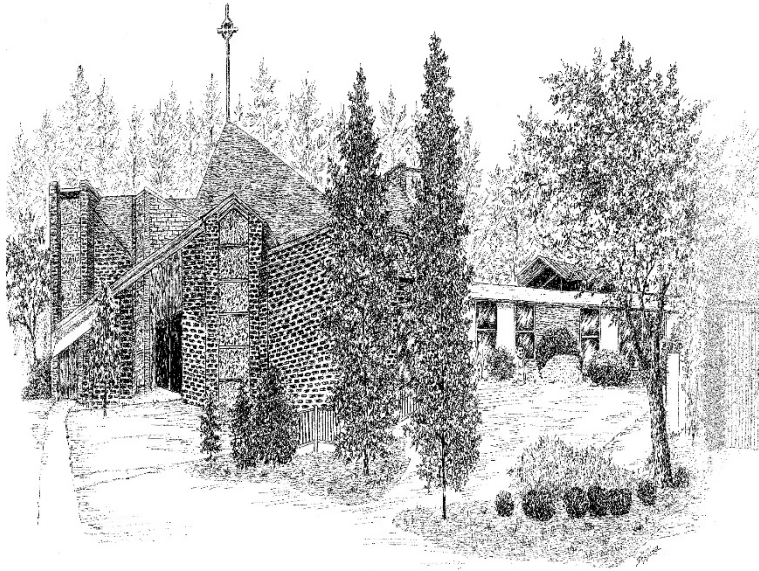


Covenant Presbyterian Church

CONCERT POLICY



Make a joyful noise to the Lord, all the earth; break forth into joyous song and sing praises.

- Psalm 98:4

Covenant welcomes the opportunity to serve the arts community as a host venue for local and visiting artists and musical performance groups. We seek to share the love of God, the peace of Christ, and the fellowship and unity of the Holy Spirit by making our Sanctuary and other church facilities available for your use.

Covenant Presbyterian Church
3131 Walton Way
Augusta, GA 30909
706-733-0513

Revised June 4, 2019
Approved by Session June 4, 2019

FACILITIES USE GUIDELINES AND APPROVAL PROCESS

Covenant welcomes the opportunity to share with you in planning and hosting your event. We are pleased to make our Sanctuary and other church facilities available for your use. The following guidelines are provided to assist you. Our church staff, Worship Ministry Team, and Buildings and Grounds Ministry Team will work with you to insure facilities availability and proper use. Please direct all inquiries to the church office or to a member of our Worship or Buildings and Grounds Ministry Teams.

Facilities use for concerts requires input from our Worship Ministry Team and prior approval by our church Session. This requirement applies to both member and non-member use.

GENERAL INFORMATION

APPLICATION – All requests for facilities use are to be received in writing using the attached FACILITIES USE APPLICATION Form. This form must be completed in its entirety and returned to the church office for review. You will be notified of the final determination regarding your request once it has gone through our review and approval process.

ARRANGEMENTS – Your concert date cannot be confirmed until it has been established that the Sanctuary or other requested facility is available on your specified date(s). It is always a good idea to plan ahead and to set this date well in advance. Please contact the church office to determine availability.

CHURCH STAFF – Covenant’s church staff are available to assist you in your event planning. However, we request that arrangements be made in advance for any activities that may require performance of duties that lie outside or beyond the scope of our staffs’ normal business practices. Please consult with the appropriate staff member, when applicable.

CHURCH EQUIPMENT – Tables and chairs are available for indoor use. The furniture in the Parlor is to be moved only with prior approval and must be returned to its original position at the conclusion of your event. With proper training, church audio and visual equipment may be available for your use. Please plan accordingly and secure this training well in advance of your event. Additional equipment may be requested and/or supplied by an outside vendor. However, any arrangements, expenses, and other responsibilities for such equipment remain the sole responsibility of the requestor.

CLEANING – The area(s) to be used for your event (i.e., the Sanctuary, Parlor, Fellowship Hall, or other church facilities) must be left broom clean at the conclusion of your event. No food or beverage is to be left in storage or on countertops without prior approval. All garbage is to be

placed in the trash containers located in the fenced area adjacent to the Aumond Road parking lot.

ALCOHOL AND TOBACCO PRODUCTS – Use of alcohol is strictly prohibited. No alcohol is to be used on church property. No smoking is allowed in the church building. All tobacco products are to be limited to outdoor use.

OUTSIDE VENDOR ARRANGEMENTS – All arrangements for food, flowers, and other goods and services, including ordering, delivery, and preparation, are the sole responsibility of the requestor.

LOAD-IN, SET-UP, AND CLEAN-UP – Unless otherwise agreed upon, all load-in, set-up, and clean-up is to be completed during the specified period of use.

HOURS – All facilities use is for consecutive hours. Published fees allow for up to four (4) hours use. Additional hours can be purchased at \$25 per hour. All events must end by midnight.

***** IMPORTANT NOTICE REGARDING FEES *****

PROCEEDS FROM TICKET SALES – In the event that you will be charging a ticket fee for your event, Covenant respectfully requests that you pay the lesser amount of the quoted “non-member” facilities use fee (please see the attached Facilities Use Fee Schedule for details) or a 10% tith of your gross receipts. This request applies to both member and non-member use. If paying by check, please make your check payable to Covenant Presbyterian Church and note “facilities fee.”

FREE CONCERTS – In the event of a free concert offering, Covenant will waive the facilities fee provided you (or your group) allow us to collect a free-will love offering to help offset the costs of hosting your event.

WAIVER OR REDUCTION OF FEES – Under extraordinary circumstances, facilities use fees may be waived or reduced. Any requests for a waiver or reduction in fees must come before Session for approval. Session retains sole discretion for any determination regarding a request for reduction or waiver of fees.

***** IMPORTANT INFORMATION REGARDING FACILITIES USE *****

STIPULATIONS - User has inspected the facilities and accepts the use of the property as is. User agrees to indemnify and hold harmless Covenant Presbyterian Church, its volunteers, and staff from any claims of any kind arising from use of these facilities. User agrees to abide by and comply with all applicable ordinances and laws.

User shall find the facilities to be clean and in safe condition. User agrees to leave said facilities in a clean and safe condition. Failure to adhere to this provision may lead to forfeiture of any deposit, if applicable. User also agrees to abide by all guidelines that are attached and made part of this agreement. User is responsible for any damage or breakage to any portion of the facilities in use.

COVENANT PRESBYTERIAN CHURCH FACILITIES USE FEE SCHEDULE

	Non-member	Member
Activity Center	\$100.00	N.C.*
Classroom/Meeting Room	\$20.00	N.C.*
Fellowship Hall	\$100.00	N.C.*
Kitchen	\$50.00	N.C.*
Parlor	\$100.00	N.C.*
Sanctuary	\$200.00	N.C.*

Non-member fees include custodial services.

* Members will be responsible for set-up and clean-up. If custodial services are required, there will be a charge of \$25/hr.

Fees may be waived or reduced at the discretion of the Session of Covenant Presbyterian Church.