

GUIDELINES FOR THE USE OF FACILITIES DARDENNE PRESBYTERIAN CHURCH

POLICY

The facilities of Dardenne Presbyterian Church provide members and visitors a place to congregate and worship the Lord. These facilities are the result of sacrificial giving by Christians who expect their investment to be used to glorify God. Good stewardship demands that religious activities take precedence over secular activities. In order to protect church property, outside groups will be required to share in the costs of operation and maintenance.

The elders of Dardenne Presbyterian Church have made a deliberate choice to establish a fee structure that gives priority to church programs over secular activities. DPC reserves the right to refuse the use of the facility at their discretion.

PRIORITY

Most uses of our facilities will fall into one of the three categories listed below, shown in order of priority. (Examples are not to be construed as an exhaustive list.) **The Building Use Committee** (Facilities Manager, Scheduler and appointed Building and Grounds Elder) will act as final arbiter, seeking guidance from the Session as necessary. Any/All secular or for-profit activities will require the approval of the building use committee.

1. Church Programs (May reserve 2-years in advance)

- a) Worship
- b) Christian Education
- c) Fellowship events
- d) Youth Activities
- e) Church Board and Committee Meetings
- f) Funerals and Memorial Services
- g) Mission Events
- h) Training and Counseling
- i) Presbytery/Synod/General Assembly Gatherings
- j) Ministry Meetings and Workshops (Evangelism training, Jam, PW, Youth Ministries, etc.)
- k) Member Weddings/Anniversary Celebrations/Birthdays for members
- l) Health Education/Screening
- m) Blood Drives

2. Church Hosted Programs (May reserve 1-year in advance)

- a) Alcoholics Anonymous
- b) Mission Organizations, (Habitat for Humanity, H.O.P.E. Food Pantry, etc)
- c) Concerts and Cultural Events
- d) Scouting Activities
- e) Community-building events, (Voting, Public Information Meetings, etc.)
- f) Non member Wedding Receptions or Anniversary Celebrations
- g) Educational Events
- h) American Heritage Girls (AHG)
- i) Mother's Of Preschoolers (MOPS)
- j) Saint Giles

3. Secular Activities (May reserve 3-months in advance)

- a) Commercial Enterprises
- b) Corporate Training Meetings
- c) Governmental Meetings
- d) Public Speakers
- e) Enterprises for profit whether, member or non-member, will be considered Commercial Enterprises and will be included in Secular Fee Structure.

APPLICATION PROCEDURES

1. The person making the request must submit a completed “**Facilities Use Request Form**” with deposit to the church office no later than six weeks prior to an event in order to be considered for approval.
2. The applicant will be notified of approval or denial, along with any fees that may apply, the date by which they are required, and the names and phone numbers of any points of contact.
3. The applicant will be provided a copy and confirmation of their request after the completed reservation has been approved and submitted.
4. Ministries and Committees of Dardenne Presbyterian Church that meet regularly are responsible for submitting annual calendars and updates as needed to the scheduler in a timely manner either by request form or email 636-561-4347 ext. 225 or lgilliland@dardennepresbyterian.org. We ask that you contact our Media Manager dmulford@dardennepresbyterian.org and consider appointing a person within your committee or ministry that could be trained to operate AV equipment for any special events.
5. Emergency meetings will be scheduled at the discretion of the Facilities Scheduler. Please allow 24 hours for confirmation and/or obtain emergency phone number through the church office.

All guests must completely fill out a “**Facilities Use Request Form**” and make a deposit for use of the building before their activity will be considered. No reservations will be considered firm and placed on the Church calendar until the deposit is received. If the final fee is less than the deposit, the balance of the deposit will be refunded provided:

- All equipment and furniture is as set up and in good condition
- No damage is found to the building, its contents, or equipment

If it is determined that additional cleaning, repairs or set up for church activities are needed because of a failure of the guest to comply with building use guidelines, a charge of \$20.00 per hour may be withheld from the deposit for cleaning building. Equipment damage will be assessed for repairs and the amount withheld from the deposit.

NOTE: Outside groups are not permitted to advertise inside/outside of church building without Session approval.

FEES

- No fee is required for Church Programs (description above). Traveling church sponsored groups will be exempt from all fees, but will be sent “Indemnification and Hold Harmless Clause forms” to be filled out and received before arrival.
- Fees are required for most Church Hosted Programs (description above). Provisions exist for waiving some of the fees for DPC members. (See Wedding Fees.)
- Fees are required for Secular Programs without provision for waiver.
- This packet covers all fees for building use **except weddings** (wedding packets are available through the church office.)
- The fees reflected in the tables below refer to any event within a 24 hour period. If your event extends for more than one 24 hour period, fees will be subject to increase.

