

Building Use Policy and Guidelines
Center Grove Presbyterian Church
6279 Center Grove Road, Edwardsville IL 62025
(618) 656-9485

I. Purpose and Scope

The “Building Use Policy” presents the policy and requirements related to the use of the property and facilities of Center Grove Presbyterian Church (**CGPC**) as approved by the Diaconate in consultation with the Session if necessary. This policy will be used to administer and provide guidance on the effective use of the CGPC property and facilities for all purposes that honor and glorify God. It also includes the use of the parking lot and green spaces.

CGPC Official Church Events utilizing the property and facilities will be given priority in scheduling.

CGPC diaconate will endeavor to review building use requests in a timely manner to support scheduled events. Organizations requesting building use are encouraged to submit requests as early as possible.

CGPC reserves the right to deny access or use of the facilities to individuals or groups whose philosophy or activities are judged to be in conflict with CGPC’s theology or ministries.

CGPC does not lease the building or grounds, or any portion thereof, for a fee. Volunteered donations from user organizations are accepted.

II. Permitted Usage

To assist in the receipt and approval of requests to use **CGPC** property and facilities, the following three categories have been established:

- 1. CGPC Official Church Events.** These are ministry events of the church. **(Request for use and approval not required). These events should be communicated with the Administrative Assistant as well as placed on the calendar**
- 2. CGPC Member Special Events.** Requests by a CGPC member or staff member to use the facilities for a special event.
- 3. Other Approved Organization Events.** Request by an outside individual or approved organization to use the facilities.

IMPORTANT: *CGPC Member Special Events & Other Approved Organization Events require the reading and agreement to the Building Use Policy, Wedding Guidelines, if applicable, and the completion of the Facility Use Form and Insurance Waiver Form.*

III. Basic Guidelines for Facility Use

1. The person who signs the **Facility Use Request Form** is solely responsible for everything that takes place on church property, including clean-up.
2. Children must be supervised by adults at all times. Adequate adult supervision must be provided for all children and all children's activities. **CGPC** does background checks on all individuals used as babysitters for any of their events. If the nurseries are used, must have background checks performed for all babysitters used. Background checks may be performed through the CGPC office. Background check forms are to be filled out and submitted to the CGPC Administrative Assistant.
3. Groups are responsible for bringing in all drinks and refreshments unless it is a **CGPC Official Church Event**. The church provides garbage bags, cleaning supplies and use of serving utensils, pots/pans, punch bowl, and dishware. Use of office supplies and office equipment is not permitted.
4. The Multi-Purpose Rooms #133, #134 & #135 (next to the kitchen) can be opened to accommodate groups up to 60 people. Suggested maximum occupancy for the Gymnasium is 365 people. The fire exit sign posted in each room has the suggested room occupancy circled in red.
5. No storage rooms or closets can be utilized as meeting spaces. In addition, all exits must be clear of any obstructions.
6. Groups requiring the use of the kitchen stoves, dishwasher or sound system must have prior approval and training.
7. The building is not available to outside individuals or approved organizations one week prior to and after Thanksgiving and Christmas holidays.
8. Smoking is prohibited in the building. Mood-altering substances are prohibited in the building and anywhere on the property.
9. Damage: it is understood that the responsible party agrees to pay for any damages to the facility or property.

IV. Insurance/Liability Release

Requests under **CGPC Member Special Events** and **Other Approved Organization Events** seeking permission to use part or all of **CGPC's** facility shall include a "*Certificate of Liability Insurance*" proving the requesting person or organization has current general liability insurance, including automobile liability, if appropriate. For general liability insurance, the minimum will be:

- | | |
|-------------------|--------------|
| - Each Occurrence | \$ 1,000,000 |
| - Medical Expense | \$ 10,000 |

The "*Certificate of Liability Insurance*" will contain a waiver of subrogation that lists **CGPC** as an "additional insured," and that the person or organization insurance is listed as the "Primary Insured".

