

Chapel in the Pines Presbyterian Church Building Use Policies and Guidelines

The Church recognizes that the building is a House of Worship entrusted to this congregation for worship and service to God's glory. No group shall use the facility for any purpose that does not help in some way to build God's Kingdom here on earth. We enjoy knowing the community is using the facility and we thank you for insuring that, upon your departure, the space is in good condition and ready for the next group to use.

- The Session will appoint a group of Church Representatives who will work with groups using the building.
- All groups wishing to use space must complete an Application for Building Use.
- These policies and guidelines apply to weddings held in the facility as well as additional Wedding Policies and Guidelines. A written copy may be obtained by contacting the church office.
- Chapel in the Pines provides no event planning or commercial conference services.
- All groups agree to hold harmless CITP and indemnify the Church and defend any claim or action against the Church arising out of any incident resulting in any loss or damage to persons or property occurring on the premises of the Church in conjunction with the usage for which application is herein made. Additionally, groups will be responsible for any and all damages to the facilities, the contents thereof, or the grounds, and agree to pay the cost for repairing such damages.
- No fund raising events may be held in the facility by any group without prior Session approval.
- It is impossible to anticipate the potential emergencies facing the church membership whereby it may be necessary to use the building on short notice. However, it is the policy of the church to give as much notice as possible if a conflict arises causing cancellation of a group's reservation.
- CITP groups - All Chapel in the Pines groups, including but not limited to committees, music and choirs, educational groups, fellowship groups, prayer and worship groups, may use the building at no cost. Space may be reserved by contacting the Office Manager. Events must be on the Church calendar to prevent double-booking of space.
- Non-CITP groups
 - sponsored groups – non-CITP groups that have been approved by the Session to use the building as part of the Church's support of those groups, usually at no cost. A cash key deposit may be required.
 - sanctioned groups – non-CITP groups, approved by the Session, but not directly supported by the church. Sanctioned groups will usually pay fees to use the space and a refundable deposit may be charged. A cash key deposit will be required.
 - Non-CITP groups wishing to use the facilities must receive advance approval for their reservation through use of this application.
 - Applicants understand that CITP reserves the right to cancel or change an approved reservation with 48-hours notice.
- The building may not be used for any for-profit purposes (such as music lessons, sales meetings, commercial enterprises, etc.)

Chapel in the Pines Presbyterian Church Building Use Application

By submitting this application, you/your group agree to abide by all directives and guidelines communicated by the Church representative(s) including but not limited to the following:

- Chapel in the Pines is a smoke-free facility. Smoking is not allowed on the church property.
- The use of alcoholic beverages is not permitted unless approved by the Session for wedding receptions or other celebrations. (See Wedding Guidelines for details.)
- Children and youth are encouraged to explore the building under adult supervision.
- Guide dogs are welcome but no other pets or animals are allowed in the building.
- Express permission is required to use any equipment or supplies belonging to the Church.
- Contracted caterer(s) must be approved by a Church Representative and must meet with that representative at least 10 business days prior to the event.
- Open flames are not permitted other than during worship services.
- The maximum capacity for the reserved space must not be exceeded.
- Before leaving, return all furniture and equipment to its original location. Make sure all lights you used are turned off and no water is left running. Leave no food or drink behind. Remove all trash in plastic bags and place them in the dumpster outside. Take your recycling with you. Make sure that all doors you have opened are locked when you leave and alarms are set.
- A late fee of \$50 may be charged if the event does not end by the time indicated below.

Name of group: _____

Name of Group Representative: _____

Address of group or representative: _____

Phone: _____ Email: _____

Name or kind of event: _____

Space requested: _____

Date and Time space is needed: _____

The event will end and the building will be cleared by _____

Expected number of attendees: _____

Will kitchen be used? _____ If a caterer is used, give name and contact information: _____

Group Representative Signature: _____

Date: _____

Church Representative: _____

Fees _____

received

Chapel in the Pines Presbyterian Church Building Use Fee Schedule

[**NOTE:** Events lasting longer than 3 hours may be charged additional fees.]

Sanctuary

There is never a fee charged to use the Sanctuary. We prefer this space to be used for worship and special occasions. However, until a Fellowship Hall can be built, we realize the space will be needed from time to time for other events. Nevertheless, all events in the Sanctuary should glorify God and comply with the Church's mission of welcome, worship, and witness.

Sanctioned Groups using the Sanctuary will be charged a \$50 Building Use Fee to cover the expense of lights, paper supplies, etc. (up to 3 hours).

Offices. The Pastor's Study and the Church Office are not available for use by outside groups.

Classrooms

CITP and Sponsored Groups	no cost
Sanctioned Groups	\$25 per classroom (up to 3 hours)

Kitchen (details to be worked out with Church Representative)

CITP and Sponsored Groups	no cost (refundable deposit of \$50 may be required)
Sanctioned Groups	\$25 plus refundable \$50 deposit (up to 3 hours)

All fees must be paid 10 business days prior to event, if possible, or at the time of application approval if the event will occur in fewer than 10 days .

All deposits must be paid in cash.

Keys

CITP and Sponsored Groups may be issued a key that they may keep if meetings are to be ongoing. However a \$20 replacement fee for lost keys will be charged.

All Sanctioned Groups must pay a cash \$20 key deposit, to be refunded upon the return of the key following the event. The building key should not be removed from the premises.

Church Representative

In the event that a Church Representative is required to be on the premises for an event, the group will pay the Church Representative a fee for his or her services. The usual fee will be \$25 but may be greater if the event requires exceptional duties and responsibilities.