CHRISTIAN LIFE CENTER FEES

	Church Hosted Program Special Events Only	Secular Events
A. Gymnasium	\$ 40.00/ hour	\$ 150.00/ hour
B. Maint./Utilities	\$ 0.00	\$ 375.00/ event
C. Kitchen	\$ 50.00/ event	\$ 100.00/ event
D. Deposit (refundable)	\$ 25.00/ event	\$ 500.00/ event
E. Technician	\$ 35.00/ hour	\$ 50.00/ hour
F. Sexton (Custodian)	\$175.00/ event	\$ 175.00/ event

ROCK CHURCH / WATSON HALL

	Church Hosted Program Special Events Only	Secular Events
A. Any event other than weddings	\$ 40.00/hr	\$ 40.00/hr
B. Maintenance/Utilities	\$ 100.00	\$ 100.00/event
C. Sexton	\$ 80.00	\$ 80.00/event
D. Deposit (refundable)	\$ 100.00	\$ 500.00/event
E. Technician	\$ 26.00/hr	\$ 35.00/hr

BRICK CHURCH

Brick Church Use	Church Hosted Special Events	Secular Events
A. Any event other than weddings	\$ 40.00/hr	\$ 40.00/hr
B. Maint/Utilities	\$ 150.00	\$ 150.00/event
C. Sexton	\$ 80.00	\$ 80.00/event
D. Deposit (refundable)	\$ 100.00	\$ 500.00/event
E. Technician	\$ 26.00/hr	\$ 35.00/hr

RULES

1. DPC retains the right to amend the schedule in the event the facilities are required for a funeral or memorial service for a church member.
2. Groups using DPC facilities are expected to:
 - a. Leave the facilities clean and arranged according to the room diagram.
 - b. When leaving facilities turn off all lights and close doors and windows.
 - c. Use only the rooms approved on the facilities use form.
 - d. Supervise the group's conduct and actions.
 - e. Assign someone to be the contact person and identify the person in charge of group.
 - f. Supervise children at all times. For church activities involving children or youth, comply with the DPC Organization Manual and CAP requirements. For non-church activities, maintain the following ratios of adults to children:
 1. Third grade and under, 1 adult per 5 children.
 2. Fourth through twelfth grade, 1 adult per 10 youth.
 - g. Conduct business so as not to disrupt regular church business or others.
 - h. Bring supplies, i.e. coffee pots, easels, paper products, etc., unless a separate agreement has been made and fees paid accordingly. Failure to do so can result in added custodial fees and/or denial of future requests for use of facility.
3. Any person applying to make a reservation for use of DPC facilities must be 21 years or older.
4. Damage to the facility and/or its content is the responsibility of the applicant. Applicants will be billed for the full cost of repairs. A facility use form (see attached "**Checklist for Check Out**") will be used to determine whether damage beyond reasonable wear and tear has occurred. Security deposits, if any, will be applied to the cost of repairs, and adjustments made as necessary. Any unused portion of the security deposit will be returned.
5. Alcohol is not permitted on the premises. If violated, any future requests will be denied and deposit will not be returned.
6. Smoking is not permitted inside church buildings.
7. Beverages with "high stain" potential (i.e. grape juice, red Kool-Aid, etc.) are not permitted.
8. The facilities manager must approve loan of church-owned equipment for use off church premises.
9. Posters, decorations, and other advertisement should be presented upon receipt of your request form and will be distributed by the Facilities office. Outside advertisement submitted (on block walls of CLC and papered walls of Mission Hall tape may be used).

10. Athletic equipment is to be used outdoors or inside the gym only. Throwing or kicking balls or similar use of other athletic equipment will not be permitted in the halls, office, classrooms, or areas designated for worship or study. All church athletic equipment must be returned to its proper storage place.
11. Air conditioning and heat are automatic. Please do not adjust the controls. Windows and outside doors must remain closed when the A/C or heat is in use.
12. While playing or talking, please be considerate of others.
13. Hair dryers and curling irons must be used only in restrooms and at no time be placed upon the floors, carpets, or fabric surfaces.
14. Skateboards or skates of any kind are not allowed on church property.
15. The kitchen in the Christian Life Center may be used only under the supervision of the Fellowship Committee. (Small groups may use the kitchen in Watson Hall.)
 - a) Caterers may use the hot/cold serving tables (if used, a deposit may be required) under direction of the Fellowship Committee.
 - b) Any outreach activities promoted by a church group, i.e. Tide, JAM, PW, etc., must supply their own food and equipment.
 - c) For those activities or events not organized by the fellowship committee, **ONLY** the following CLC kitchen equipment maybe used.

