

Facility Use Policy

Cherokee Presbyterian Church (CPC) facilities are available for use by activities sponsored by approved ministries of the church. As a service to the community, CPC will offer the use of the building and facilities to nonprofit groups and organizations which do not conflict with the mission and convictions of the church. We will, of course, offer the building and facilities only as groups can comfortably be accommodated. All below guidelines, the reservation guidelines, and corresponding fee schedule will apply.

1. The facilities are available for appropriate Christian-oriented activities. Activities of the Church and of church groups will take precedence over outside groups.
2. The **Facilities Committee**, representing the **Session**, has the responsibility to make judgments and decisions over approval and the use of the facilities.
3. Any use of the church facilities must be reserved in advance using the Facilities Reservation Request Form and approved through the **Facilities Committee**. Any fees for use must be paid for in advance. Use of facilities will be on a “first come, first served basis” unless otherwise designated by the **Session**.
4. Events must be approved in advance by the **Facilities Committee**. Questions concerning the appropriateness of the proposed use of CPC facilities by an individual or group will be determined in advance by an ordained staff member or referred to the **Session** for decision.
5. Church supplies, material, furniture, fixtures, music, sound system, or other equipment, room set-up, decorations, custodial, or other personnel needs required by the activity must be specified in advance on the reservation form. Please refer to the fee schedule for fees that may apply.
6. All groups and activities are expected to return the rooms as much as possible to the condition in which they found them. This includes folding chairs and tables, picking up materials and sweeping floors. All trash is to be bagged and placed in the outside receptacles. Use of the worship space will be subject to set-up/cleaning fees unless waived in writing by the **Facilities Committee**.
7. Discipline, respect, and protection of church property will be expected from all groups, and all persons will be expected to conduct themselves in keeping with conduct expected within the Lord’s house.
8. All children and youth using CPC facilities must be under direct supervision of adults with appropriate child/adult ratios.
9. No smoking in any CPC facility and no alcoholic beverages or drugs will be permitted at any time in any area of CPC.
10. No tape, nails, tacks, screws, staples, or other devices may be used on any wall, molding, door, window, or other structure or furniture. User groups are responsible to pay for loss or damage caused by them to CPC property.
11. The Facilities Maintenance Request Form must be completed and approved by the **Facilities Committee** before any materials, pictures, or items can be placed on any wall in the building.

12. Leaders of each CPC group or activity will have the responsibility to unlock and lock any exterior doors that are used. A key to unlock the building can be checked out from the Office. For non CPC activities, the building will be locked and unlocked by a designated authorized person for the group. **The designated responsible party is to walk the exterior of the building upon completion of the use/activity to ensure all exterior doors are locked.**
13. Service clubs such as the Optimist Club, Kiwanis Club, groups affiliated with local schools, groups such as AA, and groups with similar activities are welcome to request use of facilities. Facilities may not be used for activities that involve sale of items or promotion of business products without prior approval from the **Session**.
14. Any group or organization not a part of CPC must furnish a copy of adequate liability insurance coverage showing CPC as an additional insured party during the use of CPC facilities. In this liability agreement, the group or organization must state that it releases, indemnifies, and holds harmless CPC from any and all claims arising from any action or non-action of the group or organization including claims for negligence. Such claims, indemnification, and hold-harmless action shall extend to the payment of CPC attorney's fees to any legal action, including, but not limited to settlement negotiations.
15. Parties requesting use of facilities for weddings and receptions must also submit the Wedding Reservation Form for approval and must follow the guidelines of the Cherokee Presbyterian Church Wedding Policies.
16. CPC assumes no liability for items lost, misplaced, broken, or stolen.

*All payments for facility usage or clean-up should be made directly to Cherokee Presbyterian Church. Failure by groups and organizations to clean-up areas or maintain building security may result in loss of privileges to use facilities. All questions regarding use of facilities should be directed to the **Facilities Committee**. Appeals of decisions by the **Facilities Committee** should be directed to the **Session**.*

Facilities Fee Schedule for Outside Groups and Individuals

Usage Fees:

Minimum charge of four (4) hours per day used

Maximum charge of eight (8) hour per day used

For-profit organizations and non-church member rate:

Class Rooms \$30 per hour (4 hour minimum is \$120)

Worship Center \$75 per hour (4 hour minimum is \$300)

Kitchen \$15 per hour (4 hour minimum is \$60)

Multi-room Maximum: The maximum amount charged for multi-room use is \$125 per hour.

Non-profit organizations and church member will receive a 40% discount for non-church activities:

Class Rooms \$18 per hour

Worship Center \$45 per hour

Kitchen \$ 9 per hour

Multi-room Maximum: The maximum amount charged for multi-room use is \$75 per hour.

Exceptions: Organizations that have regular meetings may be charged for actual time use without the normal minimum charge of four (4) hours with approval of Facilities Committee and Session.

Additional Charges:

Set-up/Cleaning Fees: \$125 per day for Worship Center, \$30 per day for each classroom

Audio/Visual Equipment Fees:

- Sound System: \$50 per day (appropriate training required before event, or the use of one of our approved technicians)

Nursery Attendant: \$20 per attendant per hour. Arrangements must be made in advance for nursery or other childcare needs, and availability is not guaranteed.

Food Service: Not available

Excessive Fees: Activities that have excessive wear and tear, such as bringing in heavy equipment, or that require extra maintenance such as carpet cleaning will incur an additional charge. The amount of these fees will be the sole determination of the CPC Facilities Committee.

Payment:

Reservations of \$100 or less due immediately, otherwise:

- 50% of the fee is due immediately to hold the space
- 100% of the fee is due 24 hours prior to the event

Events not cancelled within 48 hours of the event will forfeit 50% of fee total (the amount already paid).

Events cancelled 48 hours or more in advance will receive a refund of the amount paid less a \$50 administrative fee.

*** The Facilities Committee reserves the right to wave or reduce fees.**