

Davidson College Presbyterian Church
Davidson, North Carolina
April 11, 2007

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POLICY FOR USE OF CHURCH FACILITIES

This Policy addresses the use of the facilities of Davidson College Presbyterian Church (herein “DCPC” or the “Church”) in a manner consistent with the Mission Statement of the Church. For purposes of this Policy, “Facilities” shall mean the principal Church building and rooms with equipment and interior real property such as the courtyard and playground, which building and property are located at the corner of Main Street and Davidson-Concord Road in Davidson, N.C., and the DCPC Congregation House building and rooms with and equipment and real property located at 218 Davidson-Concord Road in Davidson, N.C. This Policy does not apply to the use of the Church Sanctuary or Chapel for weddings or funerals, which uses have separate policies.

Purpose:

DCPC is committed to the use of its Facilities as an integral part of DCPC’s Mission Statement. Church space is used to the fullest extent possible by providing opportunities for worship, fellowship, education, recreation and service.

Statement of Policy:

The Facilities of the Church are intended primarily for use by the Church congregation and its internal groups and programs. Significant time, effort and resources have been invested in DCPC’s Facilities, which are an important part of the Church’s ministry. Therefore, proper oversight must continue to be given to these Facilities to further ensure that:

- adequate Facilities exist to effectively carry out the Church’s ministry objectives and goals,
- such Facilities are properly protected against loss or misuse,
- wise stewardship of the Facilities is being exercised through energy conservation, cost reductions and safety measures, and
- the life of the Facilities is extended through a proper maintenance program.

Administration:

The Property Committee and the Christian Education Committee, working in concert under the authority of the Session of DCPC, have final authority for use of Church facilities. The Property Committee and the Christian Education Committee, at the request of other Church committees or Church staff, will review space on an annual basis and, as necessary, reassign space to accommodate current DCPC programs, size of specific DCPC groups/activities, and new DCPC programs.

Day-to-day implementation and oversight of Church Facilities are the responsibility of the DCPC Business Manager.

Fees:

Fees are intended to recover the Church's costs in making the Facilities available for use by Outside or Affiliate groups. These costs include set-up, opening and closing buildings, maintenance, cleaning, costs of staff time and other wear and tear of the Facilities. Waiver of associated fees is at the discretion of Business Manager and Property Committee as discussed below. The fee schedule is attached as form #4 to this Policy.

Building Use and Scheduling Time:

The programs and activities of groups requesting Facilities usage must be consistent with DCPC's Mission Statement and ministry. Again, it should be understood that the Facilities exist for the primary purpose of being used by DCPC members and the Church's groups for pursuit of the Church's Mission Statement and ministry.

Definition of Participants and Scheduling Times:

Groups who may request to use DCPC's Facilities:

1. **Inside Groups:** Priority 1; No Facilities charges apply.

These groups include by way of example DCPC's Congregation, Session and Board of Deacons (including Committees), Christian education programs, Preschool, Music Program and other Church-sponsored groups. Reservations can be booked for Inside Groups up to 13 months in advance of the use or event.

2. **Affiliate Groups:** Priority 2; Occasional Facilities charges may apply at the discretion of the Business Manager and Property Committee.

These groups are directly connected to DCPC as a part of the Church's Mission Statement or as a part of DCPC's support groups, and include by way of example Presbytery, Davidson College, Union Theological Seminary, Ada Jenkins Center, Alcoholics Anonymous, Boy Scout Troop 58, Room in the Inn, etc. Reservations can be booked for such Affiliate Groups up to six months in advance of the use or event unless the use is an annual, repeating event, which may be reserved up to 13 months in advance.

3. **Outside Groups:** Priority 3; Facilities Charges apply.

These are non-profit groups that are compatible with DCPC's Mission Statement, ministry and activities. Examples may include other churches, school groups or YMCA groups. Outside Groups also include wedding or funeral parties who request facilities use for receptions or gatherings. Use of the Chapel and Sanctuary for weddings or funerals is not governed by this Policy. Reservations can be booked for an Outside Group up to six months in advance of the use or event; except an annual, repeating event may be requested up to 13 months in advance but not guaranteed.

4. **Ineligible Groups:**

For-profit organizations;

Groups or organizations whose purpose for gathering in the Facilities is to engage in partisan political campaigns or causes;

Groups or organizations whose primary purpose or purpose for gathering in the facility is for fund raising; and

Groups or organizations whose mission or purpose is not aligned with DCPC's Mission Statement and ministry.

Reservations for Ineligible Groups are not accepted.

General Guidelines:

Use of Facilities by eligible groups is limited to the space that is assigned.

A request for facility use and agreement form (see forms #1 & #2) should be completed by all Affiliate and Outside organizations requesting Facility use.

