for the rehearsal and the wedding; and
- make a final walk through to make sure the building has been cleaned and reset.

**The wedding party is responsible for clean-up** after the wedding in accordance with the guidelines set forth in the "Request to Use the Facility" form. CPC is not responsible for clean-up after the wedding. Please provide the name of the "clean up point person" to the Wedding Liaison.

The **drums** may not be removed from the stage by anyone other than a CPC Sound Technician. There is an additional fee for this.

If there will be **music and/or dancing** at a member's reception, they must not conflict with our mission and vision, faith and practice.

## FEE SCHEDULE FOR WEDDINGS

The wedding party will write one check to Covenant Presbyterian Church to cover all costs and CPC will then write a check to the Sound Technician and the Wedding Liaison in accordance with applicable IRS codes.

Members requesting use of the facility for a wedding who may have difficulty paying the fees should contact the mercy ministry for possible help to meet these needs.

### Building Use

Members = \$0

### Wedding Liaison

Members = \$150

### **Sound Technician for Wedding Ceremony**

Members

\$150.00 flat fee for up to five (5) hours of time

\$40.00 per hour for additional hours, if any, to be billed to the bride and groom once Sound Technician turns in hours to the church office

\$100 flat fee to remove drums from the stage and reset them, in addition to billable hours.

### **Sound Technician for Receptions**

Members Only

\$40 per hour, to be billed to the bride and groom once Sound Technicians turns hours in to the church office.

A CPC approved Sound Technician is required if CPC sound equipment is used anywhere in the building. You may ask the ceremony sound technician to help you. They may agree if they are available.

### **APPROPRIATE USE AND CARE (SEE PAGE 8 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.

Food and beverages, except for water, are not permitted on the carpeted areas of the facility unless specifically approved.

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

Do not prop 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.

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

Tablecloths will need to be procured from an outside source.

Rooms must be returned to their original set up. See the cleaning checklist on the last page.

### **Children**

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

## 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.

## 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 is located in the 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.)