

SATURN ROAD CHURCH OF CHRIST FACILITIES USE POLICY AND GUIDELINES

Revised 10/2018

Why Have A Policy?

The Elders of Saturn Road church of Christ desire their facilities to be utilized to the fullest extent possible for purposes and activities which are in accordance with the aims and goals of the congregation. Because we need to be good Stewards of our facilities, it is necessary to establish procedures providing for the use, care, maintenance, and cleaning of those facilities and grounds.

These procedures are not intended to restrict the use of the facilities for approved events, but are needed as a measure to keep order during activities scheduled at the building.

Building Availability

1. Saturn Road church of Christ worship assemblies, Bible classes, and any other congregational assemblies have first priority in all instances.
2. The facilities are also available to Saturn Road members for funerals, receptions, and weddings and for educational and community related activities. The building facilities may not be used for business purposes or by entities without a church member connection unless an exception is allowed with Elder Approval.
3. Wedding reservations will have priority over all other events other than Saturn Road assemblies. There is a fee collected for weddings and their associated events for building use. Any other events scheduled at the same time will not have access to those areas of the building leased for the wedding ceremony, reception, or rehearsal dinner.
4. It is assumed when the building is reserved for either a rehearsal dinner or reception the exclusive use of the kitchen facility is included. That will necessarily exclude use of the kitchen for any other activity scheduled in another part of the building at the same time. However, portable warming trays, serving carts, and beverage dispensers are available for use in approved rooms to serve food when the kitchen is not available. The Teen Center kitchen is also equipped with necessary items.

Scheduling Your Activity

1. The church office is normally open Monday through Thursday, 8:30 a.m. to 4:30 p.m., and Friday, 8:30 a.m. to 3:00 p.m. The use of the building or grounds, or any part, including the kitchen, must be scheduled at least 10 days in advance with the Facilities Coordinator. The Facilities Coordinator can assist you in determining if the facility is available when you need it, and making the appropriate arrangements. **HOWEVER, YOUR EVENT IS NOT OFFICIALLY SCHEDULED UNTIL THE STATED DEPOSIT IS RECEIVED AND THE FACILITIES COORDINATOR HAS ADDED IT TO THE FACILITIES CALENDAR.**

Otherwise, use is not authorized. Reasonable information must be supplied in writing on the “Building Use and Scheduling Form” located on the Saturn Road church of Christ website. Such as specific facilities needed, the time of your event, plans for using those facilities, set-up requirements, and the person or persons responsible. Most reservations will be confirmed via E-mail if E-mail is available.

2. Once it has been determined that there are no other activities already scheduled for that date, time and room, and your activity has been approved, it will then be entered on the appropriate date on the church calendar. When the event is approved, you will receive some form of written, or e-mailed confirmation of the approval to confirm your reservation is complete.
3. If audio-video equipment is required for your event, you must contact a Saturn Road church of Christ trained/approved person to determine their availability to operate the equipment. Only a Saturn Road church of Christ trained/approved person may operate the equipment.
4. When the facility is used by individual Saturn Road members for private meetings or parties, a Minimum fee will be assessed. The amount of the fee is in proportion to the size of the room being reserved and the amount of time it typically takes to prepare the room for the next event or class. These fees are set with consideration being given to expenses related to each event and including utilities, cleaning supplies, labor for clean up, building repairs, pay for audio-video personnel, etc. Please see the List of Fees located below.

This fee will include opening, closing, set up, take down, and clean up. An exception to this user fee is made for *50th wedding anniversary receptions* of Saturn Road members. Requests for use of the building are subject to review by the Facilities Management Staff and Liaison Shepherds.

Fee Schedule

<u>ROOM FEE PER DAY **</u>	<u>DEPOSIT AT TIME OF RESERVATION</u>
Each room not listed below:	\$ 45.00
Teen Center:	\$250.00
Room 142:	\$ 75.00
Kitchen and 142:	\$125.00
Entire Chapel:	\$100.00
Rear of Chapel:	\$ 35.00
Family Center:	\$400.00 (includes kitchen)
Auditorium:	\$350.00
Children's Playground	\$150.00
(1 hr. playtime/30 min. for food/presents	\$ 50.00

Weddings using the Auditorium will require a minimum pre-payment of \$550.00 and weddings using the Chapel without using the Auditorium will require a pre-payment of \$150.00.