A review group consisting of the Business Manager from the Church Staff, an associate pastor from the Church Staff, and one member of the Property Committee will determine the eligibility of a group to use DCPC Facilities. The Business Manager will be responsible for placing the event on the Church reservation calendar if the group and use are approved.

A current Certificate of Insurance must be provided by all affiliate and outside groups scheduled to use the Facilities to the Business Manager for purposes of covering liability and property damage or accidents that might occur on Church property as a result of the use of event.

Events/activities taking place in or on Church Facilities must be appropriately supervised by the sponsoring group. There must be a designated, responsible adult on the premises at all times with an adult group.

All groups must comply with DCPC's Youth Protection Policy when children and/or youth are involved.

The minimum number of responsible adults for any group of children or youth to use the Facilities is two (two responsible adults on the premises with children or youth group events at all times).

Further and in addition, the minimum adult to children/youth ratio is calculated as follows:

Preschool	1 to 5
Grades K-3 rd	1 to 7
Grades 4 th -9 th	1 to 10
Grades 10 th – 12 th	1 to 15

For example, if you have a group of 15 children in preschool, you are required to have three adults to supervise the event (two adults minimum plus one adult to meet maximum ratio).

Reservations:

A facility request usage and agreement form must be completed by all Affiliate and Outside groups and submitted to the Business Manager at least three weeks in advance of the use or event.

The Business Manager will be responsible for placing the event on the Church reservation calendar if the organization and event are approved.

All usage fees are to be paid through the Business Manager’s office not less than two weeks before the date of the use. There is a cancellation fee of 15% of either the deposit or amount to be paid under the use agreement with DCPC which cancellation fee may be assessed if DCPC has any expenses or lost opportunity cost related to the cancellation – to be assessed in the discretion of the Business Manager.

Event Guidelines:

The conduct of all people attending programs is expected to be respectful of the Church, its ministry and Facilities.

When children are in attendance they must be under the supervision of their parents or adults at all times and are not permitted to roam freely on Church property.

Smoking and the use of alcoholic beverages or illegal substances are not permitted in the Facilities or on the property of the Church.

A assigned custodian or staff member will be assigned to be on duty during the time of group use, and Affiliate or Outside Groups may be charged for this service or cost. This individual will serve as the Church’s representative for the use or event unless otherwise notified. If questions or needs arise during the event, this individual should be contacted.

Dining or the serving of food is limited to pre-approved designated areas.

The user is expected to leave the building clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done exclusively by, or under the supervision of, Church personnel to prevent damage to the building or Church furniture and equipment.

The user will be held responsible for any damage done to Church Facilities or property associated with the scheduled event.

The user assumes liability for injuries to personnel attending the event and for damages or loss to user's property.

All Affiliate and Outside groups using the Facilities shall be furnished a copy of the above Event Guidelines and the following Procedures and Guidelines prior to use of the Facilities.

Building Use Procedures:

The Business Manager will provide a copy of the facility request usage and agreement form to outside groups requesting use of facilities.

If approved and necessary for the use or gathering, the Affiliate or Outside Group, and Inside Groups as applicable, will be responsible for the following:

- Submit a room set-up request form (see form #3) diagramming set-up and requesting any special equipment needed.
- Obtain building keys on the last business day before the event from the Business Manager.

After building use, clean all the Facilities used. The area should be returned to the same condition as before use. If using the Church kitchens, follow all food services use policies and return the kitchen clean after use.

Turn out all lights and air conditioning (if requested for internal groups). The custodian on duty for external groups will perform this responsibility.

As necessary, the custodian or other staff member will secure the building by checking all exterior doors and follow security procedures in locking and securing building.

Report any maintenance problems and damages to the custodian on duty and to the Business Manager's office on the next business day following use.

Turn in keys to the Business Manager's on the next business day following use.

If the use of the Facilities is by an Affiliate or Outside Group, the assigned custodian may perform several of the above procedures.

Calendar Request Guidelines

All requests by Affiliate and Outside Groups for use of Facilities and dates for the Church Calendar must be submitted to the Church office using a request for facility use form and agreement. Forms are available from the Church office or online at www.dpc.org. Inside Groups may request Facilities use informally, but should confirm that a staff member has placed the use on the Church calendar – by calling the Church Office to confirm.

The facility request usage and agreement form must be completed and submitted with a certificate of insurance at least three weeks in advance of the use. The form should be turned in to the Business Manager. If the use is continuing on repeating dates, the Group need only submit one form and agreement that details the repeating dates requested.

No date is placed on the calendar until the form has been submitted and approved by designated staff. The Church calendar will be reviewed by the designated staff each week to determine if there are any calendar conflicts. Requests are scheduled on a “first come, first serve” basis.

After a request has been made and approved, or in case of any conflicts, the Business Manager will notify the requesting group as soon as practicable.