Stove/Oven
Warmer

Refrigerator
Ice Machine

Other items, supplies, kitchen utensils, china, linens etc. are reserved for church use **ONLY**. (Table cloths may be rented for \$4.50 each)

16. Sponsored groups i.e.: scouts must provide a certificate of insurance and sign a hold harmless clause to be renewed each year. Individual applicants must sign **an “Indemnification and Hold Harmless Clause form” (see attached)**.
17. Various church groups have items stored on or behind the stage In the CHRISTIAN LIFE CENTER. In order to protect these items from tampering, only authorized personnel may use the stage and steps. Children shall not be allowed to play on the stage or steps.
18. Application for Church Programs may be made no more than 2-years in advance. Church hosted programs and may apply no more than 1-year in advance of the proposed event. Secular events may apply no more than 3 months in advance. All final arrangements including request form set-up, deposits, advertisements and forms requiring signatures **must be submitted 6 weeks prior to your event**. Requests will not be approved without a fully completed form and deposit.

19. Drop-in guests wishing to use the gym in the CHRISTIAN LIFE CENTER between the hours of 8:00am and 4:00pm may do after first checking with Senior Pastor, Associate Pastor, Facilities Scheduler or the Facility Manager in order to assure that no other group is scheduled for use of that facility, and completing and signing an "Indemnification and Hold Harmless Clause" form.
 20. If two church functions conflict, the Building Use Committee will seek an accommodation. If that is not possible, the first to reserve the space will have priority.
 21. In a case of inclement weather, you will be notified of church cancellations.
 22. At no time should any child/children be left unsupervised.
 23. If a smoke machine is used it must be placed center stage without any obstruction to allow free air flow.
 24. Any request for Saturday events held in the Christian Life Center (CLC) must occur between the hours of 12:00 p.m. and 4:00 p.m.
 25. Special event requests will be assigned areas of usage at the discretion of the Schedule Administrator. Non-athletic groups of less than 70 participants will first be assigned to areas other than the CLC.
 26. All monies collected for building use fees (hourly and maint/utilities) will be credited to the property and grounds budget.
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**Dardenne Presbyterian Church
Facilities Use Request Form**

Office use only; posted: _____ Sexton _____ AV _____ Fellowship _____ Nursery _____

Date Submitted: _____ Date(s) of Event: _____

Time Submitted: _____ Member Non-member

Event Time Start: _____ End: _____

Set-up Time Start: _____ End: _____

Group Name: _____

Event Title: _____

Event Description/Purpose: _____

Contact Person: _____

Person responsible for group: _____ Phone: _____

Is it possible to contact you by email? Y/N email address: _____

Of people attending event: _____ # Of Youth under 18 attending _____

Room(s) requested

- Kitchen
- Gym
- Stage (Off Limits to unauthorized people)
- Other _____

NOTE: ALL CHURCH FUNCTIONS WILL TAKE PRIORITY OVER NON-CHURCH FUNCTIONS. ALL NON-CHURCH FUNCTIONS MUST BE APPROVED BY THE SCHEDULE ADMINISTRATOR AND A CHARGE FOR USE WILL BE ASSESSED. (See fee schedule).

·All requests must include appropriate indemnification form(s).

For more information concerning scheduling and reservations please contact:

Dardenne Presbyterian Church
Schedule Administrator
7400 HWY N
Dardenne Prairie, MO 63368
Office: 636-561-4347 x225
FAX: 636-625-2988 Email: lgilliland@dardennepresbyterian.org

PLEASE USE THIS SPACE TO COMPLETE YOUR DIAGRAM; INCLUDE LOCATION OF TABLES AND CHAIRS, AND ANY OTHER EQUIPMENT.

Please check the items needed:

Total # of Chairs: _____
 Total # of 6' Long Tables _____

Total # of Round Tables: _____
 Total # of Round Tablecloths _____/\$4.50

Podium _____

Portable Sound System _____ (Rock Church or Watson Hall)

Total # Wireless Mics _____

Total # Corded Mics. _____

<p>For office use only: Date Approved: _____ Reservation #: _____ Date Deposit Received: _____ Date Deposit Returned: _____</p>
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INDEMNIFICATION AND HOLD HARMLESS CLAUSE

In return for the privilege of using _____ on the grounds of Dardenne Presbyterian Church, I agree as follows:

I will protect and indemnify and hold harmless the said Dardenne Presbyterian Church from any suite, claims, or demands made for damage to property. I also will hold harmless the church from any bodily injury which I might sustain while on their property, whether caused by me or by others.

It is understood and agreed that I will defend the said Dardenne Presbyterian Church from any suits or claims against them, growing out of any such personal injury and/or property damage. Further, I agree to indemnify Dardenne Presbyterian Church for any and all amounts for personal injury and/or property damage, including the attorney fees and costs of Dardenne Presbyterian Church, which may be due and/or for which there may be responsibility, for use of the church property and whether the claim or suit be resolved by settlement or judgment on any such claim or suit.

This agreement signed on _____, 200__ by:

(Name)

(Phone)

(Address)

City, State, Zip

Date

(Scheduler)