

SouthPark Christian Church

Facility Use Policy

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, will take precedence over any and all scheduled events.

Use of the church by non-SPCC groups will be reviewed and decided upon by a group consisting of the following people: a Property Committee chairperson, and 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. Copies of the signed request will be forwarded to the Property Committee, Board of Directors, the minister, and the custodial staff. Events are to be scheduled at least thirty (30) days in advance of requested date.
2. Reparations for damage to the property are the responsibility of the 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 moved (must be approved by Property Chair prior to moving) or set up for the event must be returned to its original position or to the appropriate storage area.
6. All trash containers should be emptied after any events when food has been deposited in the containers.
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. An SPCC Property Steward will open the building, lock the doors after the event, and inspect the premises with each event coordinator.
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. Property Steward will adjust setting prior to event.
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 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. Certain items, such as fiberboard tables, as well as card tables and chairs (sets), are available for SPCC members to check out for personal use (Bell Choir tables excluded). Tablecloths, kitchen items, and all other tables are NOT available for loan. Items MUST be checked out through the church office with permission from the Property Committee.
16. A copy of the requesting group's primary insurance form must be submitted with the application before application will be approved.
17. Property Stewards for groups of 50 persons or less will be reimbursed \$15 from the non-refundable fee to unlock doors, adjust temperatures, turn on lights, etc, and to inspect the facilities, and lock doors (see attached Property Steward Guidelines). For 50 or more persons, please see bullet #4, page 3.

Building Use Fee Schedule:

The general fee schedule follows:

- ❖ SPCC Functions – No fee
- ❖ SPCC Member – No fee for members (for personal use, i.e. bridal showers, birthday parties, etc).
- ❖ Non-SPCC User -- \$300 deposit, of which \$150 will be returned upon satisfactory inspection by the Property Steward(s) following the event.
- ❖ It is mandatory that there will be one Property Steward per fifty (50) persons at \$15/hr. nonrefundable.
- ❖ Custodial Services – Custodial services are not included in the above fee schedule; if services are needed for the event, these services must be arranged for in advance, and an additional nonrefundable fee of \$150 will be required at the 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 nonrefundable 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.