

## **CHAPEL IN THE PINES PRESBYTERIAN CHURCH BUILDING USE POLICIES AND GUIDELINES**

We believe that our church building and green space are gifts from God. We choose to use these gifts in accordance with our core values of **Welcome, Worship, and Witness**. We open our doors to share these gifts with our community. We welcome without regard to gender, race, ethnic origin, sexual orientation, ability, or any other human condition.

We believe that we are called to be good stewards of all that God has given us. We expect all users to be sensitive to energy conservation and recycling practices. We encourage use of environmentally sensitive, recycled and recyclable products. The use of these facilities should be consistent with the mission of Chapel in the Pines.

- All groups wishing to use space must complete an Application for Building Use.
- These policies and guidelines apply to all events, including weddings held in the facility (an additional *Wedding Policies and Guidelines* document should be obtained by contacting the church office).
- Chapel in the Pines provides no event planning or commercial conference services.
- All groups agree to hold harmless CITP and indemnify the church and defend any claim or action against the church arising out of any incident resulting in any loss or damage to persons or property occurring on the premises of the church in conjunction with the usage for which application is herein made. Additionally, groups will be responsible for any and all damages to the facilities, the contents thereof, or the grounds, and agree to pay the cost for repairing such damages. *All groups using the church will include their Certificate of Insurance naming Chapel in the Pines as an additional insured with their applications or will indicate that the group does not have insurance.*
- No fund raising events may be held in the facility by any group without prior session approval.
- Applicants understand that CITP reserves the right to reschedule an approved reservation due to unforeseen natural disasters or a church emergency **up to 3 days** before scheduled event.
- The building may not be used for any for-profit purposes (such as music lessons, sales meetings, commercial enterprises, etc.).

**CHAPEL IN THE PINES PRESBYTERIAN CHURCH  
TERMS OF AGREEMENT FOR BUILDING USE**

- Chapel in the Pines is a smoke free facility. No tobacco products, e-cigarettes, alcoholic beverages, or controlled substances are permitted on church property.
- No weapons are allowed on church property.
- The church has a safe church policy that requires children and youth to be supervised at a ratio of 10 to 1 with a minimum of 1 adult (25 or older) and 1 student 16 or older. All supervisors working with children will be subject to a background check.
- Service dogs are welcome, but no other pets or animals are allowed in the building.
- Permission is required from the church office to use any audiovisual equipment belonging to the church.
- Contracted caterer(s) must be approved by a church representative and must meet with that representative at least 10 business days prior to the event. It should be understood that our kitchens are catering kitchens only and are not designed for food preparation.
- Open flames are not permitted in the fellowship hall. Whoever is using the building is responsible for making sure their event meets all county, state, and fire marshal regulations. For example no decorative draping materials will be used per fire code.
- The maximum capacity for the reserved space must not be exceeded. The occupancy use is as follows 120 for the fellowship hall. The capacity of the sanctuary and narthex combined is 300. The person(s) responsible for the use of the facility shall ensure that the occupancy limitations are not exceeded.
- ***Use of kitchen dishes, glassware and utensils is permitted. Food may be stored in refrigerator up to 48 hours before scheduled event. Arrangements must be made with the church representative.***
- Before leaving, return all furniture and equipment to its original location. ***Make sure all dishes, glassware and utensils are washed and returned to proper place.*** Make sure all lights and appliances are turned off and no water is left running. Please remove all food, drink, trash, and recycling and dispose of them elsewhere in an environmentally friendly manner. Make sure that all windows and doors are locked and alarms are set. ***A checklist of these tasks will be provided.***
- ***Approved overnight use by member and sponsored groups only.***
- A late fee may be charged if the event does not end by the time stated in the agreement.

