

Building Use Policy Hidenwood Presbyterian Church

The officers and members of Hidenwood Presbyterian Church regard the church facilities as treasured resources for the worship and work of the congregation. They also see these facilities as instruments of mission and are pleased to make them available to groups in the community who are pursuing goals which are congruent with the church's understanding of its calling.

This document is written for those individuals and groups who are interested in using the facilities at Hidenwood Presbyterian Church.

Users: Events and organizations of the church have first claim upon the facilities. Church affiliated activities take priority over all other activities. Hidenwood Preschool has second priority to use church facilities. An outside organization or individual may be asked to reschedule or move their event as church affiliated activities take precedence.

Outside users of the church are divided into three categories:

- Category A: These are organizations whose purpose is an extension of the church's mission and/or the goals of the organization are for the betterment and education of the community. These organizations do not aim to make a profit.
 - Examples: Boy Scouts, Girl Scouts, Alcoholics Anonymous, Overeaters Anonymous, Garden Club, etc.
- Category B: These are organizations whose use of the church leads to a profit and/or whose activities are approved by, but do not support the mission of the church.
 - Examples: Hidenwood Music Academy lessons, Newport News Public Schools
- Individuals: The church facilities are available to individuals for personal meeting space. No profit is made from using the church facilities. "Individuals" includes both members and non-members of the church.
 - Examples: anniversary, birthday, or retirement parties

Fees:

For all groups, a deposit of \$50 is required. The Building Use Subcommittee may waive the deposit as they see fit. This deposit is in addition to the fees outlined below.

For Category A users: Category A users are permitted to use the meeting spaces of the facility on a fee-free basis. If use of the kitchen is required, a fee of \$150 is to be assessed. This fee may be negotiated with the Director of Food and Facilities based on the particular needs of the group. For those organizations in Category A using the meeting space facilities on a fee-free basis, Hidenwood Presbyterian welcomes any goodwill offerings from that group. These groups are also invited to participate in church-related volunteer projects.

For Category B users and individuals: All rental fees below are for half-day use of the facilities. With exception, the music room, conference rooms, and classrooms are rented on an hourly basis and the entire church fee is for an entire day.

Facility***	Category B	Individual
Sanctuary*	\$250	\$200
Chapel*	\$150	\$100
Fellowship Hall*	\$250	\$200
McKeithan Hall	\$150	\$100
Kitchen**	\$200	\$150
Music Room/McMullen Room	\$40 (per hour)	\$40
Conference Rooms/Classrooms (per room)	\$20 (per hour)	\$20
Entire Church	\$1500	\$1000

* The sound equipment, organ, and piano in the sanctuary and chapel are not included with use of the facilities. The equipment and instruments may be used for an additional cost with the permission of the Director of Music or Office Manager.

**Use of the kitchen must be approved and overseen by the Director of Food and Facilities.

Organizations must provide their own paper products and pantry items.

*** Additional fees may be required for organization renting spaces and wishing to use kitchen facilities in a limited capacity (for example: access to sink or use of the coffee maker/ice machine).

Agreement of Responsibilities: Hidenwood Presbyterian Church considers it a priority to make wise use and good care of the resources God has given us. We expect that all groups, organizations, and individuals who use our facilities to share these responsibilities and abide by the rules listed below. Failure to abide by the rules outlined below will result in the forfeiture of the deposit and loss of building use privileges.

- This is a smoke-free, alcohol-free, and drug-free facility. At no time does Hidenwood Presbyterian Church allow smoking or unauthorized non-prescription drug use on its facility or grounds.
- Children may not use any of the church facilities, exterior or interior, without adult supervision.
- Groups should be aware that others may be using different areas of the building at the same time. Please conduct your events in such a way that you do not disrupt or inconvenience others.
- On rare occasions, special events of the church will take precedence over previous commitments and may change the location, time, and date when a group will be able to use the facility. In such case, the church staff will provide as much prior notice as possible.
- Groups are responsible and accountable for any and all damages done to the facility and its contents which can be directly connected to the actions of the group. It is the responsibility of the group to report damages as soon as possible to the church office.
- Prior to the use of the facility, the responsible person must meet with a staff member of the church to walk through the facility and specific areas designated for use. The safety procedures and security concerns will also be reviewed.
- Every group using the facility will be expected to provide their own supplies and materials and manage special set-up and cleanup (the church may be able to help with these for an additional fee).

- Only the responsible person will be given a key. This responsible person must be an adult with a current address and telephone number on record. The responsible person will return the key no later than the end of the first business day following the event. Never, under any circumstances, will a duplicate key be made. Additionally, the responsible person is to control access to the building during their event, ensuring no unauthorized people are entering the building and/or remaining in the building at the conclusion of their event.
- The responsible person is to ensure that the lights are turned off, thermostats are reset, and building is locked prior to leaving.

Procedure: In order to reserve a church space, groups must fill out the attached “Application for Use of Facilities.” Before scheduling, the application must be approved by the Building Use Subcommittee of the Session and the fee/deposit must be received. The fee and deposit should be written as separate checks. Please keep in mind that applications must be submitted with adequate notice. Last minute requests may not be able to be accommodated. After seven days following the event, the deposit check will be destroyed if there are no damages to the facilities and the key was properly returned.

**Hiddenwood Presbyterian Church
Application for Use of Facilities**

Date: _____

Name of Applicant or Organization: _____

Name of Liaison Person: _____

Address: _____

Email: _____

Phone: _____

Type of Organization (circle one): Category A Category B Individual

Date(s) Requested: _____ Time: _____

Purpose of Use: (Please give complete description)

Number of people expected to attend: _____

Room(s) or facilities requested: _____

Equipment requested: _____

Is there any special equipment to be used or special arrangements needed? _____

Additional Comments or Requests to be considered:

For Church use only:

Building Use Subcommittee:

____ Approves usage of facility for the rate of _____

____ Denies usage of the facility

Office:

____ Deposit and fee received (Date: _____)