Rooms not listed above, requiring the above stated fee, include classrooms and meeting rooms. The rear of the chapel is sometimes used as a dressing or staging room. Classrooms can also be used.

The Toddler Nursery and Infant Nursery will not be used as a dressing room without prior approval from Lauren Palmer, KIDCARE coordinator. An additional fee may apply.

** If constant air conditioning or heating is required for more than 24 hours, an additional fee of 25 % of rate listed above will be required for each room requiring the constant temperature control.

5. Note: **Additional fees may apply.** Refer to the "Sound Systems", "Safety" and "Responsible Person?" sections of this document.

RESPONSIBLE PERSON

1. The person who schedules the use of the facility is responsible for its care and the proper clean up following use.
2. When the facility is used by ministries or other church groups of Saturn Road church of Christ, the listed responsible person(s) must coordinate with the *Facilities Supervisor* and **will be accountable for having the facilities and furnishings cleaned, put up, repaired, or replaced.** Assistance from the Facilities Supervisor and/or custodial staff will be offered free of charge provided such assistance can be provided during the staff's normal working hours and does not require an excessive amount of the staff's time. Should excessive assistance be needed beyond the normal working hours of the custodial staff, a minimum fee of \$150.00 will be billed.

Limited Building Access

Your activity is limited to only the room or rooms you have reserved through the Facilities Coordinator. All other areas of the building are “**off limits**”. Restrooms nearest your activity are the only ones to be used. Use of areas not reserved could result in additional fees being charged.

Child Care

1. For safety reasons, children are not allowed to run in the building or to be left unattended at any time. Children are not allowed to play with equipment, song books, etc. Due to the hazards (baptistery, PA system, steps, elevator, stoves and microwave ovens, etc.) **children must be supervised by “Safe Place-Trained” adults at all times and the Safe Place Training rules will be followed.**
2. Therefore, if children (ages birth through high school) will be present and will not be staying in the same room with the activity for the ENTIRE time of the activity, your activity will require child care provided by Saturn Road’s **KidCare** program. You will need to complete the **KidCare** form attached to the **Facilities Use Request Form.**
3. Parents are not to send their children on “errands” to any area of this building unescorted.

Common Sense Guidelines

The over-all principles governing use of the facilities are simple:

- * If you hang things from the ceiling, completely remove them, with the hanging devices, when the event is finished.
- * If you use it, clean it and put it back where you found it.
- * If you move something, put it back where you found it before you leave.
- * If you take something off the wall, replace it undamaged before you leave.
- * If you turn it on, turn it off when you are finished using it.
- * If you unlock it, lock it back when you are finished.
- * If you open it, close it when you are finished.
- * If you break it, fix it.
- * If it cannot be fixed or it is lost, replace it.
- * If unable to fix it or replace it, notify the Facilities Supervisor immediately.

Safety

1. It is recognized that ministry leaders, teachers, and staff, etc. routinely need access to the building during non-business hours. Keys must be signed for with the Facilities Supervisor so that records can be maintained regarding the number of keys issued and to whom they are issued. Keys are the property of the church and should be returned when no longer needed. Keys are not to be duplicated. Anyone who has a key and who moves from the congregation must return their key. Anyone who has a key may be required to return it to the church office. Keys needed only temporarily or for specific events must be checked out from the office and returned when the event is over. Notify the church office immediately if a key is lost.
2. Working alone in the facilities, day or night, is discouraged. At all times, the doors should be locked and another person should know where you are. Know where the telephones are, or have a personal cell phone, know emergency telephone numbers, and make sure that telephone calls can be made into and out of the building. Know where the fire extinguishers are and where the exits are. All lights must be turned off and the doors must be locked when the last person leaves the building. When doors close, they should be checked to make sure they are latched and locked. **Do not assume someone else will do it later.**
3. A map illustrating fire extinguisher locations will be provided to you with these policies. Study the map and learn the locations of the fire extinguishers in the areas of the building you will be using.
4. If you would like a safety person or team to monitor the building and parking lot cameras during your event, a request can be submitted with the Facilities Supervisor. Although availability of personnel for monitoring services is very limited and not guaranteed, every effort will be made to accommodate your request. Additional fees of \$25 an hour per person will apply, with a \$50 per person minimum. One person can watch the camera monitors, and others with radios can walk the building and parking lot.