If a “*Certificate of Liability Insurance*” is not required, any submitted requests under **CGPC Member Special Events** or **Other Approved Organization Events** must include a signed “*Insurance Waiver Form*” indicating the requesting person or organization agrees to fully indemnify and save CGPC, its employees, volunteers, and other agents from any injuries, claims, actions, or losses based by any third-party alleging wrongdoing or neglect. The person or organization will be solely responsible for any damages, injuries, or claims to any person involved in or resulting from the person or organization, or its activities.

V. Building Access

Prior to the special event, arrangements shall be made with church staff to access the building during normal day hours for the purpose of special event set-up. For set-up activities during evenings and weekends, arrangements shall be made in advance with the Diaconate.

Special event groups may not schedule any set-up activities for Sunday morning.

Special event groups shall make arrangements with the Diaconate in advance of the event for opening and closing the building on the day of the event.

*Wedding decorations / set-up will occur no earlier than 2 days prior to the wedding day (barring a schedule conflict)

VI Facility Cleanup Requirements

In planning your event, please plan for sufficient cleanup help ahead of time. It is the responsibility of the person who signed the *Facility Use Request* form to see that cleanup requirements are followed.

Extra cleaning supplies, trash bags, paper towels, mops and toilet paper are available. If the event/use is an ongoing event, it is suggested that the users consider replacement of perishable supplies or a monetary donation given to the church. This will help offset expenses incurred during your event. Contact the **CGPC** administrative assistant at 618-656-9485 if you would like details on how to provide a donation.

The cleaning cart and vacuums are located in the hall closet between the library and room 139. Each carpeted area used (classrooms, nurseries, hallways, etc.) must be vacuumed.

Floors must be swept and/or mopped. In the closet off the kitchen there are two sets of mops: one for “Water Only” for the gym floor and the other mop for all other floors (Pine Sol and water).

- If the Gym is used, make sure the gym floor is clean when you leave – dust mop the entire floor and wet-mop spills. Make sure to use the “Water Only mop” and rinse all soap residue from the bucket before filling with water for the gym.

If you serve food or beverages, do not leave leftovers in the rooms, refrigerator, or freezer.

Tables and chairs must be returned to the room they were borrowed from and in their original positions, set up for the next scheduled event, or returned to storage by the user group. (Ask the church Administrative assistant if you need direction on this). Taking photographs of the room prior to the event set-up is encouraged.

Dry erase boards should be cleaned if used.

If the kitchen is used, make sure all dishes, utensils, etc. are washed, dried and returned to their proper places. Use of dishwasher, stove and ovens require prior approval and instruction. Sweep and/or mop the kitchen floor.

All trash (especially kitchen and food waste) must be removed from each area used and placed in the dumpster (on the southwest corner of the parking lot). Put new liners in the trash cans. Small amounts of paper trash may remain in classroom waste baskets.

Check restrooms (and nurseries, if used) for cleanliness – trash emptied, toilets flushed, countertops wiped, etc. Be sure dirty diapers are taken to the dumpster (southwest corner of the parking lot). Feminine trash receptacles in each stall should also be emptied. New liners are kept under the sinks.

After use, the sanctuary must be cleaned and made ready for **CGPC** worship Saturday night before leaving facilities. You are responsible for removing everything that your group brings in, including (but not limited to): bulletins/programs, trash, and floral arrangements or decorations.

- Any moving of furnishings, the removable portion of the stage, decorative items, technical supplies and musical instruments in the Sanctuary will need to be cleared by a **CGPC** representative before doing so.

VII. Optional “Additional Terms of Building Use”

Should the terms of the “Building Use Policy” need to be amended due to additions not known at the time of the original request, they should be brought to the Diaconate of **CGPC**. They will be considered on a case-by-case basis. The Administrative Assistant has the authority to approve/reject them if the Diaconate does not have time to resolve the issue in a timely fashion.

Wedding Guidelines

Center Grove Presbyterian Church

Center Grove Presbyterian Church (CGPC) desires your wedding ceremony to be a Christ centered service of worship that is one of the happiest and most sacred memories of your lives. These policies are designed to protect the sanctity of the ceremony while providing logistical understandings in making your wedding a celebration of two lives that God has brought together. We hope that the following guidelines will help you as you make your plans.

