

BEULAH PRESBYTERIAN CHURCH

FACILITY USE POLICY

REVISED AND APPROVED BY SESSION APRIL 2019

Group Rep _____ Beulah Rep _____ Date _____

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Facility Use Policy **Information and Application**

Beulah Presbyterian Church is a very active and vital part of the surrounding communities. The primary function of the Church and its facilities is that of a place of worship and spiritual teaching for the community and a center for the spreading of God's Word throughout the world.

These guidelines have been developed in order to exercise good stewardship over the buildings and grounds for the use of the congregation, and so that Beulah Presbyterian Church may minister to the community by making our facilities available to non-profit outside organizations.

I. Qualifying Groups and Events

Definitions

A Beulah Group is one sponsored by the church and organized by staff or volunteers for the benefit of the congregation and/or the community.

An Outside Group is one where the Church has no official role in the sponsoring organization or the actual event except to provide the meeting space, even if some of the group members are also members or active attenders of the Church.

It is the policy of Beulah Church to provide space for groups to meet when

1. their purpose is clearly aligned with the church's mission and vision, and
2. there is no conflict with scheduled church events.

From time to time, groups that do not meet the stated criteria but have a purpose the church wishes to support may be approved.

Qualifying Groups

- Church members and official organizations
The facilities of the Church will be made available first, without cost, for the work of Beulah Presbyterian Church, and its affiliated organizations.
- Weddings of members only. Please refer to the Wedding Policy, available from the Church Office.
- Non-commercial, non-profit organizations for the civic, cultural and education activities of the communities which we serve, providing that the function is consistent with the ethical and moral tenets of the Church.
- Other organizations: exceptions can be made to other groups at the discretion of BPC providing that the function is consistent with the ethical and moral tenets of the Church.

Non-Qualifying Groups/Events:

The following types of groups will not generally be approved, as of the most recent revision date of this document:

1. New weekly or open-ended bookings will generally not be approved.
2. No new recreation leagues will be approved unless one of the current leagues chooses to leave or disbands.

3. Activity groups, such as for board games or public presentations will not be approved.
4. No music groups will be approved whose main requirement is for rehearsal space.

Restrictions are generally because of risk of injury to participants on church grounds, because of staff time involved with coordinating the group, or when the booking would require frequent displacement of one of the major ministries of the church.

II. Availability of Space

- Beulah groups and community Groups may book rooms on a space-available basis with priority given to Beulah events and funerals.
- Ordinarily, Church facilities are not available to non-Church Outside groups on Friday nights, Saturday or Sunday.
- The church is normally closed on Saturdays. Beulah-sponsored events may be approved on a Saturday if there is a staff person or trusted member who has already been assigned a job to open, lock, and insure the building is clean and ready for Sunday. The custodian is not available for support on Saturdays.

III. The Application Process

All requests for the use of the Church facilities must be directed to the church office and will be reviewed by the church staff, which has the authority to grant or deny permission based on these guidelines. The Buildings and Grounds Committee may also be asked to advise and approve certain events.

Questions may be referred to the Office and Communications Supervisor, Head Custodian, Business Administrator, or Buildings and Grounds Committee.

A. Forms

- A Room Reservation Request form is available for download in PDF format on our website (www.beulahpresby.org) or can be sent as an email attachment. It can also be printed and filled in manually and submitted by regular mail or in person.
- If you do not have the ability to open PDF files, you may request a standard Word document version, or a paper copy will be sent to you in the mail.

B. Time Line

- All applications must be submitted at least four (4) weeks prior to the proposed function.
- Ordinarily the event can be reviewed and approved within one week or less.

C. Confirmation

- If approved, the applicant will receive an email or phone call. Any stipulations unique to the event will be discussed at that time. Should the application be rejected, an explanation will be provided.
- No publicity of events or sale of tickets is allowed until the confirmation process has been completed.

A group is cleared to proceed with promoting the event when all the following factors have been met:

1. The church has contacted the leader directly to confirm the event.
2. The insurance certificate has been received by the church (where required).
3. A Food Handler's Certificate has been received by the church (where required).

4. Waivers have been signed and received by the church (where required).
5. The contribution/deposit has been received by the church.
6. An Event Supervisor has been appointed (where required).