Heating and Air Conditioning

1. Arrangements should be made directly with the Facilities Engineer when air conditioning or adjustments to the air conditioning is required. Since the thermostats are programmed for a week at a time, events should be scheduled a minimum of 10 days prior to the desired date of the event to ensure proper thermostat programming.
2. The thermostats are “locked” where only minor changes can be made. Attempting to adjust the thermostats beyond the programmed limitations can potentially cause very expensive damage to our heating and cooling units.

Elevator Use

The elevator should be used only by those who are handicapped, elderly or parents with babies or small children, and to transport supplies and equipment. It is not a toy for children.

Furniture

1. Users of the facilities are responsible for notifying the Facilities Supervisor a week before their event if furniture and equipment is needed for their function. Last-minute requests will result in the user setting up his own furniture unless the Facilities Staff is able to make time to set it up.
2. The couches in the Family Center will not be moved except on very rare occasions. Moving this furniture will cause unnecessary damage to the furniture and the building. This furniture is large; there is very limited space to store the furniture.
3. No equipment, furniture, supplies or any other church items are to be removed from the church premises unless they have written permission and have been **CHECKED OUT** from the Facilities Supervisor. This includes, but is not limited to: electronic equipment, audio-visual equipment, visual aids, chairs, tables, kitchen items, song books from auditorium, office supplies, etc. Borrowing items is strongly discouraged.
4. Any item used off the premises must be **promptly** returned. The person to whom the item is checked out is responsible for its replacement or repair if it is lost, stolen or damaged.
5. Kitchen supplies belonging to the church are **NOT** to be used for personal parties or for business activities.
6. Chairs in each room are for use only in those rooms and are not to be taken to other areas without first obtaining approval from the Facilities Supervisor.
7. If furniture, equipment, decorations, or anything else is rented, the church member responsible for the event is required to be present when the items are being delivered and picked up. The Facilities Staff will not be responsible for setting up any rented items; furniture or otherwise.

Sound Systems

1. The Facilities Coordinator must be notified at the time reservations are made whether the auditorium sound system will be used so that an operator can be scheduled. Some activities might require a cost of \$50.00/hour, \$150.00 minimum. Only SRCC approved operators are permitted to operate the sound system.
2. Anyone planning to use the electronic, audio-visual, sound system, etc. equipment must have been trained to use the equipment or have a trained operator to operate it. Anyone wishing to be trained to use any equipment should arrange with the Sound Coordinator for training at least three weeks before the equipment is needed.

The Auditorium

1. Use of candles/candelabras in the auditorium is permissible on the non-carpeted stage only. You must place a plastic or other type of cover on the stage beneath the candles/candelabra.

2. No candles or candelabra of any kind are allowed in carpeted areas, on the baptistery lid or in the baptistery area, or are to be attached to pews in any way. (For more information on use of candles, candelabra and other decorations, see the *Wedding Policy and Guidelines* addendum to this document.)
3. Decorations in the auditorium must be free standing and will not be placed upon, or attached to, the columns, walls, or ceilings of the auditorium.

Food and Drink

Food and drinks are allowed only in specified areas and **are prohibited in the auditorium and foyer**. Meals are restricted to the Family Center, Room 142 or the Teen Center and adjacent rooms 188 and 189. On occasion, and under special circumstances, the Facilities Supervisor may approve food and drink in other rooms. Parents need to be sure their children do not carry food or drink with them throughout the building.

