

POLICY AND PROCEDURES FOR FACILITY UTILIZATION of WAKE FOREST PRESBYTERIAN CHURCH

This document is intended to provide basic guidance, understanding, and clarity of the utilization of the Wake Forest Presbyterian Church (WFPC) facilities -- buildings and grounds -- usage located at and emanating from 12605 Capital Boulevard, Wake Forest, North Carolina 27587.

Described in the following pages are non-inclusive and various pieces of information, thought processes, mind sets, directions, guidance, circumstances, and situations pertinent to this effort of addressing the use of church facilities. The written descriptions herein are intended to serve as a working guideline which may be followed by those individuals representing the church in his/her administrative duties.

It is essential one recognizes the Policies and Procedures described herein are not all-encompassing, and will be modified (i.e., additions or deletions), on a periodic as needed basis. All changes must be approved by Session.

POLICY AND PROCEDURES FOR FACILITY UTILIZATION OF WAKE FOREST PRESBYTERIAN CHURCH

The purpose of this document is to provide for consistent guidance in the utilization of WFPC facility

MISSION STATEMENT

Policy and Procedures for Facility Utilization are designed to extend the life and utilization of church facilities for the benefit of the members of WFPC consistent with the ministries of the church.

DEFINITIONS

Facilities are broadly described as space, equipment, grounds, owned by WFPC.

SESSION

The session has the right and obligation to deny use of the church facilities for purposes believed by them and/or felt to be incompatible with the various church missions or not in the best interest of WFPC.

IDENTIFICATION OF BUILDINGS

- Building A is the original church sanctuary, narthex, offices, classrooms, storage areas, and restrooms. Included herein are the classrooms added to the original church structure.
- Building B, also referred to as the Christian Life Center (CLC), is the classrooms, youth room, office of the Director of Youth Ministries, youth kitchen, large commercial kitchen, stage area and associated storage areas, multi-purpose room, table and chair storage area, and restrooms -- all of which are connected to Building A via the covered walkway, adjacent to the fenced-in playground.

TYPES OF USERS

- Active sanctioned ministries of the church
- Session-approved external groups
 - External groups must provide, up front, a Certificate of Insurance
 - Each group is responsible for their own set-up and re-establishing the original set-up or re-setting as directed by WFPC

ROOM FEES FOR USE OF WFPC FACILITIES

- Active sanctioned ministries of the church: No charges will be incurred for these groups
- There is not an active rental process or fee for external groups using the facilities. Session will determine facility use by outside groups on a case-by-case basis. External groups using WFPC facilities should have a direct relationship with the church and its ministries.

KITCHEN USAGE

Kitchen training is required for any person (ministry or outside group) wishing to use the CLC kitchen. See Kitchen policies for further information.

FEES FOR JANITORIAL SERVICES

All users of space are RESPONSIBLE for clean-up -- either themselves or by WFPC Janitorial Services, who will, with sufficient advance notice, clean-up for a fee of \$125 per janitor.

SCHEDULING OF FACILITY USAGE

- Space/Equipment Request Form -- COMPLETION IS A REQUIREMENT!
 - Active sanctioned WFPC Ministries' requests should be submitted to the church office (i.e. Executive Assistant) via the Facility Request Form no later than **two weeks** before the event.
 - External group's requests must be submitted to the church office (i.e. Executive Assistant) via the Facility Request Form at least **six weeks** prior to the proposed event and will be reviewed by session for approval.
- All groups using space may use only room(s) requested and approved.

- All groups may not encroach on additional unoccupied space not reserved because such space may be assigned to groups who may utilize the space later.
- For any and all groups, the elevator should normally be used only by handicapped individuals and companions. Exceptions are conceivable.