D. Conditions for Cancellation of Events

Cancellation by the Church

If circumstances allow, we will give as much prior notice of cancellation as possible. In the event of an essential Church activity only, an attempt will be made to move the scheduled event to another location within the Church facility 'if possible'. If not possible, the event will need to be cancelled.

However, the church reserves the right to cancel, at its sole discretion, at any time and without prior notice, any approved application as follows:

- whenever an essential Church activity, which could not be anticipated, (i.e. funeral and/or accompanying reception, etc.) requires a specific room(s), or ...
- where it becomes evident that the requesting group has become abusive to the privileges given with the use of the Church facilities or violates the contents of this document, or ...
- when inclement weather forces the closing of the Church facilities.

Regarding Weather Emergencies

Please check your local news channels for information about Beulah closures. We will also post updates on Facebook and at www.beulahpresby.org.

If your group decides not to meet when road conditions might deteriorate, even if Beulah will be open, you must contact the office so we know who is still planning to be in the building. If Beulah is closed, no groups may meet at the Church.

Cancellation by the Applicant

- 48 hours advance notice of cancellation to the Church Office is expected. If the event is on a weekend, notice of cancellation must be given by noon on Thursday as the office is closed Friday.
- On-going events, such as weekly support groups or sports teams, must notify the Church immediately when any of their regularly scheduled meetings is cancelled.

IV. Safety

All requests for events on Beulah property must disclose details of the event, including whether there will be outside vendors or collaborations. If approved, those vendors or groups must provide insurance certificates as well. The Church will generally not approve any activity held on its property that it deems to be a high safety risk for the participants, regardless of insurance coverage.

A. Supervision of Minors:

Beulah groups must comply at all times with the "Safe Sanctuary and Sexual Misconduct and Child Abuse Policy" which outlines specific requirements for child-to-adult ratios and the submission of state-mandated child abuse and criminal history clearances.

The supervision of children and safety of attendees while on Church grounds is the responsibility of the organizing group or individual.

- B. Non-participating children (for instance, younger siblings attending with a parent) must be supervised by an adult at all times. No member of the group is allowed in any part of the building that is not reserved by the group.

- C. Building Access: An electronic access control system with surveillance cameras is in place throughout the building. Certain parts of the building may be restricted from use during your event. Access to these areas, if approved, must be arranged with the office at least 2 weeks in advance of the event. Additionally, certain external doors are locked electronically on a preset schedule; if access to areas through these doors is required, such access must be arranged at least 2 weeks in advance of the event. Electronically closed doors may not be propped open at any time. Event planners should review the facility map and agree on a preferred emergency exit path in event of emergency (such paths are posted in all rooms of the building), especially if attendees are unfamiliar with the building or may need assistance in exiting safely.

V. General Conditions and Restrictions

- A. Either the primary or alternate contact person must be on-site with the group at each meeting. (*What should be the policy in this regard for "Event Supervisor" for private events?*)
- B. Only the rooms and equipment specified on the approved application may be used by the group. Reserved times may not be changed without ~~48 hours~~ five days' advance notice and approval by the church.
- C. Recurring reservations must stipulate an end date. Open-ended reservations are not allowed, and groups may only reserve the same space for up to 2 consecutive years, to give other groups the opportunity should there be new requests.
- D. Alcoholic beverages are not permitted in the Church building or on the Church property.
- E. Tobacco products are not permitted in the Church building but may be used only in the designated areas outside on the Church property. Allegheny County ordinance on smoking requires a distance of not less than 15 feet from a public building.
- F. Firearms are not allowed in the building. Because events at Beulah Presbyterian Church are held on private property, and we do not receive federal funding, it is our right to prohibit firearms in the building or in the parking lots. Anyone licensed to carry a firearm must keep it locked in their vehicle the entire time they are on church property. The only exception is for an on-duty police officer.
- G. Raffles: Events involving fundraising via raffle, vendor sales, special collection or any other method must be approved in advance by Session regardless of the host group's connection to the Church. Please take note that Session meets once a month. Sufficient time must be allowed for the approval process to be completed.
- H. Food consumption during meetings and functions is prohibited unless it is specifically mentioned in the application. No food or drink is ever allowed in the sanctuary.
- I. Groups must vacate the church by 9:00 PM unless special arrangements have been made at least 24 hours in advance.
- J. Availability of Church equipment and supplies to outside groups: Outside groups may request to use a DVD/TV, screen, portable microphone, and podium. Projectors or laptop computers are the responsibility of the group leader to provide.
- J-1. The integrated sound and video systems in the sanctuary and fellowship hall are only allowed to be operated by a person trained by Beulah. Additional costs may apply. Availability of a trained technician cannot be guaranteed.
- J-2. The A/V system in the Sanctuary is available only for Sunday worship services. The system may also be authorized for weddings and funerals, if a Beulah-trained technician is available, and for an additional fee.

