

EMMANUEL PRESBYTERIAN CHURCH
BUILDING USE
POLICIES, GUIDELINES & REQUEST TO USE

General

One way of fulfilling the church's Christian mission in the community is to allow appropriate use of the facilities of Emmanuel Presbyterian Church (EPC). It is the objective of the EPC Session to encourage, provide guidance and scheduling for those who wish to use these facilities.

Emmanuel Presbyterian Church reserves the right to deny any request for building use, and to reschedule or cancel a previously approved Building Use Request at any time.

Policies concerning the use and care of the facilities must be observed in order to insure the protection of furnishings, cleanliness of facilities, economy of utilities and the welfare and safety of all concerned. Any questions concerning the use of furnishing and equipment should be directed to the Building and Grounds (B&G) Representative or the B&G Committee Chair.

Priorities

1. Church worship activities take precedence over all other activities. In the event of a conflict, any scheduled group will be given notice so that other arrangements can be made. This notice will be given as far in advance as possible.
- 2) Other activities are scheduled on a first-come, first-served basis but may also be adjusted to fit the needs of both parties as agreed upon by both.

Building Use and Building Use Request Form

Any group wishing to use the church's facilities must submit a [Building Use Request](#) for review by the B&G Representative. The form is available at the church or online at www.epcnashville.com. Go to the "ABOUT US" tab along the top, then scroll down to the "RESOURCES" tab and open that screen. The information and forms you need are there. It is to be completed and returned or mailed to EPC with the required deposit.

The B&G Representative shall maintain a calendar of approved events identifying the approved facility location(s) and time. Any group wishing to request an additional day or to change the day and time of a previously approved meeting must notify and obtain approval of the B&G Representative or B&G Chairperson.

Groups who have an ongoing scheduled activity must submit a new [Building Use Request](#) for review and renewal by September 1 of every year.

Emmanuel Presbyterian Church is a place of worship and for that reason the Congregation must be assured of the appropriateness proposed by groups requesting the use of the facilities. Any requests deemed unusual or controversial by the B&G Representative will be forwarded to the Pastor for action.

EPC requests that worship space (altar and worship furnishings) not be used for any purpose other than worship. When the space is approved for use for some purpose other than Christian worship, the Chancel area shall not be used. This includes the use of the piano, pulpit, baptismal font and the communion table.

Fees

It is the policy of Emmanuel Presbyterian Church to offer its facilities to non-profit organizations without fees. However due to the cost of utilities a donation to help defray these expenses is encouraged for those groups who use the building frequently. For-profit groups will be assessed a fee for utility and cleaning expenses consistent with the amount of space used by the group. A \$200 damage deposit is required to secure the facility but will be returned within 7 days if no damage is found after the event is complete. If a cleaning crew is needed after the event, those charges will be deducted from the damage deposit.

Special Events

Weddings: see link for “resources” at www.epcnashville.com for more specific information

	<u>non-member</u>	<u>member</u>
1) Church Rental	\$200.00	0
2) Security/Damage deposit.....	\$200.00	200.00
3) Premarital counseling.....	\$300.00	0
4) Approved piano/soloist.....	cost varies	varies

Funerals: see link for “resources” at www.epcnashville.com for more specific information

Damage and Accountability

Emmanuel Presbyterian Church entrusts its facilities to the groups using it. Each group must take the necessary precautions to protect the facilities from damage. **The person signing the Building Use Request on behalf of the group will be the person who will be contacted by the church in the event of any problem or damage** resulting from his/her group's usage of the facilities or equipment. The group will be held fully accountable for any damage resulting from its use. **It will be the responsibility of the individual in charge of any function, as indicated on the Building Use Request, to be present for the duration of the activity/event**, and to ensure that the areas used are cleaned and returned to the condition as outlined herein. The advance

payment of \$200.00 (deposit) used to reserve the building will be used as necessary to repair or replace any items found damaged.

ETC...

- No long distance calls allowed from church phones.
- No alcohol shall be allowed on church grounds or in buildings.
- Smoking is only permitted in the pavilion area, please properly dispose of all butts.
- Any equipment or furnishings moved to support an event shall be returned to their original room and restored to the original arrangement.
- Tables and chairs belonging to EPC are not to be taken from the premises unless previous arrangements have been made.
- Any group or individual borrowing equipment shall return it undamaged (or repair/replace) to the proper storage area on or before the agreed upon date.
- Access to church facilities shall be limited to area(s) listed on the Building Use Request form.
- Actions in violation of the agreed upon policies may result in the cancellation and future denial of facility use.

Set up & Clean up

All groups sponsoring functions are responsible for the set-up and clean-up before and after the function. **It is the responsibility of the person designated on the Building Use Request to assure that clean up and reset of the space is complete.** If the facilities are not found clean, please email or call the B&G Representative.

At the time the building is reserved, **one person must sign as the person responsible for the condition in which the church is left after the function is over.** If needed, a fee could be charged for any damage or cleaning which would exceed the damage fee which has already been paid. **The person indicated on the Building Use Request is responsible for the cleaning and closing items on the checklist below.**

Closing and Securing

_____ 1) Tables and chairs are to be stored properly or arranged as found. Any rooms used should also be returned to their original configuration.