GENERAL REQUIREMENTS

- All types of users are responsible for their own set-up, take-down, clean-up, and reestablishment of things such as, but not all inclusive, tables, chairs, and stage. If assistance is needed for set up or break down, contact the Office Manager and clearly communicate needs well in advance of the event.
- If you (the user) find something wrong, broken, not working, leaking, falling, sagging, etc., please report it to the Office Manager at your earliest opportunity.
- The Sanctuary has a maximum seating capacity of (439) and the Multi-purpose room has a maximum capacity of (858) ; both established by the Fire Marshal. No event will be allowed to exceed either capacity, respectively.
- The individual (active ministry or external group) submitting the reservation request form is the designated responsible person and will be held liable for payment of all fees and deposits, where applicable, associated with the use of the facilities and any damages occurring because of or during such usage.
- External groups shall be liable for all deposits/fees/charges and damages. Monies shall be paid no later than one week before and after usage. An application, with a paid deposit, has precedent over an unpaid application if both are applying for the same time period and space.
- No smoking in Building A, Building B, Modular 1, Modular 2, Modular 3, or on Church Grounds. Individual(s) utilizing alcohol and/or illegal substance(s) will not be tolerated. If individuals are found, with a witness, to be so engaged, the individual(s) will be asked to vacate the premises and his/her group will likely be denied future use of the facility. Additionally, their fee(s) and/or deposits will not be refunded.
- Groups leaving excessive trash inside the facility or in the parking lots, rather than in the dumpster (on the north side of Building B, behind the kitchen) will likely be denied future use of the facility or forfeiture of deposit. Groups determined to have damaged the physical facility will likely be denied future use of the facility and forfeiture of deposit.

SPECIFIC REQUIREMENTS

- All food wastes are to be removed from the facility immediately after each use by the group using the facility. [SEE THE KITCHEN POLICY FOR DETAILS.]
- Thermostats should not be adjusted. Temperatures are controlled remotely by elders and will be set for each event according to temperature needs.
- Lights and appliances shall be turned off at the departure of the group using the facility.
- No storage space on church property shall be provided for outside groups or private parties, unless specifically approved on an individual case basis by the Session.

- If the church facilities are reserved for a wedding, please refer to the church Wedding Guide maintained in the church office for review. Compliance with this guide is expected. Non-compliance must be approved by the WFPC Session before the wedding.

SANCTUARY USAGE AT WFPC

- All rules for general usage apply to the use of the sanctuary. The guidelines are for groups arranging to use the sanctuary.
- The Worship Committee, on an individual case basis, will approve all use of the Sanctuary.
- All requests for use of the Sanctuary shall be made at least **two months** in advance.
- A fee for use may be charged at the discretion of the appropriate committee. All groups must make a deposit (regardless of whether a fee is charged). The deposit will be returned if the Sanctuary, as well as the rest of the facility, is left in satisfactory condition. Should damage occur which exceeds the amount of the deposit, the organization and its designated responsible party will be responsible for compensating WFPC for such damage.
- Permission shall be considered only for groups presenting programs in keeping with the primary purpose of the space. A respectful attitude to the space shall be maintained.
- Should an occasion arise involving ticket sales, such sales must be made prior to the day of the event and must not transpire on the property of WFPC.
- No food or beverage is permitted in the narthex or the Sanctuary for any reserved events.
- The baptismal font, the communion table, and chairs can be moved to the sides of the Sanctuary; however, all items must be returned to their original locations.
- If chairs in the choir loft are moved, the chairs must be returned to their original positions.
- The sound system utilization is covered in the section SPECIFIC REQUIREMENTS.
- Normally, outside groups shall not be allowed to use the Sanctuary on Saturday or Sunday. Any outside group using the Sanctuary must agree to leave the Sanctuary as they found it (i.e. ready for a Sunday service).
- Beyond the Fire Marshal's regulations for the Sanctuary, no chairs may be set up in the narthex. Similarly, no baby strollers are permitted in the narthex when services are in progress.
- Groups not adhering to these guidelines may not be considered for facility use in the future.

