

# FACILITY USE GUIDELINES AND PROCEDURES SUMMARY

INTENTIONALITY ■ COMMUNICATION ■ SUPERVISION

SPRING VALLEY PRESBYTERIAN CHURCH  
125 SPARKLEBERRY LANE  
COLUMBIA, SOUTH CAROLINA 29229

[www.svpc.org](http://www.svpc.org)

June 13, 2007

*More details on the policies and fees are available from the church office.*

# FACILITY USE GUIDELINES SUMMARY

1. The church is open for regularly scheduled meetings and activities Sunday 12:30 p.m. – 9:00 p.m., Monday through Thursday, 9:00 a.m. through 9:00 p.m., and Friday 9 a.m. – 5 p.m. The facilities can be reserved during other times, providing the SVPC Events and Facility Stewards approve the request.
2. Facility requests should be submitted via an application at least 2 weeks prior to the date requested. Applications can be submitted directly to the church office or by email through the church web site.
3. Any publicity, promotional material, announcements, etc. produced by outside groups which include the name of SVPC or its address will be approved by the Events and Facility Stewards prior to printing or distribution. Fund-raising and/or profit making events must be approved in advance by the Session.
4. People using the church facilities will usually enter and exit the building through the Atrium(south) door. Exceptions are when meetings are being held in the following spaces:
  - a. Session Room – may also enter door # 8 (between Session and Outreach Rooms)
  - b. Outreach Room – may also enter door #7 (Outreach Room)
  - c. Fellowship Hall – may also enter door #9 (Fellowship Hall)
  - d. Meetings held in Rooms 301-307 – may also enter door #9 (Fellowship Hall)
5. All exterior doors will remain locked at all times and no doors should be propped open. All groups should have a representative present at their “entry door” 15 minutes prior to their event in order to let people in.
6. In order to provide for the safety of youth, children that are of middle school age or younger should be under the supervision of their parents, adults, or youth leaders at all times and should not roam freely throughout the church. Youth and children not attending an activity should stay in a supervised area of the church, such as the nursery, childcare area, Library, Outreach Room, classrooms or Youth Loft.
7. Any SVPC sponsored event involving children will adhere to the SVPC Child Protection Policy. All outside groups who use the facilities and who work with children must either maintain their own Child Protection Policy or comply with the SVPC Child Protection Policy
8. No alcoholic beverages or illegal drugs will be permitted at any time in SVPC buildings or on the grounds. The possession of knives, guns or any other weapons is not permitted on church property. Smoking is permitted outside the buildings only.
9. Activities and programs are limited to the assigned space, and rooms should be left in the same condition and arrangement as found unless prior arrangement has been made with the church office. Upon departure, all trash should be placed in trashcans, countertops should be wiped clean, and lights turned off in each room.
10. User groups will be responsible for costs incurred for cleaning or repair due to or resulting from misuse of the facilities. User groups will also assume liability for injuries to persons attending events. SVPC is not responsible for damage to or loss of any items left in the church prior to, during, or after a function.
11. Sound equipment, if used, will be run by one of the church's approved sound technicians. Exceptions to this requirement are listed in the guidelines.
12. Thermostats are set in advance for recommended temperatures and should not be changed.

## FACILITY USE APPLICATION

Name of Group Requesting Space \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Phone Numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Address \_\_\_\_\_

Have You Requested SVPC Facility Use in the Past? Yes \_\_\_ No \_\_\_

Are you a member of SVPC? Yes \_\_\_ No \_\_\_

Note: Regular church operating hours are defined as Sunday 12:30 p.m. – 9 p.m., Monday through Thursday 9 a.m. – 9 p.m., and 9:00 a.m. through 5:00 p.m. Friday. The facilities can be reserved for other times, pending approval by the EF Stewards.