Schedule, Set-up and Clean-up

Affiliate and Outside Groups must meet with the Business Manager when the reservation is made to review conditions of the Church for usage and the expectations and needs for the event and to set a schedule for room set-up and clean-up. The room set-up request form will be the basis for requesting and reviewing set-up.

If applicable, a schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation.

Additional time for rehearsals, moving equipment, etc. for the event preparation must be approved by the Business Manager.

Church Resources Availability

Custodial Services:

A Church custodian may be available for the set-up and placement of Church equipment for a group use within the custodian's normal workweek. If a custodian is required to arrive early or stay late, a fee to pay for the overtime may be assessed to the group in addition to any other fees. The custodian is not available for odd jobs, serving food, collection of funds or other routine duties. These are the responsibilities of each group. All groups are responsible for their clean-up; otherwise overtime pay may be assessed to the Affiliate or Outside Group for clean-up.

Administrative Support:

Secretarial, telephones, and routine office duties are available for Church Inside Groups and programs. All Affiliate and Outside Groups are responsible for these needs.

Musical Instruments:

Musical instruments which are property of the Church shall not be used without specific and separate approval of the Music Director or Assistant Music Director.

Audio Visual Equipment:

Limited use of this equipment by groups may be permitted, but must be arranged through the Business Manager.

Church Vehicles:

Church-owned vehicles are for Church Inside Group use only. Affiliate and Outside Groups are not permitted to use church vehicles. Under a separate policy, the Session and Property Committee govern specific use of Church vehicles.

Loaning of Church Property:

No Church property is allowed to be removed from Church premises without express approval by the Business Manager. Loaning of Church property is not permitted without express approval by the Business Administrator.

Publicity and Promotion

Each Affiliate and Outside Group must complete the request for facilities use form and agreement and follow the appropriate policies, including but not limited to payment of usage fees if applicable. Publicity of a group event is not allowed until the event has been officially approved and placed on the Church calendar.

Publicity material and public service announcements in which DCPC's name is to be used must have prior approval of the Business Manager.

The sale of admission tickets to an approved Affiliate or Outside Group use or event must be handled by the user.

After Hours Entry Into Facilities

DCPC Facilities are open Monday through Friday from 8:30 AM to 5:00 PM. A member of the Church staff will be available to assist other staff and Church members during normal hours. However, if facilities need to be entered after normal hours, the facility request usage and agreement form must indicate the details of the arrangement. The Facilities staff member on call will respond accordingly.

The Business Manager is responsible for assigning which facilities staff is to be on call.

Special Procedures for Events Involving Food

Introduction – DCPC has a kitchen facility in the Congregation House and a small kitchen facility in the primary Church building on the ground floor. These kitchen Facilities are not staffed by food service personnel and are typically used by Church members and Committees of the Session or Board of Deacons for Church programs. If use of Church kitchen Facilities is connected to an Affiliate or Outside Group use, the request for facilities use form should so indicate. No group shall use Church kitchen Facilities without instruction by church staff designated by the Business Manager.

Health and Sanitation – Health and sanitation and use rules are posted in the kitchens and are to be strictly observed in the kitchen at all times.

Rules of Operation – The kitchens are to be left in the condition in which they were found when any group uses these Facilities. If additional cleaning is necessary for kitchen or other Facilities due to an Affiliate or Outside Group's use, the group may be charged for cleaning time and expense.

Receptions for Church Members or Church Groups

Church Inside Groups and members may have receptions at the Church Facilities, including but not limited to the Congregation House. The Business Manager must approve a caterer or other arrangements for providing food or refreshments at a Group use. The rules for cleaning and use of kitchen Facilities apply to the group and any caterer. If a Church Inside Group or member uses an outside caterer, a Church staff

member or representative of the Church Group must be present during the entire event. Use of alcoholic beverages or tobacco products is not allowed in Church Facilities or on Church property at any time or under any circumstances.

With the exception of use by wedding or funeral parties that access Church facilities under the separate Church Policy on weddings and funerals, there will be no non-member or non-Church Inside Group receptions with food and refreshments. Requests for member or Inside Group receptions should be submitted to the Business Manager with a request for facilities use form at least three weeks in advance of the reception date. Wedding or funeral parties may request use of facilities other than the Chapel and Sanctuary at the time they schedule the wedding or funeral.

Key Issues or Questions to consider in reviewing this Policy:

- (1) Pls review the examples of groups to be included in the definition of Inside Groups, Affiliate Groups and Outside Groups, as well as Ineligible Groups. This is where problems could arise.**
- (2) Consider fact that one term of Policy is “no non-member or non-Church Inside Group receptions, other than wedding or funeral groups (at end of document).**
- (3) Consider process for approval of Affiliate and Outside Group uses – decided by three-member group (Business Manager, one associate pastor and one member of Property Committee. This will be the group that acts on requests for use of Facilities.**