

FACILITY USE POLICY - APPENDIX I

New Castle Presbyterian Church Policies and Procedures

The Book of Order of the Presbyterian Church (USA) states that the Session shall “provide for managing the physical property of the congregation for the furtherance of its mission.”(G-3.0201c) The Board of Trustees, under guidance of Session, Presbytery, and Delaware Law provides for the management of Church property and assets in a manner, which enables the staff and congregation to fulfill New Castle Presbyterian Church’s Mission. The Trustees have budget responsibility for general maintenance and care of the Corporate Church’s physical resources.

Use of Properties:

Individuals, organizations and groups whose purposes and goals contribute to the Mission and Goals of New Castle Presbyterian Church may request to use other church facilities and properties. Approval for who may use them shall be determined by the Session with recommendations from the Pastor(s). The Pastor(s) may answer routine requests. If the Pastor(s) is not available, routine requests may be approved by the Clerk of Session in consultation with the Resource Development Committee. Appeals and extraordinary cases shall be determined by the Session. The Board of Trustees shall administer these policies, which are subject to review and approval by the Session.

Use of the facilities and properties for profit shall not be considered, as that would be contrary to both our Mission and Civil Law.

General Policies for Use

The Church facilities are located in a residential community. Therefore, low noise levels are expected.

Available facilities and Uses – Rooms and maximum limit capacity

- | | |
|--------------------|---------------------------|
| a. Sanctuary | 250 |
| b. Fellowship Hall | 100 standing
75 seated |
| c. Adult Study | 15 |
| d. Classrooms (5) | 10 to 15 |
| e. Nursery | |
| f. Kitchen | 6 |
| g. Church Yard | 200 standing |

Those using the hall or other areas are responsible for setting up and taking down the tables and chairs for the event, as well as stacking them and returning them to the storage room. With care, chairs may be used in the church yard.

Scheduling – When conflicts arise, the following order of preference shall be given:

- † Regular and special New Castle Presbyterian Church programs and events,
- † Presbytery and Judicatory events
- † Non-member regular events
- † Member special events
- † Non-member special events

All of our buildings and properties are smoke free.

No alcoholic beverages may be served without prior approval by the Session.

Posting of signs, posters, or other display material will be permitted on bulletin boards - Tape and push pins cannot be used on any painted surface.

Kitchen Use

Kitchen facilities shall be left clean and ready for use by the next organization or group. The requirements to effect this shall be posted in the kitchen.

Consumable paper products to be used by Church organizations shall be replenished through the Church office.

Non-Church organizations shall provide their own consumable paper products. Coffee urns are available for use.

Use of organ, piano, or other musical instruments belonging to New Castle Presbyterian Church shall be at the discretion of the Music Director(s) and Pastor(s).

Use of candles in the Sanctuary and the CE building shall be under the supervision of the Pastor(s), Worship Committee and Flower Guild.

Fee/Donation Schedule

There shall be no charge for use of the facilities by Church members and their families or organizations. A modest fee for custodial services, if needed, may be requested. Non-church members and non-profit organizations may be charged the following fees:

Sanctuary	\$375.00
Fellowship Hall & Kitchen	\$475.00
Adult Fellowship Room	\$ 75.00

A reservation deposit of \$50 may be requested with the application to use the Church facilities. This deposit shall be applied to the rental fee provided there are no damages to the church facilities.

The Session or Pastor may waive or lower the rental fee/deposit fee if in their judgment conditions warrant such action.

The group and its designated person shall assume responsibility for the security and return of church equipment. A church member must supervise caterers at all times. Procuring this member is the responsibility of the persons using the facilities. All caterers must be approved by the Session

The designated person shall arrange through the church office to pick up and return key(s).

Insurance

Individuals and organizations using/leasing the church facilities shall:

Agree to be responsible for property damage or injuries that occur in connection with their use of these facilities.

Agree to defend, indemnify, and hold NCPC, its agents and other representatives acting on its behalf harmless from any and all liabilities, judgments, costs, damages, and expenses of any kind whatsoever, including attorney's fees, which may be claimed from, accrue against, be charged to, or recovered from them by reason or on account of damage to NCPC

property or the property of, injury to, or death of any person when such damage or injury is caused by the users/lessees actions or negligence or the actions or negligence of other persons present during the use of the church facilities.

Weddings

Fees payable to the church represent cost share items for utility service, personnel expenses and equipment depreciation. They do not include charges due musicians, florists, photographers, or the minister. Those costs and honorariums are the responsibility of the bride or groom as the case may be.

Wedding Guideline Brochure – Prepared by Pastor and assigned Deacon

A wedding guidelines brochure will be provided to all persons requesting use of church facilities for a wedding. This brochure explains how to plan a wedding and covers such aspects as scheduling, fees for pastoral, musical and custodial services, the amount of time required for rehearsals and wedding ceremonies, etc.

