



Facilities Use Guidelines

(Approved 11/4/14)

PURPOSE

The purpose of these Guidelines is to provide a logical and realistic set of guidelines for the use of the facilities of Pine Ridge Presbyterian Church, easily understood by the congregation, staff and officers of the church. The Facilities Board shall be responsible for interpreting and modifying these guidelines.

USE

1. The primary use of church facilities is to support the church program.
2. All use of Church facilities must be scheduled by making application to the Church Office Manager for use of Pine Ridge facilities, not less than 35 days prior to the requested date. A form for such application is available in the church office or the Pine Ridge website, www.pineridge.org.
3. All scheduled use of the facilities will be posted on the Pine Ridge website **Church Calendar** at www.pineridge.org
4. All use of the Church sanctuary requires compliance with the attached addendum, *Sanctuary Use Policy*.

RESPONSIBILITY

1. The committee chairman or church member scheduling a meeting shall be the **Responsible Person** for their meeting.
2. The **Responsible Person** for any use of facilities must:
 - A. Read and be familiar with the Facilities Use Guidelines
 - B. Know and have names and contact information for all participants in the event of an emergency i.e. fire, tornado, intruder, etc.
 - C. Return furniture and equipment to its original position
 - D. Turn of lights, and reset heating / cooling equipment to its original status.
 - E. Dispose of trash appropriately.
 - F. The last user each evening shall also be responsible to ensure that all exterior doors are locked and hall and restroom lights are off.
 - G. Any problems or damage shall be reported to the office staff as soon as practicable. **It is very important to report any physical injury.**
 - H. Notify a member of the Facilities Board immediately in the event of any emergency condition i.e. plumbing leak, broken glass, running water...
3. Any use of facilities by a non-member group shall require a member of the church to be the **Responsible Person**. Signature of the **Responsible Person** is required on the Application for Use Form

PRIORITY OF USE

1. 1st programs of the church
2. 2nd meetings of the church
3. 3rd scouts and other church sponsored organizations
4. 4th meetings of church members
5. 5th community meetings
6. 6th nonprofit group meetings
7. 7th other

Pine Ridge Presbyterian Church is not available for use by any individual or for-profit organization for the intent purpose of conducting for-profit business.

FEES FOR USE

Community meetings, nonprofit group meetings and other meetings or use of Pine Ridge facilities shall refer to this fee schedule for fee guidelines. Facilities Committee may modify fees to suit special needs.

1. Meetings \$1.00 per person for first 3 hours and \$.25 per hour per person thereafter with a minimum charge of \$50.00.
2. Meetings which include food service shall be catered by a professional caterer approved by the Facilities board. The fee for use shall be \$4.00 per person for 3 hours and \$.25 per person per hour thereafter. Caterer or person making request for facilities use shall pay a \$250.00 deposit to be refunded within 30 days after the meeting less any costs of repair or cleaning.
3. Church audiovisual equipment is not available for use by nonmember groups. All other use of audiovisual equipment must be scheduled through the Office Manager and may not be removed from Pine Ridge Presbyterian Church property.
4. All nonmember groups shall be required to provide certificate of liability insurance.

Meetings for church members for use of Pine Ridge facilities shall refer to the fee schedule for guidelines but will receive a 50% discount. The means there will be a \$25 minimum charge. Meetings for church members includes family gatherings, wedding or baby showers, birthday parties, etc. but not a meeting for an organization that the church member participates in and the majority of attendees are not members.

USE OF CHURCH EQUIPMENT

1. All use of church equipment shall conform to the Priority of Use paragraph above.
2. Equipment of the church shall be stored in designated storage areas and shall be returned to the normal storage area after use. Equipment of the church is to be used for the reasonable intended purpose of the equipment.
3. Any use of church equipment away from church premises shall require submission of a completed Facilities Use Application to be approved the Facilities Board or Office Manager.

SANCTUARY USE POLICY
An Addendum to the Facility Use Guidelines
Updated 7/25/14

MISSION STATEMENT

The purpose of Pine Ridge Presbyterian Church is to provide a place to proclaim and celebrate the Good News of Jesus Christ, to grow spiritually, and to love, serve and reach out together.