**CHAPEL IN THE PINES PRESBYTERIAN CHURCH  
Building Use Fee Schedule (Non-Wedding)**

**CITP PRIORITIES:**

- **CITP groups** - All CITP groups, including, but not limited to committees, music and choirs, educational groups, fellowship groups, prayer and worship groups, may use the building at no cost. Space may be reserved by contacting the Office Manager. Events must be on the church calendar to prevent double-booking of space.
- **CITP members** - CITP members may schedule private events depending on availability at no charge.
- **Non-CITP groups** -
  - **Sponsored groups** that have been approved by the session may use the facility as part of the church's outreach at no cost. A key deposit may be required.
  - **Sanctioned groups** that have been approved by the session, but not directly supported by the church ***may use the facilities at the stated costs.***
  - All groups wishing to use the facilities must first contact the Office Manager to check availability and then receive advance approval for their reservation through use of this application.

Any requests to use the Sanctuary will require final approval by session.

All fees must be paid 10 business days prior to event or at the time of application approval if the event will occur in fewer than 10 days.

**All deposits must be paid in cash.**

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**Sanctuary**

We believe our sanctuary should be used for worship. All events in the sanctuary should glorify God and comply with the church's mission of **welcome, worship, and witness**. Any other use requires session approval. ***A refundable custodial fee of \$75 is required.***

**Fellowship Hall**

CITP Sponsored Groups no cost; donations appreciated

CITP Members no cost; donations appreciated

Sanctioned Groups- ***If a church representative is NOT available during an event, a refundable custodial deposit of \$150 will be charged in addition to regular fees (below)***

\*1/2 day (up to 4 hours) \$150

\*Full day \$250

(Note to Session – the prices above include fee to pay a church representative to open, close and be on site for events –if a church rep isn't available then a deposit for security and key will also be charged)

**Classrooms**

CITP and Sponsored Groups no cost; donations appreciated

Sanctioned Groups \$25 per classroom (per 3 hours)

## **Keys**

Sponsored Groups that are meeting on a **regular basis** may be issued a key. However, a \$20 replacement fee will be charged for lost keys. Sponsored Groups that are meeting on an **occasional basis** must pay a \$20 key deposit to be refunded upon the return of the key.

## **Remembrance Garden** (Upper patio area)

The Remembrance Garden upper patio area may be used for appropriate events such as small weddings, gatherings, concerts, etc. Access to the kitchen and restrooms in the Fellowship Hall are included. The fees for use of Fellowship Hall apply.

**CHAPEL IN THE PINES PRESBYTERIAN CHURCH  
BUILDING USE APPLICATION**

Name of Group: \_\_\_\_\_

Address of Group or Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Alternative Group Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group's Mission and objectives: \_\_\_\_\_

Name or kind of event: \_\_\_\_\_

Purpose: \_\_\_\_\_

Space requested: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Classroom (s)

How often will your group be meeting? \_\_\_\_\_

\_\_\_\_\_ One time only \_\_\_\_\_ weekly \_\_\_\_\_ bi-weekly \_\_\_\_\_ monthly \_\_\_\_\_ other

Date and time needed \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Will the kitchen be used? \_\_\_\_\_ If using a caterer, give name and contact formation \_\_\_\_\_

*As the representative of the above organization, I acknowledge and agree on the organization's behalf to all of the requirements and conditions in Chapel in the Pines Building Use Policies and Guidelines, and to all of the Terms of Agreement set out in this application.*

\_\_\_\_\_  
**Group Representative (Print and Sign Name)**

\_\_\_\_\_  
**Date**

**Please DO NOT PUBLICIZE ANY MEETINGS UNTIL YOU HAVE RECEIVED AUTHORIZATION**

**Exemption from Building Use Fee:** It is the church's policy to make the building available to the public as much as possible to meet its commitment and ministry to the community. In addition, the building use fee may be waived for certain charitable organizations and groups sponsored by the church. Please discuss your reason for applying for an exemption with the church office manager or with one of the ministers, keeping in mind that we have certain fixed costs of cleaning and utilities that must be paid.

\_\_\_\_\_  
**Church Representative Signature**

\_\_\_\_\_  
**Date**

Fees: \_\_\_\_\_

Certificate of Insurance Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ No Insurance