1. General Requirements:

- a. Both parties must be committed to and profess Jesus Christ as Lord and Savior.
- b. Weddings are performed by a licensed Minister of the PCA or another Christian denomination that professes Jesus Christ as Lord and Savior. A Minister or Pastor from another Christian denomination may be permitted to perform the wedding service after first meeting with and obtaining the approval of the Senior Minister and/or Session of CGPC.
- c. All engaged couples are required to complete a premarital counseling course with the Minister prior to the wedding.

2. Making Reservations:

- a. All arrangements and questions concerning the wedding need to be directed through CGPC's Administrative Assistant. The Administrative Assistant will submit your request and act as a liaison between the Bridal party and the church.
- b. Contact should be made with the Administrative Assistant to explore open calendar dates. Request forms are submitted for approval and the wedding party will be notified within two weeks of application. Members of CGPC have first choice of availability.
- c. Weddings will not ordinarily be scheduled later than 6:00 p.m. on Saturdays.
- d. The time of the rehearsal needs to be coordinated around other events on the church calendar.
- e. Room 139 is reserved for the Bride and her attendants to use for dressing and waiting prior to the service. A room for the Groom and his attendants is also reserved.

3. Photography / Videography:

- a. Because the wedding ceremony is a service of worship, we allow no flash photography during the service. The photographer may take pictures using natural light from a stationary location in the rear of the Sanctuary or in the Balcony.
- b. Video recording is allowed from a fixed location so long as no additional lighting is used and cameras are stationary and unobtrusive.

4. Music / Sound:

- a. Music used in connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service. All music selections must be submitted for review and are subject to approval by the Senior Pastor of CGPC.
- b. Music for the reception can be more 'secular' in nature. All music to be played in a reception held in the Family Life Center (gym) by the wedding party, DJ or band must be in keeping with the sanctity of the wedding ceremony.
- c. Only CGPC's Organist or an organist approved by CGPC's Organist or Music Director may use the organ.
- d. Sound Technician - All weddings must utilize a sound technician approved or trained by CGPC.
- e. The Bridal party is responsible for hiring all musicians, vocalists and sound/video technicians for the wedding ceremony. Please indicate set-up and technological needs on the " *Facility Use Request* " form. Any CGPC members requested for assistance should be compensated individually.

5. Decorations:

- a. Wedding decorations / set-up will occur no earlier than 2 days prior to wedding day (barring a schedule conflict)
- b. Nails, tacks, staples, screws, pins, tape or anything that will mar the woodwork, pews, furnishings and wall finishes may not be used.
- c. Dripless candles are required in all candelabras. Care must be taken to protect surfaces from wax (even "dripless" candles Can drip) and from water from floral arrangements. No glitter is to be used.
- d. Only silk rose petals may be used in the Sanctuary.
- e. Caution: Because it is difficult to anchor an aisle runner, they often come loose when being unrolled and can cause people to trip.
- f. Coordinate all floral deliveries with the Administrative Assistant.

6. Miscellaneous:

- a. The throwing of any items must be done outside only. Bubbles and noise makers are permitted; rice, confetti and sparklers are not.
- b. All requirements of the CGPC Building Use Policy apply in addition to these policies

Insurance Waiver Form

Center Grove Presbyterian Church
Edwardsville, IL 62025

The undersigned (the "User") has requested to use a portion of the premises of Center Grove Presbyterian Church (CGPC) located at or about 6279 Center Grove Road, Edwardsville, Illinois (the "Premises"). As an inducement to allow such use and in consideration of CGPC allowing such use, the User agrees to and does hereby: (a) release CGPC from any liability for and bear all the risk of all past, present or future loss, injury or damage to any property or person on, in or about the Premises resulting from or related to User's use of the Premises; (b) indemnify and hold harmless CGPC from all expenses, costs, damages or losses, including attorney's fees, resulting from or related to User's use of the Premises; and (c) covenant not to bring, permit or store anything in or about the Premises which is illegal, constitutes a nuisance or increases CGPC's insurance rates. The User shall keep in force adequate insurance, satisfactory to CGPC, insuring the User and CGPC from any costs, damages or losses resulting from or related to User's use of the Premises. When used herein, the terms "CGPC" and "User" shall include their respective agents, representatives, principals, employees, officers, directors and other related parties.

