



Our Mission: To make disciples of Jesus Christ, who love God, love each other and serve in the world

COVENANT FACILITY USE GUIDELINES, FEES AND APPLICATION PROCESS

Covenant members regard the church facilities as resources for worship and the Glory of God. They also see these facilities as a means of service to groups and individuals who pursue goals which are compatible with Covenant Presbyterian Church. We want our church and its facilities to be available, used, and clean for all of our members and their guests. Covenant's activities take priority over non-member, non-church sponsored events. **Facility Use Guidelines** may be downloaded from Covenant's website (www.covhsv.org/about/facilities) or obtained from the Financial Administrator.

This packet contains information and required forms for utilizing the Covenant facilities, including:

- Reserving the Facility
- Guidelines and Prohibitions
- Application Form
- Release of Liability Form
- Facility Use Fee Schedule
- Cancellation Policy
- Financial Administrator Event Form (internal use)
- Diagram of Sanctuary and Fellowship Hall

RESERVING THE FACILITY

The requestor representing a group/individual should contact the Financial Administrator (256-881-4501) for space availability. The Financial Administrator serves as a representative for this event. Once the event has been approved, the Financial Administrator will hold the date on the church calendar, notify the requestor and then begin filling out the "Financial Administrator Event Form." Once the Facility Use Application and Release of Liability have been completed and the security deposit submitted to the Financial Administrator by the requestor, the event will be confirmed on the church calendar. **For weddings, please reference** (www.covhsv.org/about/weddings) **for guidelines, applications and other important wedding information.**

—**Non-member groups** may submit their request no more than four (4) months in advance. Outside groups may be asked to provide proof of liability insurance from their insurance carrier to cover any losses, injuries or damages as a result of facility use. Security deposit must be paid at the time of application.

—**Covenant members** may submit their request no more than six (6) months in advance. Exceptions must be approved by Session. Security deposit must be paid at the time of application.

Facility Guidelines and Prohibitions

1. All guests should arrive and depart from the exterior door closest to the event. All other exterior doors should remain locked. **The unlocked exterior door should not be left unattended.**
2. Youth under the age of 18 must be accompanied by adult supervisors who will comply with the Covenant Church Safe Child Policy (www.covhsv.org/wiki/SafeChildPolicy).
3. The supervising adult is responsible to see that the rules are understood and carried out by members of the group using the facility. Any equipment supplied from outside sources must be removed immediately after the event.
4. All groups/individuals will respect the church property and leave it in the same condition in which it was found.
5. **Church linens** may be used only for church related events and only by church members. Church linens must be checked out through the Financial Administrator and cleaned and ironed before returning.
6. **The Communion Table, Pulpit, and Baptismal Font are not allowed to be moved.** Church property, in general, shall not be moved without permission from the Financial Administrator.
7. There will be **no changes to the décor or structure of the Church.** The use of nails, tacks, screws, glue, and tape are expressly prohibited on all furniture and woodwork, including the north back wall of Fellowship Hall. No carpentry work is allowed.
8. Except for liturgical purposes, **food or drink is not permitted in the sanctuary.**
9. **Alcohol, gambling, illegal drugs, weapons, explosives and fireworks are not permitted anywhere on the church grounds or in its facilities.** Any person under the influence of alcohol or drugs will be asked to leave the premises immediately. Political activities or campaign rallies are not permitted, excluding official use as a polling location.
10. **Pets** are not allowed in any facility (except for service animals).
11. **The church is a smoke-, drug- and alcohol-free facility.**
12. The facilities may only be used for the purpose, specific area, dates and times stated on the Facility Use Application. Any changes must be approved at least two weeks in advance.
13. Any **outdoor signs** must be approved by the Session. Other means of advertising in the church (bulletin inserts, announcements, posters, etc.) must be approved by the Administration Team.

