

CENTRAL COLLEGE PRESBYTERIAN CHURCH

BUILDING USAGE

POLICIES/PROCEDURES/FEE SCHEDULE

(Adopted by CCPC Trustees 4/20/98

*Updated 2003, And October 2009)

MISSION STATEMENT

Central College Presbyterian Church is a mission-minded fellowship centering on the love of Christ; following the Word of God; expanding facilities, programs, and the human resources to proclaim God's reconciling love, to our community, our yoked inner-city ministry, and the rest of His world by involvement with, but not limited to, denominational ministry, and with a door open to everyone.

POLICIES:

- I. Those wanting to use CCPC facilities should not be in philosophical difference with the teachings of Central College Presbyterian Church or its Mission Statement.
- II. The facilities of Central College Presbyterian Church will not be made available to those individuals, groups, or organizations seeking to use them for the purposes of profit.
- III. Rooms and facilities will be available first for:
 - (a) Official church functions and business.
 - (b) Committees, classes, and groups which are functioning as part of the church program or at the request of Staff, Session, Deacons, or Trustees.
 - (c) Other not for profit individuals, groups, or organizations on a first-come first-served basis.
- IV. While Central College Church will and should attempt to provide its facilities when available to the larger community, it is the policy to refrain from entering into regular ongoing commitments of any of its rooms for those groups mentioned above (IIIc). (That is, requests for daily, weekly or monthly usage). This type of usage could present ongoing scheduling problems for those groups mentioned in IIIa and IIIb above.
- V. While it is not a policy of CCPC to create a profit center from the use of its facilities, rental fees will be charged to cover standard operating and administrative expenses. These fees will be charged only to those listed in IIIc. (See fee schedule).
- VI. Those *members* of CCPC who seek the use of facilities for themselves and their immediate family will be charged the "Member" rate. Requested use of the facilities by other groups (IIIc) who have church members as part of their group, will be charged at the Standard rate.
- VII. All audio-visual, video, and sound system equipment that is part of the CCPC facilities must be operated by someone on staff or a staff designee. Those groups (IIIc) needing the use of any of these systems when an operator is not on duty, agree to pay the additional operator fee.

- VIII. Use of facilities past 11pm is discouraged and could result in an additional custodial charge of \$20/hour.
- IX. Kitchen facilities can be made available for small, non-church functions with a kitchen staff person or designee in attendance. There will be an additional kitchen use fee.
- X. USE OF ALCOHOL/TOBACCO. The use of alcoholic beverages on CCPC grounds is not permitted for any event. Additionally, it is a policy of CCPC that church sponsored functions off CCPC grounds be alcohol free. Smoking is not permitted inside any of the Central College Church buildings.
- XI. All groups using CCPC facilities agree to return the facilities to their condition prior to use and accept financial responsibility for any damage to the property. It is the responsibility of all groups describe in IIIc to be insured and provide a current Certificate of Insurance when requested. Liability minimums may be requested.
- XII. Case by Case modifications of these policies will be at the discretion of the Board of Trustees.
- XIII. Facilities users defined in IIIc will be required to present a current Certificate of Insurance showing proof of liability insurance.
- XIV Kirk Hall shall be used by the church for recreational activities, worship services, drama productions, fellowship gatherings, and meals, meetings and sports such as basketball and volleyball. The facilities can be rented to outside groups as outlined in other parts of this document under the guidance of the church administration. Such rental of Kirk Hall will not be for long term use and will not interfere with the use of the facility by church organizations. Kirk Hall is not to be available for wedding receptions as: (1) Such receptions tend to last longer than the usual 3-hour suggested limit, and thus be a problem for supervision and clean-up. (2) There is a "No-Alcohol" policy at the church and it would be difficult to control this with a larger reception in Kirk Hall which might include a disc jockey and dancing. (3) Receptions need to be scheduled a relative long time prior to the wedding and this would prevent the use of Kirk Hall by church organizations on a spontaneous manner. It should be noted that Ballard Hall is available for smaller receptions which would not include sit-down dinners for dancing. The food items are usually limited to nuts, mints, beverages, and cake.
- XV Public and private school music and athletic groups may be given a special \$50.00 rate for three hour sessions in Kirk Hall.

