

BUILDING USE POLICY

YORKMINSTER PRESBYTERIAN CHURCH
6218 George Washington Memorial Highway - Yorktown, Virginia 23692
Phone: (757) 898-4YPC (4972) Fax: (757) 877-8110

The officers and members of Yorkminster Presbyterian Church regard the church facilities as treasured resources for the worship and work of the congregation. They also see these facilities as instruments of mission and are pleased to make them available to groups in the community who are pursuing goals which are compatible with the church's understanding of its calling.

CATEGORIES OF USERS

1. Yorkminster Presbyterian Church Organizations. Organizations of the church have first claim upon the facilities.
2. Yorkminster Presbyterian Church Members. Second in order of priority are members of the church to whom the facilities are available for weddings, anniversary celebrations and birthday celebrations. There are charges for custodial care, utilities and supplies.
3. Sponsored Groups. Third in order of priority are users who are not a part of the church but whose activities are ones which the church sponsors as an extension of its own mission. Examples of such groups are the Boy Scouts, Cub Scouts, etc. Events sponsored by PC(USA) and other PC(USA) local churches also fall within this category. Sponsored groups will be charged a fee to cover the cost of utilities and custodial care depending on the type of event scheduled.
4. Endorsed Groups. Fourth in order of priority are users whose activities are supported by the church, but not sponsored. Examples are Girl Scouts, Alcoholics Anonymous, Al-Anon etc. Endorsed groups will be charged a fee to cover the cost of utilities and custodial care depending on the type of event scheduled.
5. Approved Groups. Fifth in order of priority are users whose activities are acceptable to the church but are neither endorsed nor sponsored by the church. Examples are Community Groups like York River Band, the Quilters, the Red Cross, etc. Approved groups will be charged a fee to cover the cost of utilities and custodial care depending on the type of event scheduled.
6. Other Organizations, Groups or Individuals. Sixth in order of priority are users whose activities are acceptable to the church, but do not satisfy the criteria for categories 1-5 above. These groups will be charged a facility use fee, custodial care fee and other applicable fees in accordance with the fee schedule on page 2.
7. The facilities of Yorkminster Presbyterian Church are not available to any organization, group or individual whose primary purpose is fundraising for personal gain; or involvement in political activities.

GUIDELINES FOR PROCESSING APPLICATIONS

1. The Facilities Coordinator shall convey a copy of these guidelines and the accompanying application to the persons or organization requesting facility usage. The application form shall be completed and returned to the church office as far ahead of the requested dates as possible, in no case less than two weeks and up to 9 months in advance.
2. The Facilities Coordinator shall, based on the stated policy of Yorkminster Church and with the appropriate input from the necessary committees and/or the Session, approve or reject the application and inform the applicant that the facilities are or are not available. A report shall be made to the Session each month by the Facilities Coordinator listing all requests and responses (approvals and rejections).
3. The Facilities Coordinator has the right to terminate use permission by verbal contact followed by written notice. This right will be invoked only in case of extreme circumstances i.e. fraud, emergencies etc.
4. The Facilities Coordinator has the right to relocate persons or groups to different spaces within the facility if other rooms will accommodate the group and their requirements.

BUILDING USE RULES

1. Church property shall not be moved without permission. Any property requiring professionals to move (i.e. pianos) will be done at the expense of the person or organization desiring the item(s) moved. Any property moved shall be replaced in its original position, at no cost to the church, at the conclusion of any approved activity. The facilities may only be used in the manner agreed to in the "Application for Use" document.
2. The facilities may be used for only the hours requested and approved on the Facilities Request Form. If additional hours are needed, they must be requested and approved prior to the event. Extra fees for these hours may be charged.

3. The Facilities Coordinator is responsible for seeing that the facility is open for and secured after your scheduled event. Any special arrangements for access to the facility prior to the event must be made with the coordinator. The Facilities Coordinator should be consulted at least one month prior to your event. She/he will help coordinate set-up and work with you to ensure your event goes smoothly.
4. Any broken or damaged items or damage to the property shall be reported to the Facilities Coordinator and replacement/repair costs paid by the user.
5. The following are **not allowed** in the Fellowship Center: **helium balloons, sand, sparklers, and throwing of rice or bird seed.** (*Please check with Facilities Coordinator if you have questions.*)
6. Yorkminster’s musical instruments may be used only with the permission of the Facilities Coordinator.
7. Smoking and alcoholic beverages are not permitted within the facility. Consumption of alcoholic beverages is not permitted anywhere on Church property.
8. No youth under the age of 18 shall be permitted to use any church facilities, exterior or interior, without appropriate adult supervision as outlined in the “Yorkminster Presbyterian Church Safety Procedures for Children and Youth”. A copy of this policy shall be provided when necessary and compliance with same is required.
9. Except for Holy Communion, no food or drink is permitted in the sanctuary. Food or drink is not allowed in any area of the church facilities unless approved in advance by the Facilities Coordinator.
10. Users are expected to comply with special regulations which apply to specific parts of the facility, e.g. the church kitchen. If kitchen use is requested and approved you will be provided with a copy of the “Kitchen Use Guidelines”.
11. The floor in the Fellowship Center requires special cleaning techniques; therefore those using the facility are asked to only perform minimal cleanup on the floor, i.e. pickup garbage, wipe up spilled liquids with a cloth dampened with water only.

