

CHRIST CHURCH EPISCOPAL BUILDING AND FACILITIES USE OVERVIEW

The buildings and facilities of Christ Church Episcopal will be made available to parish members and to the Short Pump community, individuals and organizations, for purposes that support the Christian mission of our church. These uses could be appropriate events, functions or meetings, single occurrences or ongoing scheduled ones.

Christ Church, Richmond, exists to invite people into a relationship with Jesus Christ and one another, and help them grow and live in those relationships. Use of our facilities is to be complementary with this mission and must not conflict with it. We welcome community-service/non-profit organizations to use our facilities for events.

USE OF THE BUILDINGS AND FACILITIES

Currently, the Christ Church facilities will be available for non-profit or charitable groups at no charge and to Christ Church parish members for a small fee. Parish members wishing to rent facilities must be members for at least 6 months prior to the event. For profit events are not permitted. Fund raising events by Christ Church Parish organizations to support current ministry projects will be allowed.

All events must be approved by the Rector and/or the Vestry. Arrangements for long-term, ongoing events or group meetings will be reviewed at least annually for continued approval. The Church reserves the right to cancel long-term arrangements at any time, but will make every effort to give 30-day notice to the group using the facility.

LARGE CONFERENCE ROOMS

There are 4 large conference rooms available on our campus that can accommodate groups of 30 to 50 people, depending on the configuration of chairs and tables. These spaces include the Library, Parlor, Room 202 of the Education Building and the GCC conference room. All of these conference rooms have restrooms available except for the Library.

SMALL CONFERENCE ROOMS

Currently, Christ Church has several small meeting rooms in the Education Building, which are appropriate for smaller groups of up to 20 people, depending on configuration. Restrooms are available.

INFORMAL SPACES

Christ Church also has 2 large spaces available in the GCC building for less formal gatherings. The GCC café can accommodate up to 20 people and includes an informal seating area, several high top tables with chairs and a kitchenette area with counter seating. The kitchenette includes a refrigerator, ice maker, and microwave.

The GCC Main Room is a large multi-purpose space that can accommodate up to 350 people, depending on the configuration. It has a stage area with lights and has been used for youth concerts and other larger events.

FEES FOR BUILDING USE

There will be no fees for non-profit groups to use the facilities. The following fee structure for other events will be in effect as of December 1, 2014.

Description	Rooms	Rent \$/Hour	Security/ Cleaning Deposit
Large Conference Room	Library, Parlor, Room 202 of the Ed. Building, GCC conference room.	\$15.00	\$50.00
Small Conference Room	Room 204 of the Ed. Building	\$10.00	\$25.00
GCC Café	GCC Café	\$15.00	\$50.00
GCC Main Room	GCC Main Room	\$40.00	\$100.00