Kitchen Use

1. The kitchen is equipped with various appliances and a limited number of utensils. Appliances and utensils are not to be taken from the facilities without advance approval of the Facilities Supervisor. The person(s) signing up to use the kitchen should make arrangements with the Facilities Supervisor to receive instructions on kitchen appliances if needed. The Facilities Supervisor will assist in arrangements for events, but will not work in the kitchen or participate in the preparation or cleanup activities of any event.
2. The kitchen (including floors, counter tops, cabinets, sinks, and any other areas), all appliances, and all utensils must be cleaned and **put away** immediately following the event. All waste must be placed in bags and deposited in the rolling dumpster. Spills, crumbs, food, and litter of any kind must be cleaned up. Mops, buckets, vacuum cleaners and other cleaning tools are available to use.
3. Leftover food must be disposed of immediately following the event. All items brought into the facilities, including food, decorations, and any other items, must be removed immediately following the event.
4. Posted rules in the kitchen must be complied with, and check lists must be completed. The Facilities Supervisor will inspect the kitchen following use to see that necessary cleanup has been accomplished.

Telephones

Telephones should be used only for emergencies or church related business. Long distance calls should not be made unless approved by the church office staff. Children must receive permission from staff members to use the telephones or be under the supervision of an adult.

Dress

Appropriate, modest clothing needs to be worn at the facility at all times. Please practice good judgment in selecting apparel for your activity.

Alcohol, Tobacco and Drugs

No smoking is allowed anywhere in the facilities. Also, the use of drugs (other than medically prescribed), alcoholic beverages or tobacco in **any** form is not permitted in these facilities or on these grounds.

WEDDING POLICIES & GUIDELINES

Revised 10/2018

The Saturn Road church of Christ is pleased to have you consider our facilities in your wedding plans. It is the policy that these facilities are available for weddings when either the Bride or the Groom is a member of the Saturn Road church of Christ. Exceptions to this policy may be made on an individual basis by written application for approval by the elders.

Reservations

Reservations for weddings will be made with the Facilities Coordinator. The Facilities Coordinator will then notify the appropriate persons for custodial and sound systems needed for the event.

Members of Saturn Road may reserve the facilities at any time. A minimum deposit is required to make your reservations firm.

More than one wedding cannot be scheduled for the same or consecutive days unless different areas of the facility are used.

List of Fees

Fees are charged to compensate personnel required to provide the services necessary for a successful wedding, including custodial and sound system services. It is required that all custodial and sound system operations will be performed by the Saturn Road staff or designated persons. **There will be no exceptions.** The minimum fee provides up to sixteen man-hours of custodial and cleaning services including the opening and closing of the facility for rehearsal, wedding, and reception. Any additional hours required for any of the above services will be billed at \$35.00 **per hour**. The building Facilities Coordinator will advise the designated responsible person of any charges for additional hours.

Checks should be made payable to the Saturn Road church of Christ, and marked "fee for wedding." Payment of the remaining fee must be in the church office a minimum of seven days before the wedding.

Minister

Arrangements for a minister to perform the wedding ceremony are separate from the building reservations. However, it is our policy for the ceremony to be conducted by an appropriate member of the church of Christ. The above fees do not include payment to the minister. Exceptions can be made with the approval of the Elders.

Music

In addition to 'a cappella' music, the use of **recorded** instrumental music, appropriate for the occasion is permissible. Live instrumental performances are allowed in the auditorium with the appropriate approval from church elders. Live music is acceptable in other parts of the facility for occasions such as receptions and rehearsal dinners.

The leadership and staff of the Saturn Road church have the right to determine if the music selected for the event is inappropriate for use in our building. Those selections deemed inappropriate cannot be used for the event.

Building Hours

The office is usually open Monday through Thursday, 8:30 a.m. to 4:30 p.m., and Friday, 8:30 a.m. to 3:00 p.m. You must communicate to the Facilities Coordinator in advance of the times you need to enter the building for decoration, rehearsal and wedding preparation when such needs occur after regular office hours. This includes the arrival of florists, caterers, etc. who are assisting in your wedding, and the delivery of rented items.