FEES FOR USE OF FACILITIES

The following fees will generally be charged for the use of the church facilities, (*Additional fees for weddings are listed in Yorkminster’s “Wedding Policy”*). The Facilities Coordinator shall have the right to charge higher or lower fees when warranted by unusual circumstances such as usage longer than four hours and the provision of unusual services. Once your request has been approved, a \$100 deposit will be required in order to hold your date. The deposit will be applied to your usage fees. All fees must be paid **at least two weeks prior to the event**.

Facility/Service	Member Fee*	Family of Church Member Fee*	Non-Member Fee*	Custodial Fee <i>Applies to all applicants</i>
Sanctuary	NONE	\$200.00	\$400.00	\$100.00
Covenant Hall (includes the Commons)	NONE	\$400.00	\$800.00	\$160.00
Commons Only	NONE	\$130.00	\$260.00	\$65.00
Fellowship Center Kitchen	NONE	\$100.00	\$200.00	\$100.00
Founders’ Hall	NONE	\$65.00	\$130.00	\$65.00
Founders’ Hall Kitchen	NONE	\$35.00	\$35.00	\$35.00
Class Room	NONE	NONE	\$35.00	N/A
Facilities Coordinator	\$150.00	\$150.00	\$150.00	N/A
Audio/Visual Operator	\$26.00 per hour	\$26.00 per hour	\$26.00 per hour	N/A

*Fees are based on use for 4 hours

For anyone not required to pay a Facility Use fee, a Utility Fee will be charged to help offset the cost of utilities.

Utility Fee	\$20 per hour
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Any Sponsored, Endorsed or Approved Group using the facilities will identify a Liaison who will be responsible for the group’s use. The Facilities Coordinator will:

- (1) plan with that person the group’s use of the facilities and review the guidelines for the use of specific facilities;
- (2) issue key to the Liaison if needed, and
- (3) contact the Liaison about damages resulting from the groups use of the facility. Keys are not to leave the hands of the Liaison and must be returned promptly at the end of the group’s activity. The group will be responsible for the cost of repairing any damage resulting from their use of the facility. (*See #4 under Rules*)

YORKMINSTER FACILITIES

Sanctuary

The sanctuary comfortably seats 350 with room for approximately 40 more in the balcony.

Founders' Hall and Kitchen

1. Founders' Hall will accommodate approximately two hundred people in theater seating and one hundred for dining. The Facilities Coordinator will make sure that tables and chairs for your event are set up and will be responsible for closing and locking the building after your event has concluded.
2. If the kitchen is used, it must be left in the same manner in which it was found by the caterer or the person whom you have selected to be in charge of your event.
3. The person signing application will be held responsible for any broken or damaged items. These items must be paid for at the replacement cost.
4. Any cleaning needed, beyond the normal amount, will require extra payment to be determined based on the amount of time the extended clean-up takes. Payment of this fee will be the responsibility of the person signing the Application.

FELLOWSHIP CENTER:

Decorations

All decorations used in the Fellowship Center Commons and Covenant Hall must be approved by the Facilities Coordinator.

1. No helium balloons are allowed in Covenant Hall.
2. All candles used must be contained in glass.
3. Certain tapes are not allowed to be used on the walls – please check.
4. Nothing may be moved in the facility without obtaining permission from the Facilities Coordinator.

Covenant Hall & Kitchen

Covenant Hall will accommodate 360 seated 6 to a 60" round table; 420 seated 7 to a round.

1. If serving dinner, your event must be catered.
2. If the kitchen is needed for a catered dinner or reception, a Kitchen/Facilities Coordinator must be assigned to work with your caterer.
3. The kitchen may not be used for cooking by the caterer.
4. Caterers are allowed to use the refrigerators, food warmer, and the ice machine.
5. A Facilities Coordinator must be present for your event. He/she will be responsible for closing and locking the building after your event has concluded.
6. The kitchen must be left in the same manner in which it was found by the caterer or the person or persons whom you have selected to be in charge of your reception or dinner.
7. The person who signs the Application, will be held responsible for any broken or damaged items. These items must be paid for at the replacement cost.
8. Any cleaning needed, beyond the normal amount, will require extra payment to be determined based on the amount of time the extended clean-up takes. . Payment of this fee will be the responsibility of the person signing the Application.

The Commons

The Commons will accommodate 60 seated 6 to a round table; 70 seated 7 to a round. If you do not wish to seat everyone for a dinner, the space will hold approximately 75 – 95 people comfortably.