GUIDELINES FOR SANCTUARY USE

1. All events requested to be held in the Pine Ridge Church Sanctuary must reflect the church's mission statement.
2. The Pine Ridge Church sanctuary will be made available for use by "outside groups" (defined as a group consisting of a majority of non-members of Pine Ridge Presbyterian Church) for musical events and performances. All outside groups must coordinate their events through the church event coordinator.
3. If the event or performance is (1) outside normal worship or use by the church; (2) is not a wedding, funeral or memorial service; and (3) is not sponsored by a designated church committee or staff member then the group requesting use of the sanctuary is considered an "outside group" and must follow the proper application and approval process.
4. The church sanctuary is available for use by outside groups only on those days and times the sanctuary is not in use for normal church worship or activities, or in use by staff or by a designated church committee.
5. Outside groups will be charged a fee for use of the church which will be reflective of the church's operational costs. A Pine Ridge Committee or Ministry Group who is sponsoring a community event will incur expenses charged to their budget reflective of the Church's operational cost.
6. All outside groups wishing to contract for use of the sanctuary must submit a completed application and follow the appropriate process as detailed below. Neither the church Pastors nor staff members are responsible for approving the use of the sanctuary by members or outside groups.

OPERATING POLICIES

7. The use of the church's organ and grand piano must be requested and approved of in advance by the organist or organist designate.
8. A request must be made at the time of application for the use of the church's audio/video equipment, and all requests must be approved of in advance by the event coordinator. Any special needs or requirements outside the limitations of our facility are the sole responsibility of the outside group and must be approved of in advance by the event coordinator.
9. No individual or group shall remove any church equipment from church property for any reason.
10. The use of all church equipment found in the sanctuary must be approved and arranged for prior to the event.
11. The church event coordinator will be the outside group's point of contact for all questions.

12. All outside groups using the sanctuary must clean and vacate the site within one hour following the conclusion of the program or event. Exceptions must be requested in advance and approved of by the event coordinator.
13. An inspection and assessment of the facilities will be made prior to and following each event by a representative of the church and a pre-designated member of the outside group. Any damage assessed during the event will be the sole responsibility of the outside group.
14. No animals are allowed on church property except those needed by handicapped persons.
15. No smoking or use of alcohol is allowed on church property.
16. Food and beverages are not permitted in the sanctuary. Serving of food and beverages is permitted in designated areas only. A request to serve food or beverages must be made at the time of application. An additional fee will apply.
17. Pine Ridge Presbyterian Church is not responsible for childcare at any event or performance by an outside group. A “cry room” adjacent to the sanctuary is included in the use of the sanctuary and its use is solely the responsibility of the outside group. Paid babysitters are available through the church and must be requested through the event planner at the time of application.
18. The church office and office equipment is for the use of the church staff and volunteers ONLY. Outside groups may not use the office area or office equipment for any reason unless prior approval is received from the church event planner.
19. Programs, flyers and all other printed materials are solely the responsibility of the outside group and may not be printed on church office equipment.
20. Pine Ridge Church reserves the right to advertise information about our church at events held by outside groups, including requesting that appropriate church information be included in all programs and bulletins.
21. Dress and behavior of those leading and attending events or performances in the Pine Ridge Church sanctuary must be appropriate to a worship service.
22. All outside groups with members less than 21 years of age must provide adult chaperones.
23. Arrangements for ushers are solely the responsibility of the outside group.
24. Publicity for the event or presentation is solely the responsibility of the outside group. The church event planner may provide a list of ways an outside group may publicize its event to Pine Ridge Church members.
25. Pine Ridge Church reserves the right to have appropriate church representatives present at any event sponsored by an outside group (examples: security, welcome committee, fellowship or facilities board).
26. The outside group is responsible for providing its own speaker to introduce the event.

APPLICATION FOR USE OF SANCTUARY

27. All applications for use of the church sanctuary must be received a minimum of 60 days prior to the requested event.
28. Groups will be notified if they are approved to use the sanctuary, and will be provided with an explanation if they are not approved to use the sanctuary.
29. A refundable deposit is due at the time of application. All or a portion of this deposit will be returned within two weeks, upon satisfactory inspection and assessment following the event (per #13 above).
30. A certificate of liability insurance is requested at the time of application.

***PRIORITY OF USE (as approved in Facilities Use Guidelines)**

1. 1st programs of the church
2. 2nd meetings of the church
3. 3rd scouts and other church sponsored organizations
4. 4th meetings of church members
5. 5th community meetings
6. 6th nonprofit group meetings
7. 7th other

I have read and understood this policy and agree to abide by these guidelines.

Signature of responsible party for outside group

Date