FEE SCHEDULE:

USE OF FACILITIES

	Standard Fees	Member Fees
Sanctuary	\$150.00	\$100.00
Chapel	\$ 75.00	\$ 50.00
Ballard Hall	\$150.00	\$ 75.00
Kirk Hall	\$125.00	\$100.00
(public & private school music/athletic groups special \$50.00 -3 hr sessions)		
Classrooms	\$ 50.00	\$ 35.00
Barn	\$100.00	\$ 75.00

AV operator fees to be determined by operator

Use of kitchen additional \$25.00

(Refer to Wedding Booklet where appropriate)

PROCEDURES:

1. User checks on availability of needed facility through the church office, (614) 882-2347.
2. If it is a church-related function, staff member will place the requested information on the calendar and keep the request form on file.
3. Users of a non-church related function, as outlined in IIIc, should file a request form. That form will go to the Associate for Administration for approval. Upon approval, the User will agree to the terms, present a current Certificate of Insurance and sign the application and contract for use.
4. All CCPC facilities users agree that a responsible adult must be present at all events.
5. Fees are to be paid the day of the event. A deposit may be requested for larger events.

FACILITY LICENSE AGREEMENT

CENTRAL COLLEGE PRESBYTERIAN CHURCH, Licensor, hereby grants to

_____, Licensee, subject to the terms and conditions set forth herein, the right and permit to use the facility designated herein, as follows:

1. Facility. Licensee may use _____ starting at _____ am/pm and ending at _____ am/pm on the _____ day of _____, _____.

2. Purpose. Licensee may use the Facility for the purpose of _____, and for no other purpose whatsoever, without the express prior written consent of Licensor. Licensee may not change the use permitted hereunder.

3. Supervision. Licensee represents and covenants that it will provide such adult supervision as is necessary to properly supervise and manage the use of the Facility, and Licensee acknowledges that Licensor is not responsible for providing supervision.

4. Co-Use. Licensee acknowledges that the permission granted hereunder is not exclusive, and Licensor reserve the right to enter the facility as Licensor deems necessary.

5. Compliance with Law. Licensee agrees to comply with all applicable federal, state, and local laws and regulations governing its use of the facility, and agrees, without limitation, to comply with the workers compensation laws as applicable.

6. Indemnity. Licensee agrees, on behalf of itself, and its trustees, officers, employees, agents, and users, to indemnify, release, and hold harmless the Licensor, and its trustees, and officers, employees, agents, and members, from any and all claims for personal injury, including death, or property damage, arising from the activities of Licensee, its officers, employees, agents, invitees, members, guests and other persons at the facility or parking areas associated therewith, or the use thereof by Licensee, or the exercise of the rights herein granted, except where due to the sole and proximate negligence of the Licensor.

7. Assignment. This permit is personal to Licensee, and it may not be assigned to any other person or entity whatsoever. Any purported assignment shall be null and void.

8. Insurance. Licensee shall provide Licensor with a certificate of insurance evidencing that it has in effect a commercial general liability insurance policy with limits of not less than \$1,000,000.00, each occurrence and in the aggregate, before commencing use of the facility.

9. Governing Law. This agreement shall be governed by the laws of the State of Ohio.

10. Waiver. The failure of Licensor to insist upon the performance of any of the terms and conditions of this agreement, or the waiver of any breach thereof, shall not be construed as being a waiver of the right to demand strict compliance therewith at the discretion of Licensor.

11. Complete Agreement. This agreement is the entire agreement between the parties, and supersedes all prior and oral agreements between the parties. No person has the authority to alter this agreement on behalf of Licensor except in writing, signed by an authorized officer of Licensor and Licensee.

12. Vendors. Licenses shall not permit any third parties to enter the facility to sell any goods or market any services whatsoever without the express prior consent of Licensor, which Licensor is under no obligation to grant.

13. Tables/Chairs/Kitchen Use/Electric Service. Licensor has no obligation to provide any tables, chairs, use of the kitchen, or electric service, unless noted herein:

14. Fee. Licensee shall pay Licensor the sum of \$_____ for the use of the facility.

15. Damages/Cleaning. Licensee shall be responsible for, and shall pay Licensor for any damage or extraordinary cleaning which may have been caused by Licensee's use of the facility within 10 days of receipt of a bill therefor from Licensor.

16. Termination. Licensor shall have the right to terminate this agreement at any time, including at any time during the use of the facility by Licensee, for breach of any term or condition hereof, or for the convenience of the Licensor. In the event this agreement is terminated before use of the facility by Licensee commences, Licensor shall refund to Licensee any deposit theretofore paid. If the agreement is terminated by Licensor due to the breach or default hereof by Licensee, Licensor shall retain all amounts paid by Licensee.

17. Other: _____

LICENSOR:

LICENSEE:

Central College Presbyterian Church

By _____

By _____

Title _____

Title _____

Date _____

Date _____