If serving dinner, your event must be catered. (Please refer to numbers 6 – 8 under “Covenant Hall & Kitchen”)

Yorkminster Presbyterian Church
APPLICATION FOR USE OF FACILITIES

[Office Use Only]
Given for Approval to: _____
Date: _____
Date Approved: _____
<input type="checkbox"/> Placed on Calendar
<input type="checkbox"/> Custodial Fee Received
<input type="checkbox"/> Building Use Fee Received

(Please Print)

Date of Application _____

Name of Organization/Person Requesting Facility: _____

Name of Responsible Party: _____

Address: _____

Phone: Hm _____ Email Address: _____

Cell _____

DATE REQUESTED FOR ONE TIME USE:

Date _____ Time _____ to _____ Actual begin/end times for event: _____ to _____
(Include hours needed for set-up and clean-up)

IF REQUESTING RECURRING DATES PLEASE REFER TO BACK OF FORM AFTER COMPLETING THE REMAINDER OF PAGE.

Rooms/facilities requested: _____
(If a classroom is requested, all trash must be removed from the premises immediately after the event by those using the facility.)

Purpose of use: _____

Is special room set-up required: _____

Equipment requested: _____

Will beverages and food be served? _____ If so, please describe _____
(If any food or beverage is being served and you are NOT being required to pay a custodial fee, you are responsible to remove all trash from the premises when you leave.)

Will event be catered? _____ If so, name & phone # of caterer _____

Number of people expected to attend event: _____

If kitchen use is requested, indicate the equipment you are requesting to used _____
(Please note: Use of the kitchen in the Fellowship Center requires additional approval and a trained person from Yorkminster must be present to oversee its use for the event.)

Comments: _____

Custodial Fees and Building Use Fees (*if required*) must be received at least 2 weeks prior to the scheduled event.
Checks should be made payable to Yorkminster Presbyterian Church.

If you are issued a key to our facility for your meeting/event, it may not be given to anyone else. You MUST return it to the office or the Facility Coordinator.

Liability Release Statement

(must be read, and initialed by person responsible for event)

Groups using the facilities and/or property of Yorkminster Presbyterian Church (YPC), herein "User", agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether its employees or otherwise, and to all property, arising out of or in any manner connected with the use of the facilities and/or property of YPC under this Facility Use Agreement; and to the fullest extent permitted by law, the User shall defend and indemnify YPC and its Officers, Staff and members, from any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorneys fees, and including without limitation claims for which YPC may be or may be claimed to be liable by reason of its own independent negligence. User's obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the User under worker's or workmen's compensation acts, disability benefit acts or its general liability insurance coverage. **Initial** _____

I have read, understand, and accept the terms/conditions for use of facility.

Signature

Date

Please Print Name

Please complete and return both sides of this sheet.

If Requesting Recurring Meetings/Events list the month and day your meeting(s) begin and the month and day they will end. Mark the day(s) of the week or month you wish to meet. Meetings/Events should be listed in order of occurrence, using the calendar year, January-December. [one year maximum]

Circle Month Meetings/Events to begin:

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Circle Month Meetings/Events to end:

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Day of Week:

ⓄMonday ⓄTuesday ⓄWednesday ⓄThursday ⓄFriday ⓄSaturday ⓄSunday

Monthly (i.e. 1st Monday, 2nd Saturday, etc.):

Time of Meeting: from _____ to _____ Actual begin/end times for event: from _____ to _____

[For Office Use only]

CALENDAR AVAILABLE – yes no			
SESSION – approved	disapproved	not applicable	
PASTORS – approved	disapproved	not applicable	
WORSHIP COMMITTEE (sanctuary use) – approved	disapproved	not applicable	
STAFF – approved	disapproved	not applicable	
Person requesting facility notified of decision by _____ Date _____			
<small>Name of person making contact</small>			

[TO BE COMPLETED BY FACILITIES COORDINATOR AFTER USE OF FACILITIES]

Comments or Concerns regarding the use of facilities by this group/person:

Were there any damages to the facilities or property? Yes Ⓞ No Ⓞ

If yes, please explain _____

Cost of repair/replacement: _____

Person contacted regarding damage: _____ Date _____

How was problem resolved: _____

Check Services/Facilities to be used and list fees:

- | | |
|---|---|
| <input type="checkbox"/> Sanctuary Use _____ | <input type="checkbox"/> Pastor _____ |
| <input type="checkbox"/> Wedding Guild _____ | <input type="checkbox"/> Facilities Coordinator _____ |
| <input type="checkbox"/> Wedding Guild Representative _____ | <input type="checkbox"/> Audio/Visual Operator _____ |
| <input type="checkbox"/> Covenant Hall _____ | <input type="checkbox"/> Custodians Fee _____ |
| <input type="checkbox"/> Commons _____ | <input type="checkbox"/> Organist _____ |
| <input type="checkbox"/> FC Kitchen _____ | Total Due _____ |
| <input type="checkbox"/> Founder's Hall _____ | Deposit Received _____ |
| <input type="checkbox"/> Founder's Hall Kitchen _____ | Balance due _____ Date Balance Due _____ |