

| **SPCC FACILITY USE POLICY** |
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| **SOUTHPARK CHRISTIAN CHURCH**officesouthparkchristian@gmail.com(704) 554-10666650 Park S Dr Charlotte, NC 28210southparkchristian.org | ➤ The Mission of the Disciples of Christ denomination is “To be and to share the Good News of Jesus Christ, witnessing, loving and serving from our doorsteps ‘to the ends of the earth.’” (Acts 1:8). We hope that if you utilize our church home, that you will do so in a loving and service-oriented manner. |
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#### **Goal Statement:**

SouthPark Christian Church (SPCC) of Charlotte, NC, encourages the use and care of the church property and buildings for the purpose of achieving the following goals:

* Provision of sufficient, adequate, safe, and secure indoor and outdoor facilities for the purpose of worship, study, and fellowship.
* Provision, to the fullest degree possible, of access to facilities by members for other appropriate activities.
* Provision of facility access to other non-church groups and people as a service to the community to the fullest degree possible without causing conflict with the two previous goals; allowing the use of our buildings to serve as a method of outreach by increasing familiarity of SPCC to individuals/groups not related to SPCC.

#### **General Policy Statement:**

SPCC encourages the use of its property and facilities for meetings and special events outside those scheduled as church functions; however, SPCC activities and events take priority over outside scheduled events. Members and non-members may obtain access to building facilities for meetings and group activities for service groups, youth organizations, and other specialty groups as long as the group and its activity is pre-approved and the group respects church property and facility usage policies.

Events should be scheduled according to the usage guidelines as described herein. In general, the scheduling of facilities is done on a first-come, first served basis. Events and activities must be scheduled at least thirty (30) days in advance. It is understood that certain events, such as funerals, weddings, and annual church events, will take precedence over any and all scheduled events.

Use of the church by non-SPCC groups will be reviewed and decided upon by the Property Committee chairperson and/or the Board chairperson.

#### **General Use Policies:**

1. All events, other than emergency church functions and regularly scheduled church functions, require scheduling through the church office AND the approval of a Property Chairperson and the Board of Directors Chairperson, through the official SPCC Facility Use Request Form. Information regarding the request will be forwarded to the Property Committee, Chairman of the Board, the Minister, and the custodial staff. Events are to be scheduled at least thirty (30) days in advance of the requested date.
2. Reparations for damage to the property are the responsibility of the organization/individual(s) making the request through the Facility Use Request Form.
3. SPCC will not be responsible for individual property lost, stolen, or damaged at SPCC.
4. No alcohol, tobacco, or illegal substance use is permitted on church property.
5. Any furniture/equipment moved and the setup must be approved by the Property Chair. All items must be returned to its original position or to the appropriate storage area.
6. All trash containers should be emptied after any events and the trash must be placed in the outside receptacle.
7. Adequate supervision must be provided for all events held at SPCC and rooms not reserved are off limits. All minor children are to be under direct supervision of an adult at all times. A SPCC Property Steward will open the building, inspect the premises with each event coordinator before & after the event and lock the doors after the event.
8. Individually held candles are not allowed for non-SPCC sponsored events.
9. Access is restricted to the specific room(s) of the facilities or grounds areas as designated on the SPCC Facility Use Request Form. Use of access doors, adjacent hallways, and rest rooms are included in the permitted use (if kitchen use is requested, there will be additional fees assessed; please see Kitchen Use Policy, attached).
10. Permission must be obtained during initial planning for use of decorations (other than normal table decorations), signs, banners, or anything that does not already exist in or on the church facilities or grounds. Under no circumstances shall nails, screws, or fasteners of any type be used without prior permission. Failure to comply with this requirement will require assessment of additional fees.
11. Thermostats shall not be operated without permission and instruction. Excessive use of heating and cooling equipment is subject to assessment of additional fees.
12. The Property Steward will adjust the thermostat setting prior to the event. Standard temperature setting is 70 degrees – 74 degrees.
13. Vehicles are not permitted on areas outside the parking lot without prior express authorization. In the parking lot, vehicles should be parked in designated spaces with observance of parking areas for the handicapped, as well as passenger loading. Use of the parking lot areas for public or non-SPCC parking of vehicles is not permitted without prior express authorization.
14. Payment of any required fee and/or deposit must be submitted two weeks before the event in order to finalize scheduling of the event. The deposit will be returned following a satisfactory inspection by the Property Steward following each event. Event coordinator(s) understand that any unsatisfactory review may be cause for any or all of the deposit to be retained for repairs, replacement of supplies and items, etc.
15. A copy of the requesting group’s primary insurance form *must be submitted with the application* before application will be approved.
16. Items, such as tables, chairs, personal care items, etc., with exception of Choir’s bell tables are available for loan. Table linens & kitchen items are NOT available for loan. Items MUST be checked out through the church office with permission from the Property Committee. *Members* will sign the items out via the designated log. *Non-members* must complete the Equipment Request Form. Deposit may be required. Organization/Individual will be responsible for replacement or damage/lost fee.