J-3. Musical instruments may not be used by Outside Groups. Upon occasion, permission may be granted for certain uses by authorization of the Choir Director/Organist. The request to use instruments must be made at the time of booking.

J-4. No musical instruments or equipment (such as microphones/stands) may be moved from their regular placement in the sanctuary or other spaces in the building.

K. **Overnight Lodging:** Requests for overnight lodging will generally not be approved.

L. **Sports/Recreation Groups:** Each member of the group must sign a personal release of liability waiver. If participants are minors, parents must sign a waiver for their children to participate.

Waivers must be given to the church office before the event start date. Anyone without a waiver may not participate until it is received. Waivers must be collected on all new participants as they join throughout the season and given to the Church office to keep on file.

The gym stage is off limits to all groups.

Length of Season: Sports and recreation groups will be limited to a "season" that is negotiated at the time of the request. A season will not be longer than 24 weeks, with allowance for closures during that time period.

VI. Conditions and Restrictions of Room Setup and Cleanup

- A. Your organization should plan to provide the labor to setup and tear down the assigned room(s) except when a physical limitation of your group members makes that impossible. If you have anyone associated with your group who can come just to help set up, that would be desirable. You must indicate the need for assistance with setup on the room reservation form. If a custodian or church volunteers are unable to set up your event, you may ask for another date.
- B. If your group has been approved for setup assistance on the day of or after the event begins, we do not guarantee staff or volunteers will be available to make changes to the room arrangement. If furniture is moved, it must be returned to the same arrangement as found.
- C. It should be understood by all groups that the church is not a conference or event venue and is limited by staffing and budget as to the types of services it can provide. Special set-ups are the responsibility of the sponsoring group to provide and trouble-shoot, within the parameters of the general policies outlined elsewhere in this document.
- D. Thermostats are not to be adjusted. If it becomes necessary to adjust any thermostats, it must be done by one of the custodians or a staff member.
- E. Personal property may be stored on-site at the owner's risk and only with the permission of the Business Administrator, Office and Communications Supervisor, Head Custodian, or Buildings and Grounds Committee.
- F. The organization using the space is responsible for closing windows, turning off lights, and ensuring that doors are locked before exiting the building. If there is a custodian on duty, he/she should be notified when the group is leaving so that all outside doors will be secured and lights are turned off.
- G. Any beverage spills must be cleaned up immediately and reported to the custodians as soon as possible in the event additional treatment is needed.
- H. Please remove trash accumulated, tie the bag, and place it in the dumpster outside of the main Kitchen entrance.
- I. Any damage must be reported to the Church as soon as possible.

VII. Use of the Kitchen

If your organization has been approved for use of the kitchen, you will normally not be allowed to use the kitchen for purposes other than the storing and serving of food.

To qualify for cooking or food preparation, your organization must arrange to have a Certified Food Handler on site the entire time that food is being cooked or prepared. To obtain permission to cook or prepare food on site, your organization must submit the Certified Food Handler's name along with the copies of their certification with the application. Failure to submit this information with the application will result in a delay in processing the request.

- A. Use of Supplies by Outside Groups – All groups are responsible for bringing their own supplies such coffee, table covers, paper plates, cups, plastic utensils, etc. Under no circumstances will any group or organization be permitted to use any church supplies, dinner plates or other dinnerware, serving dishes, table cloths etc. Everyone may make use of serving spoons, etc. and therefore will be responsible for the proper cleaning, drying, and storing of any serving utensils that are used.
- B. Cleaning -- Groups and organizations will be responsible for cleaning any area(s) of the kitchen that are used, including restrooms on weekends. Failure to clean up after use will result in the inability to schedule future events at our facility. Any cost incurred by Beulah for additional kitchen cleaning will be billed to the group or organization.

