

Great Bridge Presbyterian Church Facility Use Policy and Fees

** All the policies and procedures herein apply to church members and non-church members.*

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 people who are 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 Facility Use Request Form available on the website, www.gbpres.org. Applicants need to view the church "Facility Use Calendar" link found [here](#) to determine if the space desired is available. A booking is not confirmed until the church Office Manager has responded affirmatively to the request. Church facilities are not available on Sunday mornings or at other times that are reserved for church functions. Because of the priority of preparing for particular worship services in the church year, the weekends prior to Palm Sunday, Easter, and throughout the month of December shall not ordinarily be reserved.

NOTE: WEDDINGS and FUNERALS – Both weddings and funerals at GBPC have their own separate policies and fees. As well, weddings are scheduled through the Wedding Coordinator and the Pastor, and funerals are scheduled through the Funeral Coordinator and the Pastor. Please refer to these links for all of the information you need regarding holding one of these events at GBPC:

[Wedding Policy and Fees](#) [Funeral Policy and Fees](#) * These will be hyper links.

CANNOT MAKE LINK UNTIL IT IS POSTED ON THE WEBSITE

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.
- The space you reserve must be left as you found it. If furnishings in a space are rearranged for an event, they must be restored to their original arrangement immediately following the event.
- Proper care and protection of all furnishings, walls, carpets, restrooms, floors, and all church property is your responsibility. Any damage to any church property must be reported to the church office within 24 hours.
- All trash must be taken to the church dumpster (located near the playground outside).
- 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 an event. **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.

- Drug use is not permitted on church property at any time.

ADDITIONAL INFORMATION:

- *Audio/Visual Technician:* If you would like the use of A/V equipment, you must signify that on the Facility Use Request Form. The church will seek to secure its A/V Technician. Doing so is not guaranteed. The A/V Technician will inform the church of the required fee.
- *Sexton (Custodian):* If an event occurs on a Friday or Saturday, you must pay the sexton's fee.
- *Kitchen Use:* If you require the use of the kitchen, you must signify that on the building use request form. To ensure proper use of the kitchen equipment church personnel will contact you for training. You accept responsibility to clean up thoroughly after the event.
- *Nursery Use:* Anyone who would like use of the room that serves as the church nursery will coordinate its use with the church Office Manager. **NOTE:** Available M - F, after 3:00 PM & on Saturdays.
- *Piano Use/Recitals:* Those scheduling recitals must confer with the Director of Worship and Music for guidance and instruction about the use of the piano and the sanctuary.
- *Building Access:* Normally, the building doors will be remotely unlocked 15 minutes before events begin and locked 15 minutes after their end. You may discuss any details regarding access with the church Office Manager ahead of the event.
- *Event Setup:* To coordinate any particular needs for set-up, you must communicate with the church Office Manager.

FEE SCHEDULE FOR THE USE OF GBPC FACILITIES:

The following fees apply for the rental of space at Great Bridge Presbyterian Church. All room rental fees apply for non-members. Church members may consider a suggested donation of \$50 to cover costs for utilities and paper products for their events.

Church members and non-members **are required** to cover the Sexton and A/V fees, if the reservation includes them.

NOTE: Fees may be waived or adjusted at the discretion of the Session on a case-by-case basis.

Church Space	Rental Fees	Personnel	Personnel Fees
Sanctuary	\$400	Sexton for Friday or Saturday events	\$125
Fellowship Hall and Kitchen	\$300	Sexton for Friday or Saturday events	\$125
Fellowship Hall only	\$200	Sexton for Friday or Saturday events	\$100
Kari's Cove	\$100		
Meeting Rooms	\$50		
Nursery	\$50		