14. Any **damages** should be reported to the Financial Administrator. If other than normal wear and tear, the Trustees will determine any costs associated with damaged or missing items and will deduct that amount from the security deposit or request indemnification.
15. Covenant Presbyterian Church cannot be held responsible for **lost articles** or valuables left unattended in any area of the church or its facilities.
16. **Childcare.** Covenant Presbyterian Church is morally and legally responsible at all times for the safety of children on the premises. Any time children are present in the nursery, authorized childcare must be arranged and provided to ensure the safety of the children. At least two childcare workers must be present, all childcare must be hired/provided through Covenant, and all childcare workers must comply with CPC's Safe Child Policy, which is available at www.covhsv.org/wiki/SafeChildPolicy. If you will be using the nursery or any room for childcare, please notify the Financial Administrator.
17. **Closing the Church.** Unless permission has been granted in advance, the building must be closed by 10:00 p.m. All lights (including restrooms) must be turned off and all doors must be locked before leaving.
18. **Flowers.** If flowers from the event are to be used in Covenant's worship service, please notify the Financial Administrator. The Flower Chairperson will take into consideration the freshness of the flowers, as well as the particular character of the service in which they will be used, and will determine whether the flowers need rearranging and where they shall be placed. A notice in the bulletin will read as follows: "The flowers today are given to the Glory of God in honor of . . ."
19. **Kitchen.** If the kitchen is used, please reference the Kitchen Guidelines (hanging on kitchen wall). A separate manual is provided for caterers. Food shall not be stored at the church or in any refrigerator more than 24 hours before an event. All food should be clearly marked with the group's name. Leftover food must be removed at the end of the event. Any equipment from outside sources must be removed at the end of the event.
20. **Music.** Use of the organ, any piano or other musical instrument belonging to the church must be approved by the Director of Music.
21. **Fundraising Activities.** Fundraising activities are not permitted on church property unless specifically related to a Covenant ministry and in compliance with the church's mission. Requests for church activities (including items for sale) related to fund drives should be presented to the Outreach Team or the Youth Discipleship Team, depending on the type of request. It is suggested that the proceeds from a "for profit" event be divided in half and directed towards one of Covenant's missions. Covenant's Session retains the discretion to approve or disapprove all activities.

This does not apply to offerings and special offerings during regular services, nor does it apply to building fund drives or other activities designed to benefit the church as a whole. Free-will offerings and cost of meals may be collected. These guidelines include items for sale. Such items must be appropriate for a church setting and must pertain to a special event or sponsoring organization. No items may be sold within the church sanctuary.

22. **Security Deposit.** A security deposit of \$150 is required from members and non-members and must be **paid at the time of the application.**
23. **Custodial Services.** The Financial Administrator will coordinate schedules between the custodian and the group for set-up, take-down and cleanup. See *Facility Use Fee Schedule*.
- Church-sponsored events:** Although there are no custodial fees charged, the member or church group must request custodial set-up one week prior to the event for events held Friday through Sunday.
- Non Church-sponsored events by Covenant member:** If a member uses the facilities for a non-church sponsored event and chooses not to pay the custodial fee(s), they are held responsible for cleaning (which includes the restrooms). The cleaning instructions will be posted in each area and will be strictly enforced. The area used should be thoroughly cleaned and ready for the next event. If custodial services are requested, reservations must be made through the Financial Administrator and appropriate custodial fees paid.
- Non-member Usage:** Non-members will be required to pay custodial fees.
24. **Keys.** A key may be obtained the day of the event from the Financial Administrator. Keys should be returned the next day to the Financial Administrator. **No duplicate keys are to be made.**
25. **Liability.** Upon signature of the application, the group/individual assumes full responsibility for any damage to church property and/or equipment and further insures that all guests and support service personnel comply with the provisions of the policy.

Cancellation Policy

Covenant reserves the right to cancel a reservation by verbal contact, followed by written notice or by email to the contact person on record. This right will be invoked only in case of extreme circumstances, such as severe weather, power failure, etc. Should this occur, all fees and security deposits will be refunded.

Once the facilities have been cleaned, areas/items inspected and keys returned to the Financial Administrator, the security deposit will be returned. **The security deposit will not be refunded if any guidelines are broken.**

Events cancelled within seven (7) days of the event will receive a full refund on facility usage fees; however, the security deposit will be forfeited.

FACILITY USE APPLICATION

Date(s) of Use _____ Time(s) _____

Name of Organization _____

Event Description _____

Number of people expected _____ Check if Non-Profit

Responsible Party for Event _____

Mailing Address _____

Phone Numbers: Office _____ Mobile _____ Home _____

Email _____

Member of Covenant Presbyterian Church: YES or No (please circle)

Contact Person (if different from Responsible Party)

Mailing Address _____

Phone Numbers: Office _____ Mobile _____ Home _____

Email _____

Rooms Requested:

- Sanctuary
- Fellowship Hall/Kitchen
- Garage
- Music Room
- Chapel
- Classroom(s) – Room # _____
- Nursery

Services Requested:

- Director of Music
- Organist
- Sound Technician - Audio/Visual
 - projector screen microphones podium
- Custodial Services (# of Tables _____ # of Chairs _____)
- Church Linens (members only)
- Childcare

When do you want to set up? _____

Flowers will be left for use by Covenant.