Members of the wedding party shall be advised that rooms in use during wedding rehearsals and ceremonies are unsecured. It will be the responsibility of the wedding party to make sure their valuables are appropriately secured and protected.

The church fellowship hall and kitchen shall not be used for a wedding reception without the wedding ceremony also being held at the church.

All floral arrangements shall be affixed without tape or other materials that may cause damage to pews or windows sills. All florist, caterer or family materials and equipment should be removed from the church facilities immediately following the wedding. Some materials may be left overnight if prearranged.

Filming During Worship

OCP-60 (11/28/88)

1. No general photographing, filming, or videotaping is permitted during services of worship (including weddings) except:
 - a. For Weddings, Prior to the Formal Marriage Service
(As wedding party enters the Sanctuary)
Permission may be granted, on prior request, for one only of the following modes of filming by a professional or designated amateur photographer, from locations specified by the Pastor;
--still photograph—with flash
--movies—with natural light
--videotape—with natural light
 - b. For All Other Services—Including weddings once the formal marriage service begins.
Permission may be granted, on prior request, for natural light filming from set positions in the front left section of the balcony.
2. All requests for filming privileges during weddings and all other services shall be made to the Pastor and/or Clerk of the Session at least one week prior to the date of the service to be filmed.

General Policies for Facility and Property Use

The church facilities are located in a residential community. Therefore, low noise levels are expected. All of our buildings and grounds are smoke free and no alcoholic beverages may be served without prior approval by the Session. The sanctuary, fellowship hall and kitchen on the first floor are handicapped accessible.

In most cases, custodial needs are to be handled by the party requesting space. That includes set-up and clean-up and removing trash to specific receptacles at outside rear of Christian Education Building, leaving the space in good condition. If custodial services are needed, please handle the request through the church office and an hourly fee will apply.

Use of the Manse:

- ◇ The Manse shall be used as a home for the Pastor(s).
- ◇ Invitations for use by church groups or others shall be at the Pastor's discretion.
- ◇ The Trustees shall respond to requests for repairs and make regular visits to the Manse at a time mutually arranged to determine needs for maintenance and repair.

New Castle Presbyterian Church

Use of Facility Form

Organization: _____

Purpose: _____

Contact Person(s): _____

Address: _____

Phone: Home _____ Work _____

<u>Space Requested</u>	<u>Capacity</u>	
Sanctuary	250	_____
Fellowship Hall	100 unseated	_____
	75 seated	_____
Kitchen	6	_____
Adult Study	15	_____
Classroom(s) 5	10 to 15	_____
Nursery		_____
Grounds	200	_____

Date(s) Requested _____ Time(s) _____

Including ALL set-up/clean-up and deliveries

Beginning & Ending *(including set-up and clean-up)*

Church Equipment Needs: _____

Please list _____

INSURANCE: Individuals and organizations using/leasing the church facilities shall:

- a)** Agree to be responsible for property damage or injuries that occur in connection with their use of these facilities; **b)** Agree to defend, indemnify, and hold NCPC, its agents and other representatives acting on its behalf harmless from any and all liabilities, judgments, costs, damages, and expenses of any kind whatsoever, including attorney's fees, which may be claimed from, accrue against, be charged to, or recovered from them by reason or on account of damage to NCPC property or the property of, injury to, or death of any person when such damage or injury is caused by the users/lessees actions or negligence or the actions or negligence of other persons present during the use of the church facilities.
- c)** Name the New Castle Presbyterian Church as additional named insured.

I have read the General Policies for Use Statement and agree to the provisions set forth therein and I agree to be on the premises during the entire time the facility is in use.

Signature and Title Date

Signature and Title Date

Office Use Only

Date request received _____

Date request approved: _____

Disapproved: _____

Note:

The contact person makes arrangements to have the building open when needed, usually through the church office. The contact person shall arrange through the church office to pick up and return key(s).

The contact person is considered the party responsible for ensuring that the requirements of the church are met.

Checks should be made payable to:

**New Castle Presbyterian Church
memo - Building Use**

We extend our best wishes for a good experience at our church. Please feel free to call the church with any further questions or requests for assistance.

New Castle Presbyterian Church

Use of Equipment Form

Individual/Organization: _____

Purpose: _____

Address: _____

Phone: Home _____ Work _____

Email: _____

Equipment Borrowed: _____ Number/ Qty: _____

Date Requested: _____ Time: _____

Date to be Returned: _____ Time: _____

I will be responsible for all damage to this equipment by signing below.

Signature and Title

Date

Office Use Only

Date request received: _____

Date request approved: _____

Disapproved: _____