

Policies Regarding Use of the Great Bridge Presbyterian Church Facilities

USES: The church is available for public or private gatherings of a civic, cultural or educational character. It is not intended for fund-raising without the approval of Session. It is not to be used for the private benefit of persons not staff or members of this church, by commercial concerns, for the presentation of one-sided or controversial matters, nor for political purposes. All groups using the church will be non-discriminatory. Neither the name nor address of the church may be used as the official address of an organization meeting at the church.

BOOKINGS: All applications for the use of the church must be made through the Building Use Request form available on the website, www.gbpres.org. Applicants are encouraged to make use of the "Building Use Calendar" link available on the website to determine if the space they desire is available. A booking is not confirmed until the church secretary has responded affirmatively to the request, and if applicable, the reservation deposit has been received. Church facilities are not available on Sunday mornings, Wednesday nights, or other times that are reserved for church functions. Because of the priority of preparing for significant worship services of the church year, the weekends prior to Palm Sunday, Easter, and throughout the month of December shall not ordinarily be reserved.

SPECIAL CATEGORIES OF USE: There are some events of a particular nature that occur regularly throughout the year. In order to meet both the needs of the organization and GBPC, the following guidelines shall be followed:

- **Weddings** must be scheduled separately through a wedding coordinator and the pastor.
- **Funerals** are scheduled through the funeral coordinator and the pastor.
- **Scout Bridging or Eagle Scout ceremonies** requiring the use of the sanctuary shall be held Sundays at 2:00 pm or on Monday evenings. Trained sound technicians must be scheduled to operate the sound system. Rental fees and the sexton fee will be waived for these events.
- **Recitals** - GBPC will designate two recital weekends, normally the first two weekends of June, to schedule musical recitals for a two hour block of time. Times available on those weekends will be Friday at 6:30, Saturday at 10:00, 1:00 and 4:00, and Sunday at 2:00 pm. The sexton fee will be waived for these events. Punch receptions only will be allowed.

REGULATIONS:

- Children under the age of 13 must be under the direct supervision of adults at all times.
- Church supplies, equipment (copiers, TV/DVD), sound room, paper and kitchen supplies may not be used by outside groups without prior approval.
- Proper care and protection of all furnishings, walls, carpets, restrooms, floors, etc. is the responsibility of the guest organization. Any damage to any church property must be reported to the Facilities Host or the church office within 24 hours.
- Rooms rearranged for events must be restored to their original arrangement immediately following the meeting. Please refer to the sketch in each room of the appropriate layout.
- Since the thermostats are preset and the outside lights are on timers, any change is to be made by the church staff.
- Doors must be locked and lights turned off following the conclusion of the meeting. Please do not prop open any exterior doors.
- Food or drink are not permitted in the sanctuary.

- Smoking is not permitted inside the building at any time.
- Alcohol is not permitted on church property at any time.
- Non-prescription drug use is not permitted on church property at any time.

PERSONNEL REQUIRED FOR EVENT:

- **FACILITIES HOST:** GBPC will provide a "Facilities Host" for outside organizations to open the building, address needs during the event, then clean up and lock up the building at the end of the event. The organization will bear the cost of the host. In the case a GBPC member is associated with the organization, he or she could serve as the Facilities host.
- **SOUND/MEDIA TECHNICIAN :** Any organization requiring the use of sound or media for an event to be held in the sanctuary must contact the A/V Coordinator to schedule a trained Sound Technician to be available for their event.
- **SPECIAL EVENT SEXTON:** ANY organization using the building on a Friday or Saturday who does not use a Facilities Host must pay for a special event sexton to restock after the event and in order to ensure the building is properly prepared for Sunday morning worship.

AREAS THAT REQUIRE SPECIAL COORDINATION:

- **KITCHEN USAGE:** Organizations requiring the use of the kitchen must contact the Culinary Hostess to ensure proper use of equipment and to find out resources available. Any organization serving refreshments accepts the responsibility to clean up after their event.
- **NURSERY USAGE:** Any organization requiring the use of the nursery must coordinate that usage with the Childcare Coordinator.
- **PIANO USAGE/RECITALS:** Those scheduling recitals must confer with the Director of Music or Contemporary Worship Director for guidance and instruction about the use of the piano and the sanctuary.

DEPOSITS: A \$50 non-refundable deposit to be applied to the fee for the space rented will be required at the time of scheduling.

STANDARD FEE SCHEDULE FOR THE USE OF GBPC FACILITIES:

Room rental fees apply ONLY to non-members. Members may consider a suggested donation of \$50 to cover costs for utilities and paper products for their events. Fees may be adjusted or waived at the discretion of the staff on a case-by-case evaluation.

| Event | Space | Rental Fee | Personnel ¹ | Honorarium |
|---|--------------------------------|------------|--------------------------------------|------------|
| Wedding² | Sanctuary & church | \$800 | Wedding Coordinator | \$150 |
| | Fellowship Hall (with kitchen) | \$300 | Sound Technician | \$75 |
| | | | Sexton (sanctuary only) | \$75 |
| | | | Sexton (sanctuary & fellowship hall) | \$150 |
| | | | | |
| Funerals & Memorial Services³ | Sanctuary & Fellowship Hall | \$500 | Funeral Coordinator | \$100 |
| | | | Sexton | \$75 |
| | | | Sound Technician | \$60 |

| Other events | Sanctuary | \$200 | Facilities Host | \$75 |
|---------------------|-----------------------------------|-------|---|------|
| | Fellowship Hall (with kitchen) | \$300 | Special Event Sexton (for Friday/Saturday events if no Facilities Host is used) | \$50 |
| | Fellowship Hall (without kitchen) | \$150 | | |
| | Green Room | \$50 | | |

¹This column indicates personnel that could be needed for a particular event based on the spaces reserved. Checks to be payable directly to individuals scheduled for the event.

²Weddings are governed by a separate Wedding Policy which is shared by the Wedding Coordinator. Additional honorariums for service participants are covered in that policy.

³Funerals are governed by a separate Funeral Policy which is shared by the Funeral Coordinator. Additional honorariums for service participants are covered in that policy.