VIII. Use of the Exterior Grounds

- A. Use of the grass area may be authorized for basic recreation use with proper supervision.
- B. Playground use is not permitted. with the approval of the Preschool Director.
- C. All landscaped areas (including the planted portion of the "Garden") are off limits to play.
- D. Cemetery is off limits to play.

IX. Care of the Facility

- A. All organizations will be held liable for any damage to the building, furniture and equipment while being used by the scheduled organization. Beulah may make such repairs in a manner it sees fit and will request the costs incurred be paid by the responsible organization.
- B. The named, responsible person or persons making the application must be on site when the organization is using Beulah facilities. The custodians, other church staff, members of the Buildings and Grounds committee or Session shall have the authority to expel any individual or group who is abusing the privileges granted to them by the church.
- C. Posters, decorations and any other displays shall be permitted only with prior permission of the church. All posters, decorations and any other displays shall be completely removed at the close of the event.

X. Building Use Fees

The Church has established a fee schedule to offset the costs of equipment, utilities, maintenance and administrative support. See Attachment A for details.

Fees are not refundable if a group fails to appear, or if less than 24 hours' notice is given. If an event is cancelled with the intent of rescheduling, and the church agrees to hold the payment, it is the responsibility of the group to notify the church if they will not be able to set a new date. In such cases, any fee on hold will not be reimbursed after the end of that calendar year.

Contribution amounts will be reviewed separately for requests involving multiple rooms, occupation of facilities for periods exceeding one day, or events involving a large number of participants.

The Church attempts to keep fees affordable, and as such they are significantly below what the market would bear.

The Fee Schedule may be changed at any time by the Church and the new Schedule will be applied to all new requests as they are made. Facility requests approved prior to the most recent Schedule change will be collected according to the Schedule in effect at the time of the approval.

- A. All contributions for the use of the facilities are to be forwarded to the Office and Communications Supervisor within 7 days of receiving approval to hold the event. Failure to forward the requested contribution may result in forfeiture of the scheduled space. Checks are to be made payable to "Beulah Presbyterian Church." Please refer to the statement under Section II, The Application Process - Point C (Confirmation) on page 2.
- B. Wedding fees are addressed separately. Please refer to the Wedding Handbook.
- C. Ordinarily, funeral services are only provided for members of the Church and their close family. Members are not charged a facility rental fee. Any fees related to funeral services will be communicated directly to the family at the time the service is being planned.
- D. All outside groups and individuals regardless of membership will pay a nominal fee for the use of the building. Please note Attachments A and C for specific fees required for various types of bookings.

ATTACHMENT A
GENERAL FEE SCHEDULE – OUTSIDE GROUPS

Fees are for an event held on one day, unless otherwise noted.

At the discretion of the church, other amounts may be considered separately, depending upon factors such as use of multiple rooms, group size, type of activity, or number of days requested.

GYM

Adult Groups: one-time event	\$100 - \$200
<i>Rate based on event type and impact on maintenance</i>	
Children's or Youth Groups: one-time event	\$50
Any Age Group reserving for a season (24 wks)	\$30 per session

MARTHA GRAHAM BLACK (MGB) FELLOWSHIP HALL AND KITCHEN

Event with seating at tables up to 50 people	\$100
Event with seating at tables up to 100 people	\$200
Event with chairs only, regardless of size	\$75

USE OF KITCHENS (Three locations plus Chapel)

For meal preparation: dishwashing, stoves, ovens, microwave, cookware	\$55 per event
For storing/cooling/heating	\$10 per event

SANCTUARY

\$300 per event

CHAPEL

Chapel Sanctuary	\$300 per event
Chapel Basement	\$45 per event

CLASSROOMS

\$30 per session

* An "event" is a one-time booking that takes place on one day. Additional fees will be required and negotiated with the Church when a multiple-day event is requested (for example, a weekend retreat).

ATTACHMENT B
CALENDAR OF PRIORITY ANNUAL PROGRAMS AND HOLIDAYS

No groups will be allowed to meet during official church holidays:

New Year's Day
Presidents' Day
Good Friday (closed at noon)*
The Monday after Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving (Thursday and Friday)**
Christmas Day and the next work day**
(We are open Christmas Eve and New Year's Eve)

* During Lent and Holy Week, groups should also cancel or re-schedule meetings that fall on Ash Wednesday and Maundy Thursday evenings.

