



COVENANT  
ALIANZA

PRESBYTERIAN CHURCH • IGLESIA PRESBITERIANA

## **Facility Use Policy and 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. The policies of Covenant Presbyterian Church (CPC), Harrisonburg, VA shall in every respect be consistent with the Constitution of the Presbyterian Church in America, that is, the *Book of Church Order*, the *Westminster Confession of Faith*, the *Westminster Larger Catechism*, and the *Westminster Shorter Catechism* (BCO Preface III.; 29-1; 59-3; WCF 24; Qq. 137-139; WSC Qq. 70-72). 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)

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 may make our facilities available to approved non-member organization events as a witness to our faith, in a spirit of Christian charity, as a means of demonstrating the Gospel of Jesus Christ in practice, and as long as the organization does not conflict with our faith and practice as outlined in our governing documents.

## STRUCTURE

### OVERSIGHT

The **Session** approves Facility Use Policy and Guidelines.

The **Diaconate** oversees all CPC facilities and property.

The **Facilities Deacons** shall have general oversight of the policies and procedures governing the use of the facility and the church property including responsibility for supervision of the custodial staff and hiring contractors for general repairs, trash removal, security, parking lot and playground, utilities, audio/visual equipment, and other maintenance requirements.

### MEMBER SPONSOR

A Member Sponsor is a member of CPC and is required for every approved non-member organization event.

## REQUEST AND APPROVAL PROCESS

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

***A completed Facility Request Form (<https://www.cov-pres.org/facility-request/>) must be submitted before consideration of use is made.***

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

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

**CPC ministries**

**Non-CPC Events**

**Supported ministries** are organizations that are supported in the CPC budget.

**Member Hosted Events** are 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 Organization Events** must fit within the guidelines of this policy and require a Member Sponsor.

The non-member organization must secure a member sponsor before the "Facility Request Form" is completed and submitted, and make sure the member sponsor understands their responsibilities. The member sponsor must:

- be present during the entire event;
- ensure adherence to CPC Facility Use Policy and Guidelines; and
- conduct 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 the dumpster, lights are off, doors are locked, and keys are returned to the church office, if applicable.

Each organization will be required to provide a Certificate of Insurance naming Covenant Presbyterian Church as an additional insured.

**Non-profit Organization** is required to provide, in addition to a Certificate of Insurance, a copy of the IRS Section 501(c)(3) determination letter and a mission statement or

other statement acceptable to CPC. Examples of non-profit organizations may include home school co-operatives, Bible Study Fellowship, etc.

**Community Services** are organizations that provide a practical educational benefit to CPC members or provide CPC an opportunity to serve the CPC community and surrounding neighborhoods. Examples of Community Services may include healthcare clinics or screenings, law enforcement, first responders, etc.

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

**Non-members**

**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 in our constitution and by-laws and the Presbyterian Church in America**

## **AVAILABILITY**

**Monday through Friday:** generally 8:00 a.m. through 10:00 p.m.

**Saturday:** 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.

**June-August:** The multi-purpose rooms are unavailable due to ministry activities that require the room to remain set up all summer. We will not be able to consider exceptions.

## **FEES**

**CPC activities and ministries** – no fee.

**Non-CPC Events** – no fees to use the building but Technician fees apply. See page 7.

***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 4) "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.

### **Conflicts**

Confirmed events may be pre-empted for church-wide events up to 60 days before the scheduled event. You will receive notification as early as possible. Firm dates may be granted beyond this guideline with prior approval.

Confirmed events, except for weddings, may be pre-empted for the funeral or memorial service of a member. You will receive notification as early as possible.

Groups are granted access only to those areas specifically requested on the "Facility 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 is 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 "Facility Request Form" online 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.

If your event requires a Member Sponsor, please arrange for one before you submit your request. It is your responsibility to ensure that the Member Sponsor understands what is required of them (see page 4).

Submit a "Facility Request Form" online. While room availability may be confirmed verbally before your written request is made, the space is not guaranteed until the completed 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.
- Leadership 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 staff member or 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 and vaping inside the facility are 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 bulletin boards 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. 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. See page 9 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.

## **SOUND/PROJECTION/LIVE-STREAMING EQUIPMENT**

### **EQUIPMENT USE**

The use of any sound, projection, or live-streaming equipment requires an approved CPC Technician. Fees apply. Contact the Worship Pastor's Ministry Support Staff at the church office who will contact the appropriate technicians. In the event that no approved Technician is available, you will have to do without amplified sound, projection and/or live-streaming. You may provide and use your own equipment should ours be unavailable.

#### **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. Except for Covenant ministry events, portable sound equipment is not available for use outside our facility.

#### **Projection**

Projection equipment refers to computers and projectors used to display words, video, etc., in the sanctuary, activity room, multipurpose room and mezzanine.

#### **Live-streaming**

Live-streaming equipment refers to cameras and computers used to live-stream services and events. Non-CPC ministry events may not be live-streamed to CPC's You-tube channel or Facebook page.

### **FEE SCHEDULE FOR TECHNICIANS**

**Ministries** - no fee

**Other Groups (Non-CPC organization or Member Hosted)**

\$75 flat fee minimum for up to two (2) hours of time; \$40 per hour for each additional hour

Technicians 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 and Memorial Services for Members and their immediate family:** The church will pay for the sound, projection, and live-streaming technicians, if needed.

**Weddings** (See Facility Policy and Use Guidelines - Weddings, [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**. If an item is not listed on the "Equipment Request" form, it is not available to be borrowed.

Complete an online "Equipment Request" form. It is important to make your request with plenty of time for it to be reviewed and approved; this may take several days. Approval is required before any equipment is released to you. You will be able to choose pick-up and return dates and times, generally Monday through Saturday between 12:30 and 7:00 p.m. 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. Remember, if an item is not listed on the "Equipment Request" form, it is not available to be borrowed.

### PORTABLE SOUND EQUIPMENT

Except for Covenant ministry events, portable sound equipment is not available for use away from CPC's facility.

## GUIDELINES BY LOCATION

### Sanctuary

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

The sound equipment, live-streaming, and projection equipment in this room are only to be operated by approved CPC technicians.

Instruments are not to be used without prior approval.

## **Kitchen**

Leave the kitchen in as good or better condition than you found it. Wipe off counters, wash dishes, empty trash cans 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 sound system, live-streaming, and projection equipment in this room are only to be operated by approved CPC technicians.

Instruments are not to be used without prior approval.

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 requires approval. Complete and submit a "Facility Request Form" 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. Complete and submit a "Facility Request Form" online.

## 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 and Found is 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.

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

Turn off lights.

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