User/Organization: _____ *Please Print*

Date(s) Requested: _____

Name Of Contact: _____ Contact email: _____

Signed: _____ Date: _____

Name Printed: _____

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Facility Use Request
Center Grove Presbyterian Church

Organization: _____ Event Name: _____

Purpose of Event: _____

Estimated Number of Attendees: _____ Date(s) Requested: _____

Time of Event: Set-up: _____ AM/PM Start: _____ AM/PM End: _____ AM/PM Clean Up: _____ AM/PM

Contact Person: _____ Cell: _____ Email: _____

Room(s) Requested: *(if you need classrooms, specify how many you anticipate needing)*

GYMNASIUM _____ KITCHEN _____ LARGE ROOM NEXT TO THE KITCHEN _____

SANCTUARY _____ NURSERY _____ CLASSROOMS _____

Support Requirements: *(specify what you need)*

Quantity of tables: (10) 8-ft round tables _____ (30) Long tables _____

Quantity of folding chairs: (125) _____

Audio-Visual Equipment: Microphone _____ Projector _____ Large screen _____ Podium _____ TV/DVD _____

If special seating arrangements are needed and you are requesting assistance with set-up, please attach a diagram for how you would like setup.

I have read the Building Use Policy and Wedding Guidelines (if applicable) and hereby agree to honor the guidelines and Policy.

Responsible Party Date Signature of

Below for Office Use Only

Approved _____ Date _____ Approved by: _____

Certificate of Liability Insurance attached, if applicable: Yes _____ No _____

Insurance Waiver Form attached: Yes ___ No ___

Member / Sponsor assigned to this request for opening/closing the building: _____

Phone _____

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CLEAN UP / RESET CHECKLIST**Sanctuary**

Pulpit - In place at the top of the chancel steps with microphone connections attached

Choir Loft - modesty panel and risers - in place

Choir Chairs - In place in the choir loft (unless chairs are previously removed for CGPC worship) with modesty panel in place

Communion Table - in place in front of the pulpit with table runner and original floral arrangement in place

Carpeting - litter, such as flower petals, confetti and carpet runner, shall be removed and/or vacuumed

Windows - special window treatments and decorations shall be removed

Pews - special decorations shall be removed; event bulletins, song sheets and notices shall be picked up/removed

Any decorations shall be removed from walls, windows, and wall sconces.

Kitchen

Sinks, Stove, Oven - soil and food scraps shall be cleaned to the condition prior to the special event

Refrigerator/Freezer - any food/drink items used for the special event shall be removed immediately after the special event unless provisions are made with the Diaconate

All dishes, pitchers, etc. will be washed, dried, and put back in their place

Any towels or cloths used shall be laundered and returned within 1 week

Multi-Use Gym

All tables and chairs used for the special event shall be returned to the room or storage they were borrowed from and/or placed in the position they were in prior to set-up. Photographs are recommended

Litter, food scraps and temporary tape used for the special event shall be swept or mopped up

Decorations - shall be removed from floor, walls or overhead

Any table linens used shall be laundered and returned within 1 week

Restrooms

Waste paper - towels and tissues shall be placed in the restroom waste container

Sinks and toilets should be cleaned of paper and other debris

Toilets should be flushed if needed

Church Grounds

Any special seating, tents, decorations and equipment used on the church grounds for the special event shall be removed

Vehicle parking on grass areas is prohibited

Education Wing Rooms

Tables and chairs shall be returned to standard configuration. Photographs are recommended prior to set-up

Litter, decorations, food scraps shall be cleaned up

Any white boards used shall be cleaned in readiness for Sunday School Classes

All Hallway and classroom floors used shall be cleaned