Please submit completed room(s) layout (tables, chairs, etc.) to the Financial Administrator no later than two (2) weeks prior to the event (see attached layouts).

Please attach a check to this form in the amount of \$150.00 for the security deposit payable to Covenant Presbyterian Church. Additional room/service fees may be added. The reservation will not be confirmed until all fees are received.

I have read, understand and will comply with the **Facility Use Guidelines**.

Signature

Date

Covenant reserves the right to cancel a reservation by verbal contact, followed by written notice or by email to the contact person on record. This right will be invoked only in case of extreme circumstances, such as severe weather, power failure, etc. Should this occur, all fees and security deposits will be refunded. Once the facilities have been cleaned, areas/items inspected and keys returned to the church secretary, the security deposit will be returned.

RELEASE OF LIABILITY

The requestor releases Covenant Presbyterian Church from all liability relating to the facilities or any of the church property, including but not limited to liability from the church’s negligence, whether contributory, sole or joint, arising out of or related to this agreement or the church’s provision of the facilities to the requestor.

The requestor agrees to indemnify, defend, and hold harmless the Church, its officers, employees, agents, members, and assigns from and against, and to pay the Church upon demand the amount of, any suits, claims, complaints, damages, judgments, penalties, fines, losses, costs, and expenses (including legal expenses and court costs) of whatsoever kind and nature imposed upon, incurred by, or asserted against the Church in any way related to or arising from the execution, enforcement, or performance of this agreement or requestor’s use of the facilities. The requestor’s duty to indemnify, defend, and hold harmless the Church pursuant to this paragraph includes, but is not limited to, claims related to or arising from bodily injury or death or from damages to property and the loss of use resulting from such damage, regardless of whether such injury, death, or damage occurs to individuals or property owned by individuals who are participants in the requestor’s events and activities and regardless of whether such injury, death, or damage was caused in whole or in part by any act or commission of the Church. The provisions of this paragraph shall survive the expiration or earlier termination of this agreement.

I have read the above and agree:

Signature

Date

Organization/Event

Date

I have read and will comply with the Covenant **Safe Child Policy** (www.covhsv.org/wiki/SafeChildPolicy).

Signature

Date

Organization/Event

Date

FACILITY USE FEE SCHEDULE

Facility Fees	Covenant Member¹	Non-Member
Sanctuary and Balcony (seats 370)	No Charge	\$100.00
Fellowship Hall/Kitchen	No Charge	\$100.00
Garage ²	No Charge	\$ 50.00
Music Room	No Charge	\$ 50.00
Chapel	No Charge	\$ 50.00
Classrooms	No Charge	\$ 50.00
Security Deposit	\$ 150.00	\$150.00

Custodial Services	Covenant Member	Non-Member
Sanctuary	\$ 100.00	\$100.00
Fellowship Hall/Kitchen/Terrace	\$100.00	\$100.00
Garage	\$ 50.00	\$ 50.00
Music Room	\$ 50.00	\$ 50.00

Payment. All fees must be paid one (1) week prior to the event. One check may be used for all, except for the musicians, which is handled separately. All payments will be made to "Covenant Presbyterian Church." In the note section, please indicate the name of the group and the date of the event.

¹ Currently enrolled Covenant Preschool families are considered members

² Garage is not available for non-members Friday, Saturday or Sunday. Members can reserve the Garage per the policy, no more than six (6) months in advance

Financial Administrator Event Form (Office Use Only)

