

Community Presbyterian Church

200 East Leland Road, Pittsburg, CA 94565

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www.cpcpittsburg.org

Facilities Coordinator: Lisa Hansen (925) 698-3509

USE OF FACILITIES POLICY STATEMENT

We are pleased that you have chosen our facility for your event. To assist in the efficient use of our busy church, it has been necessary to establish the following conditions to be observed by all groups and organizations using our facilities.

AVAILABILITY

1. Facilities are available to individuals, religious and community groups whose principles and activities are compatible with those of the Community Presbyterian Church in Pittsburg.
2. Facilities are not available to any group or individual for business purposes.
3. Room availability is subject to the schedule of activities for our church groups. Initial _____

RESERVATIONS/APPLICATIONS

1. Applicants requesting the use of any church facility shall apply at least 30 days in advance of their activity.
2. A new APPLICATION FOR FACILITIES USE must be submitted each time the facility is to be used.
3. If an organization uses the facility once each week or once each month, then a new APPLICATION FOR FACILITIES USE must be submitted once each calendar year.
4. Applicants shall use only the rooms assigned to them by the facilities administrator and only for the purposes stated on the APPLICATION FOR FACILITIES USE. Initial _____

EXPECTATIONS OF THOSE USING FACILITIES

1. Groups using the church facilities will exercise care in protecting the building, furniture, fixtures and property against damage and defacement. Leave doors closed when the heater or air conditioning is in use.
2. At least one adult will be responsible and present for the user and will sign the APPLICATION FOR FACILITIES USE.
3. Any tables or chairs taken from storage must be cleaned. The custodians will put them away.
4. All lights and appliances will be turned off before leaving.
5. All windows and doors will be closed and locked. All window blinds will be shut.
6. When the kitchen is used, all dishes and utensils will be washed and returned to their proper places, which are marked on the cabinets. All working surfaces and sinks will be cleaned (including stove and refrigerator doors, when necessary). All garbage will be taken out to the dumpster and interior trash cans relined with new plastic bags. You must provide your own paper towels for the kitchen, dish towels and trash can liners.
7. Food and beverages are only allowed in the social hall and the outside concrete patio area. No food or beverages may be brought into any other areas including but not limited to the hallways, restrooms, classrooms or sanctuary.
8. NO RICE OR BIRDSEED MAY BE USED IN OR AROUND THE CHURCH BUILDINGS OR GROUNDS.
9. Church equipment shall only be used in accordance with its designed purpose. Community Presbyterian Church does not lend or rent any church-owned equipment for use outside the facility. No sound equipment is available for use by outside groups.
10. All decorations must be taken down and disposed of properly after an event. All tape, tacks, staples etc. must be removed.

11. **Closing time for all facilities is 10:30 PM. All music must be off at this time. All clean up must be done and you must exit the building by 11:30 PM.**

Initial_____

ALCOHOLIC BEVERAGES AND SMOKING

- 1. Beer, wine and champagne are the only alcoholic beverages that may be served during a function held in the social hall. The serving and consumption of all alcohol is restricted to the interior of the social hall. Failure to contain the use of alcohol to the interior of the social hall will result in the forfeiture of the security deposit.
- 2. Security guards at your cost must be present when alcohol is served. Even when alcohol is not served it is highly recommended to have security to prevent uninvited party crashers from ruining your event. A copy of the contract with the security guard company must be provided.
- 3. Smoking is prohibited anywhere inside the church facilities. Smoking is only permitted outside.

Initial_____

FIRE REGULATIONS

- 1. EXTERIOR EXIT DOORS MAY NOT BE OBSTRUCTED AT ANY TIME. This includes the sliding glass patio doors.
- 2. When tables and chairs are set up, they must be arranged to allow easy exit in case of fire or other emergencies.
- 3. No hand-held open flame devices (such as candles) may be used at any time. **Such use is prohibited by Title 19, Section 3.25(b) of the California Administrative Code.**
- 4. Each room has a capacity limit due to fire and insurance regulations. These limits may never be exceeded.

CAPACITY LIMITS

Sanctuary.....	250
Balcony.....	30
Social Hall.....	485
Seated	256
Camp Stoneman Room.....	30
Large Classroom.....	15

Initial_____

LIABILITY

- 1. Community Presbyterian Church assumes no liability for those participating in non-church sponsored activities on the premises.
- 2. The sponsoring organization, group or individual is held responsible for insurance that covers its function. A certificate from your insurance company must be provided.
- 3. Any damage to the church facilities, equipment, fixtures or grounds will be paid for by the group/renter. These costs will first be deducted from the event deposit and then billed to the group/renter should the repair costs exceed the deposit amount. The church's contractor will do the repairs.
- 4. Community Presbyterian Church reserves the right to refuse the use of its facilities to any group or individual. Further, Community Presbyterian Church may terminate a use agreement at any time for good cause with no further obligation except to refund any unused portion of fees paid. Initial_____

Community Presbyterian Church considers it a ministry and a privilege to make its facilities available to the community. We trust that you will enjoy using them. We make every effort to cooperate with you in meeting your needs. We hope that this policy statement clarifies any questions you may have concerning the use of our facilities. Always remember, this is a Church.