

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 Ministries
 - e) Church Board and Committee Meetings
 - g) Mission Events (missions conference, missionary luncheons, etc.)
 - h) Training and Counseling
 - i) Presbytery/Synod/General Assembly Gatherings
 - j) Ministry Meetings and Workshops (Evangelism training, Jam, PW, Youth Activities, etc.)
 - k) Member Weddings/Anniversary Celebrations/Birthdays for members

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, S.A.L.T., etc)
 - c) Concerts and Cultural Events
 - d) Scouting Activities (Troop 984, Boone Trails, Life to Eagle Seminars)
 - 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 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/Web calendar until the deposit is received. All fees (rental, custodial, etc.) must be submitted to the office of the Facilities Scheduler six weeks prior to the event. 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. If the scheduled event is longer than initial request indicates, a \$20.00 per hour fee may be withheld from the deposit for both AV and custodial time.

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

FEES

- **No fee is required for Church Programs (page one). 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 (page one). Provisions exist for waiving some of the fees for DPC members.
- 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	\$ 100.00	\$ 375.00/ event
C. Kitchen	\$ 50.00/ event	\$ 100.00/ event
D. Deposit (refundable)	\$ 100.00/ event	\$ 500.00/ event
E. Technician	\$ 35.00/ hour	\$ 35.00/ 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/approved by the Facilities office.
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, curling irons and over-head projectors must be used only in designated areas and at no time be placed upon the floors, carpets, or fabric surfaces.
14. Skateboards or skates of any kind are not allowed indoors or on the church grounds.
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 Hospitality Committee.
 - b) Any outreach activities promoted by a church group, i.e. Tide, JAM, PW, etc., must supply their own food and supplies.
 - c) For those activities or events not organized by the fellowship committee, **ONLY** the following CLC kitchen equipment maybe used (under direction of the Hospitality Committee); Refrigerator, Warmer, Coffee maker, 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, school groups, athletic groups, etc. must provide a certificate of insurance and sign a hold harmless clause. Individual applicants must sign an **“Indemnification and Hold Harmless Clause form”** which can be obtained through the church office or .
17. Various church groups have items stored on or behind the stage In the CHRISTIAN LIFE CENTER. In order to protect these items from being tampered with, only authorized personnel may use the stage and steps. Children shall not be allowed to play on the stage, columns, or steps.
18. Building reservations for Church Programs may be made no more than 2-years in advance. Church hosted programs 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 the Facility Scheduler, and completing 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. At no time should any child/children be left unsupervised .
22. If a smoke machine is used it must be placed center stage without any obstruction to allow free air flow.

23. 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.
24. Special event requests will be assigned areas of usage at the discretion of the scheduler. Non-athletic groups of less than 70 participants will first be assigned to areas other than the CLC.
25. All monies collected for building use fees (hourly and maintenance/utilities) will be credited to the property and grounds budget.
26. No animals will be allowed inside the facilities except to aide persons with disabilities.