AUDIO-VISUAL (A/V) AND COMPUTER EQUIPMENT

- The sound systems in the Sanctuary and the Christian Life Center are not to be used by untrained users. Prior arrangements shall be made to use the system at the time the facility space is reserved by arranging for a qualified operator to attend the function.
- The A/V equipment at the WFPC is to be used exclusively by the A/V Team.
- No equipment is to be removed from the WFPC premise for any reason except for repair unless formally authorized by the Session.
- Computer equipment is intended to be for the exclusive use of the WFPC staff. Others may use it but only with the expressed permission and under the supervision of the WFPC staff.

- Equipment such as televisions and DVD players must be reserved prior to use with the church AV Director. (**Note** – many WFPC groups regularly use the televisions and DVD players in classrooms and do not fill out forms to do so) The user of such equipment must agree to promptly return the equipment, after use, to the proper storage location and in good working condition. Potential users unfamiliar with such equipment must arrange a training session with a member of the WFPC A/V Team at least a week in advance of the date use of the equipment is sought.
- The Session may charge the user a fee for damages caused by misuse or incorrect use of equipment utilized.

RECREATIONAL AND SPORTS ACTIVITIES IN THE MULTI-PURPOSE BUILDING

The lower floor of the Multi-Purpose Building is configured and marked for basketball and volleyball usage and other athletic activities and games. Some sports equipment is inappropriate for indoor use because it can do damage to the building and its furnishings. The use of the following sports equipment in the Multi-Purpose Room is prohibited: baseball/softball bats, softballs, hard balls, golf clubs, golf balls, tennis racquets, squash racquets, racquetball racquets, handballs, squash balls, super balls, or any other ball or projective which can damage light fixtures, windows, ceiling tiles; any ball or projectile which will leave a mark when it hits the floor wall or ceiling tile; bow and arrow, and guns of any kind. This is not an all-inclusive list of sports equipment which can damage our facility. Users are asked to exercise COMMON SENSE in selecting indoor athletic activities. The Session may charge the user for damages to the WFPC facility caused by the inappropriate indoor use of sports or recreational equipment.

PARKING AND GROUNDS UTILIZATION

- All groups utilizing the church facility must be conscious of limited parking facilities.
- All parking must be effected between the painted lines in the parking lot.
- Handicapped and visitor parking signs must be respected by all other individuals.
- Parking on the grass in the designated area north of the buildings is acceptable, but the entry and exit from such an area must be in accord with existing signage.
- Care must be exercised by vehicle drivers at all times when entering, and particularly when EXITING, the church property. Passing traffic is moving at a high rate of speed and the stoplight provides only for a minimum of safe time to enter the traffic flow.

TABLE AND CHAIRS (T&C)

All entities will break-down T&C as you find them. Set up T&C as you desire. Break down your T&C arrangement and set it up as you found it. If assistance is needed for set up or break down, contact the Office Manager and clearly communicate needs well in advance of the event.

Non-compliance with the above will likely result in your being told you cannot use the space again.

KITCHEN

SEE KITCHEN POLICY AND PROCEDURE MANUAL

NOTES:

Kitchen items are not permitted to be removed from the premises and used for personal activities.

GROUNDS

- Do not leave trash, paper, yard tools, fertilizer, on church property. Keep it looking nice.
- Do not tramp, use, or play on any part of the lawn being worked on, enhanced, or under repair.

NOTES:

- There is no set up/breakdown cost for the facilities use. The finance ministry will have a line item in the budget for such costs (\$4000), excluding set up/breakdown for Walk Through Bethlehem (WTB). WTB is responsible for set up/breakdown costs and should include these costs in their ministry's budget.

INCIDENT REPORT FORM

There is an Incident Report Form that is required by WFPC's insurance company. This report can be found in the main office. This report must be completed under any of the following situations:

- A person becomes ill or receives an injury that requires first aid or medical treatment while in your care
- A person receives a bump or blow to the head or other visible injury regardless of treatment
- A person is transported by ambulance from your facility
- An unusual or unexpected incident occurs that jeopardizes the safety of a person, such as a child left unattended, there is a vehicle accident (with or without injuries), or a person is exposed to a threatening person or situation
- There is an allegation or reasonable suspicion of abuse of a child
- As other required by any state licensing or other authority