### ROOMS /SERVICES NEEDED

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Sanctuary            | <input type="checkbox"/> Atrium                | <input type="checkbox"/> Bride's Room       | <input type="checkbox"/> Prayer Room       |
| <input type="checkbox"/> Library, #101        | <input type="checkbox"/> Classroom, #103       | <input type="checkbox"/> Parlor, #105       | <input type="checkbox"/> Nursery, #102     |
| <input type="checkbox"/> Childcare Room, #201 | <input type="checkbox"/> Classroom, #212       | <input type="checkbox"/> Classroom, #214    | <input type="checkbox"/> Classroom, #216   |
| <input type="checkbox"/> Classroom, #213      | <input type="checkbox"/> Bazaar Room, #215     | <input type="checkbox"/> Art Room, #219     | <input type="checkbox"/> Drama Room, #221  |
| <input type="checkbox"/> Classroom, #220      | <input type="checkbox"/> Computer, #222        | <input type="checkbox"/> Old Kitchen, #211  | <input type="checkbox"/> Youth Loft, #223  |
| <input type="checkbox"/> Classroom, #301      | <input type="checkbox"/> Classroom, #303       | <input type="checkbox"/> Classroom, #305    | <input type="checkbox"/> Classroom, #307   |
| <input type="checkbox"/> Outreach Room, #300  | <input type="checkbox"/> Potts Fellowship Hall | <input type="checkbox"/> Session Room, #300 | <input type="checkbox"/> New Kitchen, #310 |
| <input type="checkbox"/> Handbells, #117      | <input type="checkbox"/> Choir, #119           | <input type="checkbox"/> Sound Technician   | <input type="checkbox"/> Sexton            |
| <input type="checkbox"/> Soccer Field         | <input type="checkbox"/> Other Specify: _____  |   |  |

Type/Explanation of Activity \_\_\_\_\_

Responsible person on site during activity: \_\_\_\_\_ Cell #: \_\_\_\_\_

# Of participants \_\_\_\_\_ # Of chairs required \_\_\_\_\_ Round Tables \_\_\_\_\_ Rectangular Tables \_\_\_\_\_

Other equipment to be used \_\_\_\_\_

Attach diagram of desired room setup.

Will childcare be required for the event? Yes \_\_\_ No \_\_\_

Will food or beverages be served? Yes \_\_\_ No \_\_\_

If yes, who is responsible for preparation? \_\_\_\_\_

Will tickets be sold or admission charges made for the event? Yes \_\_\_ No \_\_\_

If Yes, please explain: \_\_\_\_\_

Will promotional advertising, flyers or other printed material be used? Yes \_\_\_ No \_\_\_

If yes, copies must be approved prior to distribution.

ONE TIME EVENT

**TO BE COMPLETED BY APPLICANT:**

Date(s) requested: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time \_\_\_\_\_

**TO BE COMPLETED BY SVPC:**

APPROVED \_\_\_ DENIED \_\_\_ DATE \_\_\_\_\_ FEE \_\_\_\_\_ SETUP FEE \_\_\_\_\_

ROOM ASSIGNED \_\_\_\_\_ ENTRY DOOR \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

**REOCCURRING EVENT**

**TO BE COMPLETED BY APPLICANT**

Frequency: Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bimonthly \_\_\_\_\_ Monthly \_\_\_\_\_

Other/Explain \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time \_\_\_\_\_

Date of First Occurrence \_\_\_\_\_ Last Occurrence \_\_\_\_\_

Omit Dates \_\_\_\_\_

**TO BE COMPLETED BY SVPC:**

APPROVED \_\_\_ DENIED \_\_\_ DATE \_\_\_\_\_ FEE \_\_\_\_\_ SETUP FEE \_\_\_\_\_

ROOM ASSIGNED \_\_\_\_\_ ENTRY DOOR \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

By signing this application, I represent and agree that: (1) I am either the applicant or an authorized representative of the applicant, (2) I have read and reviewed the SVPC Facility Use Policy and that I/we agree to fully abide by such policy, (3) I and the applicant agree to be fully responsible for any damage to church property caused by my/our use of the property, and I/we agree to pay for all repair and replacement costs resulting from such damage, (4) I and the applicant assume all liability and responsibility for any and all harm suffered by any person(s) resulting from my/our use of the church's property, and (5) I and the applicant hereby agree to indemnify and hold the church harmless from any and all claims, damages and/or loss resulting directly or indirectly from my/our use of the church's property.

If request is approved, a check for the reservation fee and/or deposit must be received by SVPC two weeks prior to the event or the event will be cancelled. Checks should be made payable to SVPC.

Signature of above named responsible party:

\_\_\_\_\_ Date \_\_\_\_\_

General information on room charges:

Meeting room sizes available: meeting space for 25 – 200 people

Costs: \$35 - \$400, depending on the room used

Additional charges based on rental needs:

- Kitchen use
- Room Set Up
- Sound System
- Audio Visual System
- Catering