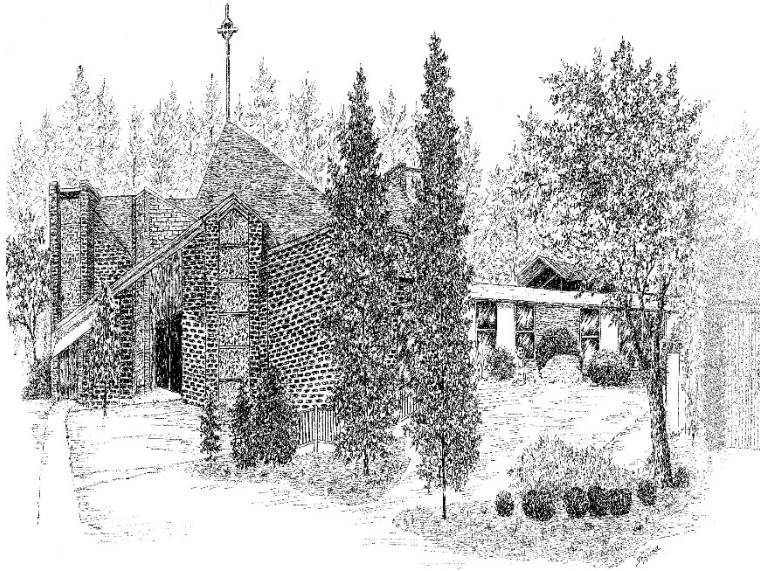


Covenant Presbyterian Church

FACILITIES USE POLICY



Covenant strives to embody hospitality, compassion, and inclusiveness. We welcome the use of our facilities by church members and by our friends and neighbors in the community. 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, Fellowship Hall, Playground, Classrooms, and other church facilities available for your use.

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

Revised March 28, 2019
Approved by Session June 4, 2019

FACILITIES USE GUIDELINES AND APPROVAL PROCESS

Covenant welcomes the opportunity to share with you in the development and planning of your event. We are pleased to make our Sanctuary, Fellowship Hall, Playground, Classrooms, and other church facilities available for your use. The following guidelines are provided to assist you. Our church staff 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 a member of our Buildings and Grounds Ministry Team.

Facilities use by our church members generally requires only staff approval. Extended or more extraordinary use may require approval from our Sustainability Ministry Team and church Session. At the discretion of our church staff, facilities use by outside, non-member organizations or groups may require prior approval by our Sustainability Ministry Team and church Session. Requests for weddings and concerts follow a similar approval process, but require a separate Wedding Application Form and strict adherence to our WEDDING POLICY and CONCERT POLICY documents, both of which can be obtained from the church office.

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 event date cannot be confirmed until it has been established that the requested facilities are 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.

EVENTS REQUIRING AN OFFICIATING MINISTER – Only the Pastor, or persons approved by the Pastor, may officiate at any Worship Service conducted at Covenant Presbyterian Church. This restriction applies to both weddings and funerals. Please see our separate Wedding and Funeral Policies for details. These documents are available from the church office.

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, Classroom(s), or other indoor 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. Playground areas are to be restored to their original condition. 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.

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

PROCEEDS FROM TICKET SALES, TUITIONS, AND OTHER FEES PAID BY ATTENDEES AND PARTICIPANTS – In the event that you will be charging a fee for your activity or event, Covenant respectfully requests that you pay the lesser amount of the quoted “non-member” building use fee (please see the attached Facilities Use Fee Schedule for details) or a 10% tithe of your gross receipts. This request applies to both member and non-member use. If paying by check, please pay to the order of Covenant Presbyterian Church and note “facilities fee.”

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 the church Session for approval. Session retains sole discretion for any determination regarding a request for a reduction or waiver of fees.

***** IMPORTANT NOTICE 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.