#### **Building Use Fees:**

* SPCC Functions – No fee
* SPCC Member – No fee for members (for personal use, i.e. bridal showers, birthday parties, etc).
* Non-SPCC User -- $200 non-refundable deposit for the first 3 hours of facility rental time.
* Non-SPCC User -- $150 refundable security deposit, which will be returned upon satisfactory inspection by the Property Steward(s) following the event.
* Non-SPCC User -- $30 per additional hour of rental time (beyond the 3 hours included in first deposit)
* Custodial Services – Custodial services are not included in the above fee schedule; if services are needed for the event, these services must be arranged in advance, and an additional non-refundable fee of $150 will be required at the same time the deposit for the event is paid.
* Exceptions may be made to the Fee Schedule only with the prior approval of the Property Committee.
* Kitchen Use: There will be an additional non-refundable fee of $50 if kitchen facilities are needed. A Property Steward must instruct the event coordinator in the use of kitchen equipment in advance of the event.



| **Kitchen Use/Policy** |
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| **SOUTHPARK CHRISTIAN CHURCH**Please contact us if you have questions.officesouthparkchristian@gmail.com(704) 554-1066 |  |
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#### Section 1: Codes Compliance

1. The hood fan and the lights must be on whenever the gas stove/oven is being used.

#### Section 2: Clean-Up

1. Please be courteous. If you use any items, wash and put away after use.
2. Garbage must be placed in plastic bags and then removed to the OUTSIDE containers located through the back door of the kitchen.
3. Do not leave food in the refrigerator. Leftover food should be taken home or discarded.
4. If the coffee/tea maker is used, clean the discharge unit above the filter and clean the pots after use. If you use filters, please replace them with new ones. Use your own coffee.
5. Stove tops, ovens, microwave, counters, and sinks should be left CLEAN and DRY.
6. Sweep the kitchen floor.
7. After eating in the Fellowship Hall, sweep and dry-mop the floor and clean all table tops with soap and water. Any tables that were set up for the occasion must be returned to the original location or storage area.
8. All spills must be cleaned up and the area must be washed with soap and water.
9. Do not use tablecloths or other SPCC items unless approved in advance by the Property Committee.

#### Section 3: Supplies

1. Any group/organization OTHER THAN SPCC members and SPCC-sponsored events must provide the following supplies for their own use:
	1. Garbage bags
	2. Dish-drying cloths or towels
	3. Paper or glass products (cups, plates, napkins, etc.)
	4. Eating utensils if using plastic-ware

#### Section 4: General

1. If a fire extinguisher is used or if the hood fire suppression system is initiated, you are responsible for the cost to refill or replace, and must alert the SPCC Property Chairperson immediately.
2. Turn off the stove, reset the HAC unit to designated temperature, and leave the facility the way you found it.
3. Please note that NO kitchen supplies, including (but not limited to) cookware, utensils, cups and glasses, cleaners, ingredients, etc. are to be removed from the church by members OR non-members.



| **FACILITY USE REQUEST FORM** |
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| **SOUTHPARK CHRISTIAN CHURCH**officesouthparkchristian@gmail.com(704) 554-10666650 Park S Dr Charlotte, NC 28210southparkchristian.org | ➤ The Mission of the Disciples of Christ denomination is “To be and to share the Good News of Jesus Christ, witnessing, loving and serving from our doorsteps ‘to the ends of the earth.’” (Acts 1:8). We hope that if you utilize our church home, that you will do so in a loving and service-oriented manner. |
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* **This form must be completed 30 days prior to the first date requested**

| Requesting Group |  |
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| Organization’s URL (if applicable) |  |
| Organization’s Mailing Address |  |
| Contact Person |  |
| Contact Person’s Phone Number |  |
| Contact Person’s Email Address |  |
| Date(s) Requested |  |
| Time(s) Requested |  |
| Room(s) Requested |  |
| Number of Participants  | \_\_\_\_\_\_ Adults (18+) | \_\_\_\_\_\_ Youth (13-17) | \_\_\_\_\_\_ Children (13-) |
| Reason for Request |  |
| Will you require custodial services to clean up after the event? | * Yes
 | * No
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| Will your event require use of the kitchen? | * Yes
 | * No
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| To whom should we write the check when we refund your safety deposit? |  |

Please attach a copy of the Certificate of Insurance with SPCC named as an insured party.

**I have received, read, and agree to the policies outlined in the SouthPark Christian Church Facility Use Policy:**

| Signature |  | Date |  |
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