Event Approval Process:	Date:
Pastor	
Administration Team	
Session	

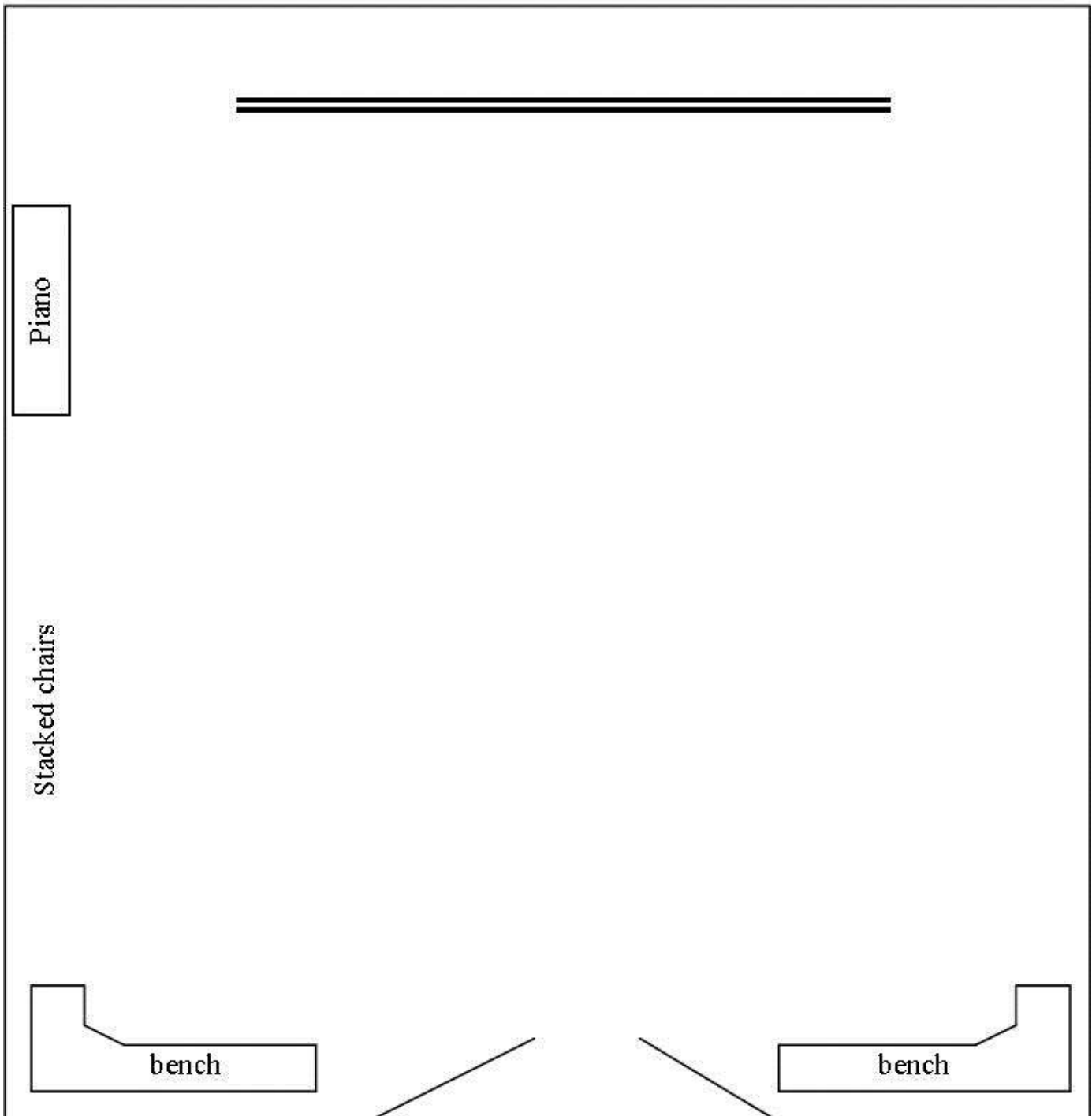
Financial Administrator Responsibilities – Staff Notification (please initial and date)

Date Request Received	_____	
Check Calendar	_____	
Event Approval	_____	(see above process)
Associate Pastor	_____	
Dir. of Music	_____	
Organist	_____	
Praise Team Leader	_____	
Youth Director	_____	
Dir. of Children	_____	
Preschool Director	_____	

Date Request Granted	_____	
Reserved on Church Calendar	_____	
Necessary Rooms Reserved ? (see below)	_____	
Requestor Notified	_____	
Application, Release of Waiver, Room Layouts Sent	_____	
Application and Release of Waiver Received	_____	
Deposit Received	_____	\$ _____
Custodian Contacted	_____	
Flower Chairperson	_____	
Room Layouts Received	_____	
Key Issued (day of)	_____	
Keys Returned (Financial Administrator)	_____	
Security Deposit Returned (see Comment Section if lower)	_____	\$ _____

Rooms to Reserve:	
Sanctuary, Fellowship Hall/Kitchen, Terrace, Garage, Chapel, Nursery (Circle)	Initial:
Additional Rooms Used:	
Additional Fees Assessed:	Date Received:
Comments:	

Fellowship Hall



Sanctuary