_____ 2) All trash is removed and placed in appropriate outside container along back wall of storage shed. Clean trashcan liners (under kitchen sink) have been placed in the cans.

_____ 3) Check bathrooms to assure they are in a clean and orderly manner. Empty trash. If there are issues such as plumbing or lighting that need to be addressed, contact the B&G representative.

_____ 4) Kitchen counter tops are clear and have been wiped down. Used dishes have been loaded into dishwasher or hand washed, dried and put away. Inside of microwave has been wiped clean.

_____ 5) Tabletops have been wiped down.

_____ 6) Floors have been swept and mopped if there is visible spillage/soiling.

_____ 7) ALL toys, play equipment, etc. are picked up and put away.

_____ 8) Thermostats (3—one in nursery, two in sanctuary) have all been changed back to the “run program” setting.

_____ 9) If you are responsible for children or youth, **you must stay until all have been picked up** by their parent/guardian.

_____ 10) The individual designated on the building use request has inspected the building. Damages should be noted and reported to the B&G Representative as quickly as possible.

_____ 11) Check front doors from outside to insure that they are locked and properly closed.

_____ 12) Turn off all interior lights.

_____ 13) Shut side door, set the exit security code and depart building. You will not be able to get back in.

I have read and agree to follow the guidelines as outlined in the Emmanuel Presbyterian Church Building Use Guidelines.

Group Representative: _____
Signature and phone #

Building and Grounds Representative: _____
Signature and phone #

Building and Grounds Chair: _____
Signature and phone #

Date: _____

BUILDING USE REQUEST

Group/Committee making request: _____

Name of contact person: _____

Address _____

Home Phone _____ Cell Phone _____

Email _____

Name of event: _____

Specify Event type: (meeting, class, dinner/banquet, reunion, dance/celebration, etc)

Facilities requested (mark all that apply):

Sanctuary _____ Kitchen _____ Classrooms/Nursery _____

Pavilion _____ Outside grounds/Playground _____

Number of participants: _____ (120 Maximum Allowance)

Choose one:

This is a one-time event _____ (see below)

This is a recurring event _____ (see page 6)

ONE TIME EVENT

Date of Event: _____ Begin Time: _____ End Time: _____

Time needed before and after event for set up & clean up (hours and minutes).

Before: _____ After: _____

Damage Deposit (\$200.00) received by: _____ (name and date)

Damage Deposit returned to: _____ (name/amount/date)

OR

RECURRING EVENT

Starting date of event: _____ Starting time of event: _____

Ending date of event: _____ Ending time of event: _____

Time needed before and after event for set up and clean up (in hours and minutes).

Before: _____ After: _____

Event repeats on: Sun ____ Mon ____ Tues ____ Wed ____ Thurs ____ Fri ____ Sat ____

Occurrence: 1st ____ 2nd ____ 3rd ____ 4th ____ 5th ____

Every ____ Every other ____ Last ____

Damage Deposit (\$200.00) received by: _____ (name and date)

Damage Deposit returned to: _____ (name/amount/date)

I affirm that I am an authorized representative of the group identified on this form, I agree to abide by all Emmanuel Presbyterian Church (EPC) policies and conditions. I and/or the organization I represent agree to be responsible for repair or replacement of any facilities, equipment or furnishings damaged by the identified group. Additionally, the group making this request assumes risk of any and all harm or injury which may result to any person who participates in the program while using the facilities of Emmanuel Presbyterian Church, and agrees to indemnify and hold EPC, its Trustees, Session members, agents and assigns, harmless from any action brought by any such person.

I also acknowledge receipt of the **Building Policies and Guidelines** and agree to the terms expressed therein.

Signature of Group Representative

Date

Building and Grounds Use Representative

Date

The fine print:

FEE PAYMENT POLICY: \$200 Damage deposit is due with this request form.

All fees are due 2 weeks prior to the event and should be made payable to Emmanuel Presbyterian Church. All fees and deposits are fully refundable should the event be cancelled.

Send payment to: Emmanuel Presbyterian Church,
Attn: Building & Grounds Rentals
9770 Highway 96
Nashville, TN 37221

RENTAL FEES:

Damage Deposit.....(Church member or non-member)..... \$200.00
The Damage Deposit will be returned approximately seven (7) days after event if no damage is noted after the event. If it is necessary to bring in a cleaning crew after the event, their charges will be deducted from the damage deposit.

Building and Grounds Use.....(non-members only)..... \$200.00

- *Groups requiring a nursery must provide their own sitter.
- **Kitchen includes use of stove, microwave, refrigerator and appropriate containers, utensils, and trash bags. Groups must provide their own food and drink, supplies, and paper goods.

CONTACT INFORMATION:

Emmanuel Presbyterian Church
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Nashville, TN 37221

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Pastor:
Reverend Scott Huie
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(678) 485-4350

Building & Grounds Representative:
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615-390-9785