

# The House of Hope Presbyterian Church

## Use of Facilities Policy

The House of Hope Presbyterian Church facilities are primarily for church-sponsored events related to the life of the congregation and/or mission of the church. Secondly, the facilities may be available to other non-profit organizations for educational or benevolent purposes or benefit to the community. Events of this nature can be scheduled only if and when they do not interfere with church-sponsored programs. The frequency and number of these events will be determined by the director of administration in consultation with the pastor, head of staff and the facility manager. Factors such as the nature of the program, wear on the physical plant and work load of the staff will be considered. The cost incurred for set ups, maintenance, cleaning, utilities and staffing will be shared with these groups or individuals.

Use of space at House of Hope must be requested through the business office. All requests are subject to internal review and approval and will be confirmed in writing. Session approval of an event may be required as determined and managed by the director of administration. All users, both members and nonmembers must complete a request form before the event will be considered. Requests for regular or on-going events will be reviewed and if approved, renewed annually in December.

Business and for-profit organizations can be considered only if the nature of the meeting is of a public service and in alignment with the church's mission. Any group whose goals and philosophy are in conflict with the priorities of the church and the intent of our mission statement will not be approved for use of church space or facilities.

There is no smoking or hard liquor consumption allowed in church facilities, parking lots or grounds. For functions where food is being served, a special request to serve wine or beer can be made at the time of reservation. The use of licensed beverage servers through your caterer is recommended. If granted, the consumption and serving of alcoholic beverages will comply with all federal, state and local laws. The sponsoring group is responsible to make sure all guests abide by these laws and drink responsibly.

No fundraising or ticketed events are allowed unless prior approval is given through Session. (See paragraph two above on Session approval of events.) No meetings of a political or commercial nature or whose purpose or subject matter conflicts with the interest or mission of the church may be held on the premises.

Users of church facilities must comply with all rules and regulations of House of Hope and all federal, state and local laws and ordinances.

## Guidelines for use of House of Hope facilities

Because of the multipurpose use and design of the facilities, there may be several groups using it at the same time. House of Hope reserves the right to relocate your event if necessary. Your cooperation and courtesy is vital. Groups are required to limit activities to their assigned space. Children, if present at the event, must stay within the group's assigned space and must not be left unattended at any time. The nursery is not available for use by outside groups.

1. **Reservations and payments:** All individuals, groups and organizations wishing to use the building must reserve a space in advance through the business office. Once the reservation has been made, the building/room use fee can be determined. The fee must be received no later than seven (7) business days before the event. Reservations for any group wishing to use the facility on an on-going basis will be reviewed annually in December. We reserve the right to assign or re-assign reserved space at any time based on group size, other group's needs, staff availability and church events. Additional fees will be charged for very large events, special accommodations for equipment, events lasting more than four (4) hours and/or requiring extended hours for the building to be open.
2. **Equipment:** Tables and chairs are included in the use fee provided we have sufficient tables and chairs available and that the set-up information is received at least seven days prior to the event. Furniture and equipment may not be moved from room to room or used without prior request and approval.
3. **AV Equipment:** House of Hope has a limited supply of screens, projectors, television sets and DVD players, a portable sound system and wireless microphones that a group may request. Equipment needs are to be specified on the reservation request form so church staff are aware of your needs. If you are bringing in your own equipment, please indicate that on the reservation request form.
4. **Hospitality:** Upon request, House of Hope can provide a limited supply of coffee, tea and water for your group or meeting. The request for this beverage service should be indicated on the reservation request form. House of Hope does not have a functioning kitchen available. However, prepared or catered meals can be served if a licensed caterer is engaged for the event. House of Hope requires evidence of the licensure of your caterer prior to the event.
5. **Certificate of Liability:** House of Hope may require a certificate of liability insurance. If required, the organization will provide a Certificate of Insurance naming The House of Hope Presbyterian Church as an additional insured in the amount of at least \$1,000,000 per occurrence for the benefit and protection of the church. In addition, all outside groups assume responsibility for any damage to the property or building and will pay the cost to replace or repair any damage done. The church is not liable for accidents that occur or for lost or stolen articles.
6. **Security:** Facility staff member(s) will be on site and available during the event. If the church determines, at its sole discretion, that the event requires the presence of paid security provided by off-duty police officers, the cost will be added to the room use fee.
7. **Parking:** We reserve the right to designate the location of parking spaces to be used for any event.
8. **Accessing the building:** The House of Hope is a large facility with multiple entrances. You/your group will be informed of which entrance to the building will be available for your event or meeting. All outside doors are to remain closed with a greeter stationed at each door to let guests in and provide directions to the room. Once the greeters leave the door to attend the event, the outside doors will be locked. It is not acceptable to prop the outside doors open and leave doors unattended. If your group is meeting during regular office hours, guests will be buzzed in by the front desk administrative assistant.
9. **Departure:** You are expected to leave the facilities in good order. The room should be left in the same condition in which it was found upon arrival. All trash should be placed in the containers provided and the lights turned off. Any damage to the facilities beyond normal wear or excessive cleaning resulting from the event will be assessed and charged to the individual or organization holding the event.