

GUIDELINES FOR USE OF CHURCH FACILITIES

Anyone who wishes to use the church facilities must:

- a) Contact the church office to see if the facilities are available for the requested date(s) and time(s).
- b) Fill out the request for use of facilities form and return it to the church office.
(The Session will review facility use request forms on the first Sunday of each month.)

Following are the fees for facility use:

Harper Center (rental of facility for 4 hours)

Parties, Non-organizations	\$350 (\$50 per hour after 4 hours)
For Profit organizations	\$250 (\$50 per hour after 4 hours)
Non-Profit organizations	\$100 (\$25 per hour after 4 hours)

Harper Center Kitchen (no cooking) \$100

Set up fee (tables are set up with 8 chairs)

5 tables with chairs	\$35.00*
10 tables with chairs	\$70.00
15 tables with chairs	\$100.00
20 tables with chairs	\$125.00
Chairs only	\$.50/chair

Deposit \$100**

Cleaning fee \$ 75.00

FINAL BALANCE DUE 2 WEEKS PRIOR TO EVENT

* Required minimum

** Due with facility request form

Church members may use the facilities for personal use such as family gatherings, birthday parties, showers, etc., free of charge???? Members are responsible for set up, take down and following the rules and regulations of these guidelines.

Multi-day use: Fees to apply as described above for first day of rental, a discount of 50% will be given for consecutive days. Arrangements must be made in advance.

REQUEST FOR USE OF FACILITIES

Dates needed: _____ Times needed: _____

Organization: _____

Person(s) Responsible (MUST remain on premises for event duration): _____

Address: _____

Telephone number: _____

Email address: _____

Estimated Attendance: _____

I have read/received a copy and fully understand the Rules and Regulations regarding the use of these church facilities and will assume responsibility for any damages that may be incurred.

Signature: _____ **Date:** _____

REQUEST FOR FACILITY SET UP

Initial set-up of tables and chairs must be made in advance.

Preferred number of tables:

Preferred number of chairs:

Please provide/draw a brief description of how tables and chairs are to be arranged.

These church facilities are for us to use and enjoy. It is everyone's responsibility to insure that they are used and maintained properly. Our sole purpose is to glorify God. We trust God's spirit to lead and nurture us in all our community and congregational endeavors.

Before, during and after use, please observe the following Rules and Regulations:

Smoking, alcoholic beverages, weapons and illegal substances are not permitted on or in church property at any time.

There shall not be any changes to the electrical wiring, lighting equipment, or public address system, nor shall strange equipment be changed or removed without the written permission of the church staff.

There shall be no nails, tacks, tape adhesives, or any other defacing device used on the floors, walls, or ceilings of the church facilities.

No facility use may exceed 11:00pm.

All activities and functions should be of acceptable Christian morals and values.

The Harper Center Kitchen is available only for church functions. Non-church events must be catered. Caterers shall provide their own plates and serving utensils.

All rentals must be approved by the Building Use Committee and the Session. It may take up to 30 days or longer to secure appropriate committee approval. The Session reserves the right to cancel any agreement more than 60 days before the rental.

The facility is available for the day of the rental only. Set-up time for any events needs to be arranged with the church office 7 days prior to the event.

All food, trash, decorations, and any other items should be removed at the end of your rental. The areas should be clean and all furnishings returned to their original locations. Lights should be turned off before leaving.

All areas used should be left as they were found. Failure to do so may result in loss of deposit.

Lessee will assume responsibility for any damages that may be incurred.