Custodian's Duties

The custodian will be responsible for opening and closing the building for the rehearsal, the wedding/reception, for setting up and taking down **our** tables and chairs, for moving auditorium furniture, and for normal and reasonable clean up after the ceremony and rehearsal. **Please note** that the custodian is **not** responsible for setting up or removing floral or catering equipment, or for washing dishes or silverware in the kitchen. Do not hesitate to contact the Facilities Supervisor through the church office to discuss your wedding plans and requirements.

Receptions and Rehearsal Dinners

Specially designated areas and the kitchen are available for receptions and rehearsal dinners. If you wish to use these, you should advise the Facilities Coordinator when you schedule your wedding.

If you choose to have your reception or rehearsal dinner in the Saturn Road facility, you and your caterer (if you have one) must be aware of all the provisions of this policy which specifies various responsibilities pertaining to the preparation for and clean up after the reception or rehearsal dinner. Note especially that our custodial fee for use of the facility and kitchen covers only normal pick up and sweeping of the area, but does not include any kitchen clean-up or disposing of food and/or decorations. The custodian will not work in the kitchen or participate in the preparation or clean-up activities of any event. They will set up and take down folding tables and stacking chairs that belong to Saturn Road if you wish to use them.

Food and Beverages

Food and beverages are allowed only in the areas used for the reception and/or rehearsal dinner. **No food or drinks are allowed in the foyer or auditorium areas.** Be sure your guests are aware of this rule.

No alcoholic beverages are allowed in the church facilities or parking areas. Smoking is not allowed inside any of the facilities. Please see that your guests are aware of, and adhere to these restrictions.

Dressing Areas

The custodian will show you rooms where the wedding party may dress for the ceremony. Please leave these rooms clean after the wedding, and remove any remaining food and drinks, etc. when the wedding/reception has concluded.

Decorations and Flowers

The persons decorating should contact the Facilities Supervisor during working hours should they have any special questions, requests, or scheduling problems. The custodian does not assist in any decorating of the facility. Items in the facility that are permanently mounted in place **must not be removed**. You are permitted to hang paper, sheets, or curtains over the items mounted on the walls, and coverings over items mounted on the floor.

Decorations in the auditorium must be free standing and will not be placed upon, or attached to the columns, walls or ceilings. Nothing is to be attached to any wall. Pew Bows may be attached to pews with pipe cleaners or ribbon. Plastic clamps, wire or tape are **NOT** permitted.

Drip-less or votive candles and candelabra (**only if placed on a plastic drop-cloth**) may be placed on the speaker's stage, but are not allowed on the baptistery lid or in the baptistery area. No candles, or candelabra of any kind are allowed in carpeted areas. Pew candles or candelabra cannot be used. Should candles be used in your ceremony, it is **mandatory** that a fire extinguisher of at least 2A 10BC rating be nearby. See the custodian to use one of our extinguishers.

Flowers or other decorations in water or in damp soil may be used on hard surface areas if they are placed on waterproof covering such as plastic. Decorative coverings may then go over the plastic. Decorations or flowers and plants in water or damp soil may not be placed in carpeted areas.

All flowers and other decorations must be removed immediately following the ceremony or reception so that our custodian can prepare the building for other functions. Please complete all clean up by the wedding party within two hours after the ceremony (or reception) unless another arrangement has been approved by the Facilities Supervisor in advance.

Rehearsals

Your rehearsal should be scheduled at the same time you schedule the wedding and we will expect you to adhere to this schedule. Clothing worn for rehearsals and rehearsal dinners should be in good taste.

Use of Rice or Birdseed

No rice will be used for throwing after the wedding. Birdseed is acceptable but **only outside the building**. Please hand out the birdseed only after you are outside. Any other items used such as sparklers, bubbles, etc. **must only be used outside**. This will help keep the building clean and safe for walking.