

# GEORGETOWN CHRISTIAN REFORMED CHURCH

## POLICY FOR FACILITY USE

2013

### General Rules for the Church Facility:

- Reservations for the use of the church can be made through the Church Office. A 'facility use form' will be made out and filed for reference and billing.
- Each facility user/renter is solely responsible to turn off all lights and clean up after any meeting. All trash is to be put into waste containers, tables and chairs to be put back as found, and lights turned out. Custodial responsibilities after a facilities use or rental should be limited to wiping hard surfaces, removing trash from receptacles, light vacuuming, and restroom cleaning.
- The facility user/renter is responsible for any damages to church property that occurs in conjunction with their use or rental. All damages, repairs, or replacements will be billed to the user/renter.
- The use of the Sanctuary and Gathering area will not be allowed after 5:00 P.M. on Saturday evenings.
- Pulpit furniture and pianos will not be moved without consulting the custodian.
- Burning candles are allowed on tables, and pews, if placed in 12" chimneys.
- Electric candles are permitted on pews if the fixtures are U.L. approved.
- All those under the age of 18 must be supervised by an adult at all times.
- Georgetown CRC is not responsible for loss, theft or damage to personal property in conjunction with the use or rental of any part of its facility.
- Georgetown CRC is not responsible for any injuries that occur during or in conjunction with its facilities use.

### Restrictions:

- Smoking on Georgetown's campus
- Alcoholic beverages
- Firearms or any other weapons
- Animals or pets
- Red, orange or purple punch beverages
- Nails, tacks, or tape may not be used to affix decorations to pews, walls or furniture

### Special Use of the Building

- The church is available for funerals of members or their immediate family. Arrangements to be made through the Church Office.
- The Church Office Staff must approve requests from members for a family group party.
- The Church Office Staff may authorize requests from members to use the church for wedding anniversaries, birthday open houses, and showers.
- Family group parties are not allowed for non-members.
- A Pastor will approve the use of the facility for funerals of non-members.
- A Pastor will approve the use of the facility for Kingdom causes.

## Weddings

- The Church Office will process wedding requests by members.
- A Pastor will approve the rental of the church for non-members who wish to be married at Georgetown CRC and will approve all guest officiants.
- All users and renters will work in conjunction with the Wedding Coordinator and the Custodian.
- It is the responsibility of the persons using the facilities to move and replace the pulpit furniture with the Custodian's supervision.
- No rice, confetti or birdseed is to be thrown inside or outside the church.
- Alcoholic beverages or dancing are not permitted in the building.
- For a Friday wedding, florists are to pick up materials by 9:00 A.M. on Saturday.
- Saturday weddings must be scheduled so as to have the church vacant by 5:00 P.M.
- Saturday weddings are to have materials removed immediately following the ceremony.
- Plants and decorations from other parts of the facility are not to be moved from their location without consulting the Wedding Coordinator or the Custodian.
- Wedding receptions at the church are permissible, but scheduling and fees need to be negotiated with the Wedding Coordinator and the Custodian.

## Building and Equipment Rules (members only)

- Certain items of church equipment (specific tables and chairs) may be used outside of the church proper. Arrangements must be made through the Church Office for sign out. Damage replacement is required.
- Kitchen equipment may be used outside of the church proper. Arrangements must be made with the Church Office for sign out. Damage replacement is required.
- The church organ may be used for practice by all regular church organists. All other persons must receive approval from the Director of Music and Worship.
- Any team, small group or organization of the church may use the facility at no charge. However, a Facility Use Form must be signed by the key contact person for that group.

## Building Use Priority

1. Church Ministries as defined by Pastors or Ministry Leadership Team
2. Members' Weddings or Funerals
3. Kingdom or Community building Causes
4. Members' Celebratory or casual use
5. Non-Members' rentals

## Reservation Process:

1. Availability confirmation and appropriate approval from the church office
  2. Completion of a facilities use contract
  3. Full payment of all applicable fees to the church office
- Upon completion of each of these steps, a reservation is deemed "confirmed".
  - Custodial/Cleaning fees cannot be waived nor negotiated.
  - **Usage and rentals are for the rented / designated area only. Rentals and use does not include use of any other part of the facility.**