



**Adopted by Session
October 3, 2019**

**Clemmons Presbyterian Church
Use of Facilities Policy**

Clemmons Presbyterian Church (CPC) is a community-focused church engaged in spiritual outreach. Thus, CPC encourages and welcomes the use of the church facilities by individuals, organizations, and groups as long as the use does not interfere with the church's requirements and needs or with the proper care and maintenance of the church facilities. Purposes or activities of the individual, organization, or group requesting use of CPC facilities should be in keeping with the philosophy and mission of CPC. The individuals, organizations or groups using church facilities are responsible for compliance with all federal, state, and local laws and ordinances, including but not limited to fire codes, health codes, and the handicapped accessibility provisions of the ADA (Americans with Disabilities Act).

Clemmons Presbyterian Church is not liable for any damages, injuries, or claims arising from applicant's use of the church facilities.

Organizations, activities, committees and ad hoc groups of Clemmons Presbyterian Church and the wider church shall have priority in the scheduling and use of CPC facilities.

Description of Church Facilities

Our campus consists of four main buildings, each of which may be requested for use, subject to building specific guidelines which users must agree to and adhere to or forfeit future use of our facilities.

The buildings are:

Building 100: The original and oldest (1964) structure on campus now contains a large (52 X 30) meeting room with audio facilities. There is a small adjoining kitchen with residential appliances and restrooms. It contains an ice making machine. There are four 5' round tables and numerous 6' and 8' rectangular tables available with enough chairs to accommodate approximately 120 people.

There is a smaller (40 X 25) meeting room used principally by our youth group. The building also contains four classrooms approximately 22 X 16. This is a stand-alone building.

The remaining buildings are inter-connected but serve different purposes as described below:

Building 200: The operational hub of the campus, this 1994 building houses our staff offices (5), two meeting rooms (15 x 30) and (15 x 17), four nursery/pre- school rooms and restrooms.

Building 300: The newest (2015) building has many features attractive for multiple uses. It has a large room (93 x 63) which could host a meeting of 300 people seated at tables or more (Fire Department maximum capacity is 620) in a theater style setting. The room has movable walls which can subdivide the space into either two or three rooms if desired. The smaller rooms are (25 x 30) and (29 x 30) and the larger room would be (56 x 63) in the three room configuration. It has a commercial kitchen with a six burner gas range and griddle, five ovens (two standard, one convection, one warming and one microwave), commercial refrigerator and freezer, ice maker and a commercial dishwasher. There is a steam table by the serving window which opens out to the main room(s). State of the art audio and video systems are available. Two large restrooms complete with showers are also available. This building would be suitable for the overnight housing of traveling or visiting church/mission trip groups working in or passing through the Winston-Salem area.

Sanctuary: Our worship area was built in 2005 and seats approximately 350 in the pews on either side of a center aisle and the additional chair seating outside the pews. It has an electronic organ and grand piano with choir risers to the left front. The building also contains a well-appointed parlor with window access into the sanctuary, a choir room, a bell choir room and three restrooms.

Application to use Church Facilities:

With the exception of Weddings and Building 300, there is no charge for the use of our facilities. This deposit should be by check payable to CPC which can then be destroyed upon return of the key. **The User may consider making a donation to Clemmons Presbyterian Church to help offset building maintenance expenses and to further the overall mission of the church.**

The following is the fee schedule for Weddings:

Non-members will be charged a \$250 security deposit check that will be destroyed if there is no type of damage.

A non-refundable custodial fee of \$75 will be charged for all weddings to reimburse the church custodian for the overtime cleaning of the Sanctuary.

The Pastor and/or Session may choose to waive these fees for all the above events at their discretion.

Individuals, organizations, or groups (hereafter, User) wanting to use church facilities shall complete:

1. *User Application Agreement*
2. *Acknowledgement Form for Guest Organizations Using CPC Facilities*, which denotes compliance with CPC's *Policy for the Protection of Children, Youth, and Persons with Disabilities*
3. *Kitchen Policy (if applicable for Building 300)*
4. *Alcoholic Beverage Policy (if applicable)*.

These forms shall be submitted to the church office one month prior to the requested date(s) for using the CPC facilities. (Pastor may waive such advance notice with Session approval in special circumstances.) User must designate an authorized representative who shall be responsible for compliance with the *Rules Governing Use of Church Facilities*.

The *Application, Acknowledgement, Kitchen (if applicable)* and *Alcoholic Beverage (if applicable)* forms shall be kept on file in the church office. Forms from Users requesting on-going, continuous meetings (Scouts, AA, etc.) will be reviewed annually by CPC Session and/or Pastor for updating and continued approval.

The *User Application Agreement* shall include:

1. Signature of an authorized representative of the User (must be at least 21 years old).
2. Name and complete address (including e-mail address) of User.
3. Name, address, cell and line phone numbers, e-mail address, and title of authorized representative.
4. Purpose for the use of facilities.
5. Which facilities, buildings or rooms are being requested.
6. The dates and times of use.

The Pastor may approve all reasonable requests to use CPC facilities and will inform Session of such requests. Requests which have not been historically approved or which appear to be outside of the common realm of requests shall be submitted by the Pastor to Session for approval.

Requests may be denied for any of the following reasons:

1. User or activity is contradictory to CPC's mission and philosophy.
2. Application is incomplete or inaccurate.
3. User violated *Use of Facilities Policy* during a previous use.
4. Facilities are not available on date(s) or time(s) requested.
5. Activity (in the opinion of the Pastor or Session) would cause damage or be likely to cause damage to church property.

Other reasons may arise which could also be cause for denial.