** If a regular workday (Monday through Friday) occurs prior to the holiday, the building may close early on that day. Groups will be alerted to changes in the schedule.

If your group's request falls during one of our annual summer outreach programs, you may not be able to meet in your regularly assigned room and it may not be possible to find an alternative room that is appropriate. There may be other priority programs which require us to cancel or change rooms, as discussed elsewhere in this document.

PLEASE NOTE: The timing of these programs may change from year to year. When you submit your request, we will be able to tell you which dates conflict with our program schedule at that time. See the full policy statement for more information about cancellations.

ATTACHMENT C WEEKEND EVENTS AND PRIVATE PARTIES

The General Policies will be observed, in addition to the following expectations which are specific to weekend events and private parties.

Beulah church is closed from Friday evening through Sunday evening, except for church-sponsored events, because there is no weekend custodian on duty. Church-sponsored events on weekends are now limited to two major events per month.

Each group proposing a weekend event must be able to secure their own setup and take-down team, restoring the spaces used to that required for Sunday or the coming week. They must also ensure that the spaces used are clean, including restrooms, and trash is removed to the dumpsters outside the kitchen entrance. A weekend event checklist has been created and a cleaning kit will be made available.

CONFIRMING THE REQUEST:

As with all requests, a minimum of thirty days advance notice is required and a room request form must be submitted with the program details disclosed. Once the dates, times, and location are confirmed to be available by the church office, and the event details approved, the event request will be officially granted after an authorized person has been identified and has agreed to serve as the Event Supervisor. Certain event details also require Session approval. Please see the General Policies under fundraising and raffles.

Event Supervisors: If the sponsoring group does not include someone with a job assigned for building access, the group leader must work with the Office to find a person who is authorized to act as the Event Supervisor. This is the person who will guarantee that the building is clean and secure before the group leaves. The Event Supervisor is not required to assist with cleaning or room setups. Please note that staff members are not required to fill the role of Event Supervisor but may choose to supervise an event on their own time.

PRIVATE EVENTS:

Upon occasion, members and regularly attending friends of the Beulah congregation request to hold private parties in our building. Beulah Church is not staffed to be an event venue. On a case-by-case basis, such private events may be approved depending upon available dates, times, and the type of event requested. This policy does not include weddings, which are addressed separately.

Private parties will not be approved on major holiday weekends or at any time when major church events are scheduled. This includes the week of preparation for the Rummage Sale, and those sale dates.

Even though custodial support is not included in the fee, there is a cost to the church in administrative time, utilities, and general maintenance and upkeep of the building.

Who May Hold a Private Event at Beulah?

1. Active Members of Beulah: those individuals who have gone through a membership process and been received into the congregation by vote of Session.
2. Regular attenders: those individuals who currently attend one of the worship services regularly and who actively participate in the life of the church.
3. Staff members: Members of the regular Church staff (not seasonal workers) are allowed one free private event per year. Any additional events in the same year will be allowed for the same fee charged to members and active attendees.

Choice of Dates:

We cannot guarantee your preferred date/s will be available for private events. It may not be possible to host a private event on a weekend because of other church commitments.

Policies:

Beulah's Facility Use Policy must be followed by all groups. In addition, the policy for gaining access, cleanup, and securing the building applies to private groups as well as church-sponsored events.

Time Limitations:

Generally, parties should be limited to a two-hour span of time with up to an hour each of setup and cleaning. Total time the building is in use is four hours.

Setup Date/Time:

Ordinarily, setup should be arranged for the same day as the event. Setups required on a different day must be stated on the initial room request form and approved by the office, then coordinated with the Event Supervisor by the group's representative. If the event is approved for setup on a different day, there will be an additional building use fee of \$20.

Private Event Fees:

Fees for private events are different than those for other groups that are listed in the general Facility Policies. The following fees are only for private events requested by members and active attendees.

MGB Fellowship Hall	\$50
Gym, plus one classroom	\$50
Fireside Room	\$30 (Not available for children's parties)
Classrooms	\$30 (Approved private party rooms are 102, 104, 209)

Fees for additional spaces:

1. A fee of \$15 will be required for each additional classroom space used.
2. To add on a kitchen to any event: \$10 is the basic rate to use any of our three kitchens as a staging area. If food is prepared on-site, the general Facility Policy rates and rules apply.