Rules Governing Use of Church Facilities:

1. The User is solely responsible for supervising the activity at CPC, including maintaining order and the safety of the people present.
2. If permission has been granted for use of the playground area, User is solely responsible for providing adult supervision to maintain order and safety.
3. The User is restricted to the rooms/space/area designated. All other locations are off-limits.
4. **The User is responsible for any damage, other than normal wear and tear, to church property.**
5. The User shall not:
 - Allow any controlled substance or weapons on any part of the church premises. No smoking is allowed in the buildings of CPC.
 - Attach or fasten anything to walls, doors, or furniture or perform other acts which may damage or deface church property.**
 - Wire electrical equipment, use sound system, or adjust the central heat or air conditioning unless specifically approved in advance by the Pastor(s) and/or Property Committee members.
 - Use copiers, computers, phones (except in emergencies), or other CPC equipment unless specifically approved in advance and/or under the direct supervision of Property Committee members or CPC staff.
 - Use kitchen facilities to prepare food. Use is restricted to serving food brought in from outside. Coffee machines may be approved for use.
6. The User shall:
 - Remove all its property from the church premises (unless Session has previously approved a storage provision) and shall return all church property to its proper location immediately after using the facilities.
 - Leave all church premises, including parking lots in a secure, neat, and orderly manner. User is responsible for turning off lights, fans, (window A/C units, room heating units, etc. in building 100) and bathrooms, bagging and removing trash to the dumpster, rearranging any furniture which may have been moved, closing and locking windows and locking external doors.

- Return any church key (if provided) to church office. If a church key is provided, a \$50 deposit check shall be collected by the church office. This check will be destroyed upon return of key. Key will be issued only to individual who signed *User Application Agreement* and shall not be loaned or duplicated.
- Carefully adhere to the Kitchen Policy for Building 300 (if applicable), making use of the Checklist provided.

7. Alcoholic Beverage Policy

- Clemmons Presbyterian Church allows the limited use of alcohol at Church sponsored events on its grounds such as wedding rehearsal dinners, wedding receptions and other such special events. With this comes the expectation that all participants will conduct themselves in ways that preserve the goals, image, dignity and beauty of the church, and assure the personal comfort and safety of other participants and the public. It is the responsibility of users, not the Church, to supervise the use of alcoholic beverages in accordance with this policy.
- For events such as wedding receptions, wedding rehearsal dinners and other special events held on the premises of the Church, upon application to and with written permission of the Session, alcoholic beverages may be served, subject to the terms of the Agreement Concerning the Serving of Alcoholic Beverages at Clemmons Presbyterian Church (“Agreement”).

8. Special Rules for the Use of Building 300

Requests for the Physical Room Layout must be submitted at the time the space is requested. There are four possible configurations for the large room. The User will be shown those possibilities and choose one or more (301, 301A, 301B, 301C) as part of the request. The User is **NOT** to operate the movable wall controls to change the footprint of the room. If the room is not configured as requested, notify the office (336-766-4631) at once who will arrange for it to be done as soon as possible. When the event is over, the room shall be returned to the default configuration (see Appendix 4) unless prior approval has been given.

The Kitchen may be used pursuant to our Kitchen Policy guidelines which will be made available to the User at the time of their request. It contains a checklist of duties to be carried out by the User during their time in the kitchen. Failure to complete these tasks may result in the forfeiture of the \$100 Cleaning Deposit.

Guidelines for CPC groups wishing to publicize events or causes to the congregation in either the narthex and/or the atrium:

1. Displays should be on tables (6' or smaller) draped with an appropriate cloth.
2. Posters may be displayed on easels.
3. Any item taped to a painted surface must use the approved tape which can be obtained from the church office.

4. Framed pictures and/or notices/informational wall hangings should be attached using Command Tape Hangers or equivalent.

5. Displays (other than “Save the Date”) should be no earlier than two weeks before the event and should be removed before the next Sunday following the event.

Heating and Air Conditioning levels have been set by the Property Committee and are NOT to be changed by the User.

Violation of any part of this policy shall be grounds for immediate suspension of the User's privilege to use CPC facilities until reviewed by Pastor and CPC Session.

Insurance:

The User agrees to hold the Clemmons Presbyterian Church, its corporation, corporate officers, members of Session, church members, and employees of Clemmons Presbyterian Church free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of the User's use of the CPC facility.

Users outside of CPC must have a current certificate of liability and property damage insurance coverage with a minimum liability limit of \$1,000,000, with CPC named as additional insured on the User's insurance policy and the User's insurance primary to any CPC insurance policy. This certificate must be on file with the *User Application Agreement* prior to facility use. Session may waive this requirement for smaller, single- event Users.

Attachments:

1. User Application Agreement
2. Acknowledgement Form
3. Kitchen Policy and Checklist
4. Room 300 Default Setup Plan
5. Alcoholic Beverage Policy

Building Use Fees

Members and Non-Members will be charged a security deposit/cleaning fee for all facility events according to the chart below. Security deposits will be refunded if there is no damage to the facility and no excessive cleaning is required following the event.

	<u>Member Fee</u>	<u>Non-Member Fee</u>
Security/Cleaning Deposit	\$100	\$250
Key Deposit	\$50	\$50
Children's Party (birthday, graduation, etc.)	\$25	\$400
Private Event (wedding reception, reunion, etc.)	\$250	\$400
For Profit Group	-	\$400
Community Non-Profit Group	-	\$350
Wedding – Cleaning Fee	\$75	\$75
Wedding – Organist Fee	\$200	\$200
Wedding – Sound Tech	\$60	\$60

ATTENTION: We would like to emphasize our policy regarding anything being attached to the walls. We recommend 3M Command Hooks or blue painters tape. These do not leave marks. NO push pins, thumb tacks or any other object that puts a hole in the wall should be used. Likewise, NO duct tape or packing tape should be used on the walls. Any damage will result in forfeiture of your security deposit.