

# **SECOND PRESBYTERIAN CHURCH OF LITTLE ROCK**

## **BUILDING USE POLICY**

Second Presbyterian Church (SPC) has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect the many individuals and groups that use the facility.

It is to be understood that this Building Use Policy cannot foresee all circumstances for building use and that there could be situations where the policy could prohibit certain activities which could be clearly beneficial to the church. In minor situations for a particular event or series of events, a policy item can be waived or modified by agreement of two of the following three – the Facilities Manager, the Business Administrator or the Pastor. For other situations, the three entities will confer together for a decision.

### **BUILDING USE ELIGIBILITY GUIDELINES**

The facilities and equipment of SPC exist primarily for use by its members through its organizations and ministries; however, the facilities may be also used by non-church groups. All groups or persons requesting use of the church facilities must adhere to the Building Guidelines at all times.

SPC's programs and ministries shall be given first priority for use of all church facilities. No use of facilities by an outside group shall conflict in any way with the programs of SPC.

Priority church events, including memorial services or any other SPC program event that requires the non-church group reserved space, may require the non-church event to be moved to another location within SPC if possible or cancelled. SPC will provide as much advance notice as possible.

### **CRITERIA USED TO DETERMINE BUILDING USE APPROVAL**

- Activity fits with who we are and what we believe
- Space availability
- How use impacts other programs of SPC
- Evaluation of safety/legal issues
- Group understands respect for the property
- Additional costs to SPC such as air conditioning and sexton services

### **GENERAL FACILITY USE GUIDELINES FOR ALL GROUPS**

To make your event and the events of others more enjoyable, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Smoking is not allowed in the building.
3. The use of alcoholic beverages or illegal substances is not permitted in the buildings or on the church property.

4. Gambling is not allowed on church property.
5. Weapons are not allowed on church property except by law enforcement personnel.
6. No fireworks or combustibles of any kind are permitted on church property for any reason.
7. Partisan political campaigning is not allowed.
8. The facility may be used as a polling place for public elections.
9. Dining or serving of food is limited to pre-approved designated areas. Check with the Facilities Manager. Except for Communion Services, food and beverage are specifically not allowed in the Sanctuary or Chapel at any time.
10. Beverages of a red color may not be served in the Great Hall, Second Hall or any carpeted area.
11. Use of candles is allowed only in designated areas such as the Sanctuary, Chapel and Second Hall for church services. Candles must be completely extinguished after use. Any other use must be approved by the Facilities Manager.
12. The user is expected to leave the building clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
13. If furniture or equipment is to be moved, it must be done with the permission of the Facilities Manager to maintain the quality of the building's furniture and equipment and prevent damage.
14. All decorations in the facility and grounds must be approved by the Facilities Manager. No items may be affixed to any surfaces without the consent of the Facilities Manager.
15. When children are in attendance, they must be under the control of their parents or adults at all times and not allowed to roam freely on church property. All children's or youth activities are to be supervised by sufficient number of adults over the age of 21 at all times.
16. Animals, other than service animals, are not allowed on church property or in the building without prior approval of the Facilities Manager.

## **GREAT HALL KITCHEN**

The Great Hall kitchen is used by many groups within the church. In order for this to work satisfactorily, all parties must be good citizens leaving it clean and with everything put away in its place. Groups should schedule use of the kitchen with the Food Service Manager or the Facilities Manager. Each approved group shall have a designated person, who will be made known to the Food Service Manager and the Facilities Manager, who will be responsible for the proper use of all equipment, including operation of the dishwasher. The group is also responsible for cleaning the kitchen before leaving at the end of the event. All unused food will be disposed of the next day unless the owner is identified.

All food service must be coordinated through the Food Service Manager who has the right of first refusal for the preparation of meals for events.

Table cloths are not part of standard set up and additional fees will be charged.

## **YOUTH BUILDING**

The Youth Director approves all uses of the Youth Building. In addition to the guidelines stated in this policy, the following guidelines exist for use of the Youth Building:

1. In accordance with neighborhood agreements, amplified music is not permitted outside on the deck/patio.
2. In accordance with neighborhood agreements, outside activities must end by 8:00 p.m.
3. Smoking is prohibited in or around the Youth Building.
4. Please respect our neighbors and their need for privacy by not looking over or climbing the fences.
5. Please clean up all trash inside and outside the Youth Building. Place trash and recycling items in the appropriate receptacles inside the Youth Building.
6. Dining or serving of food is limited to the kitchen and outside porch.
7. The Youth Building kitchen is used by many groups within the church. In order for this to work satisfactorily, all parties must be good citizens leaving it clean and with everything put away in its place. All unused food will be disposed of the next day unless the owner is identified.

Overnight stays in the Youth Building by traveling faith-based groups are permissible if scheduling allows and normal operations are not disrupted. Fees are not charged to these groups but donations are accepted.

## **ADDITIONAL GUIDELINES FOR NON-CHURCH GROUPS**

1. An applicant or user shall be liable for any damage to church property incurred by their use of the facilities. In addition, a \$200 cleaning fee will be assessed if any special cleaning above normal is needed upon your group's departure.
2. An applicant or user shall remember at all times that they are occupying a place of Christian worship and shall not undertake or permit any activity or conduct inconsistent therewith.
3. It shall be the duty of each applicant to apprise its members and guests of all building use rules and regulations and is responsible for enforcing the rules.
4. The facilities are not available to outside groups for fund raising unless approved by the Session.
5. The facilities are not available to outside groups or individuals to conduct their trade or business.
6. Non-church groups may not use any church office equipment, computers or audio-visual equipment unless permission is granted by the Facilities Manager, with the exception of the Youth Building DVD players and projection system.
7. Non-church groups may not use church owned musical equipment or instruments unless permission is granted by the Director of Music.
8. Non-church groups must re-apply for continuing building use after 12 months. If a request is not initiated by the user, the facility reservation will cease.
9. Solicitation of any kind, for any purpose, is not permitted by any group, individual or organization on the church property.
10. All non-church groups using the facilities must vacate the building by 9:00 p.m. with the exception of groups staying overnight in the Youth Building. Events that require janitorial services will be

subject to other time constraints to allow time to clean the room and prepare for Sunday or weekday use.

11. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
12. Any use of the building posing a threat to the building or any person in it or its contents is not permitted.

## **ADDITIONAL GUIDELINES FOR WEDDINGS**

See separate policy.

## **INSURANCE REQUIREMENTS FOR NON-CHURCH GROUPS**

A Certificate of Liability Insurance coverage naming Second Presbyterian church as an additional insured entity must be obtained for all events that are not sponsored by the church. This certificate must be provided to the church office prior to the scheduled event. The certificate must cover the dates of the building use.

## **EARTH CARE CONGREGATION**

SPC is a PC(USA) Earth Congregation and is thereby committed to caring for God's resources. Blue recycling containers are throughout our facility. The following items are recyclable – paper, cardboard, glass, aluminum cans, metal cans and plastic items marked as recyclable. Anything that is contaminated with food should not be placed in the blue recycling containers. Styrofoam is not to be recycled.

## **APPLICATION/RESERVATIONS**

An Application for Use of Church Facilities must be completed by all non-church related groups and submitted to the Facilities Manager along with the Certificate of Insurance at least 30 days prior to the event. All facilities, set-ups and other service needs must be included on the application.

The Facilities Manager or Youth Director will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage and sexton service will be given to the user at the time of reservation.

## **SECOND PRESBYTERIAN CHURCH**

**600 PLEASANT VALLEY DRIVE**

**LITTLE ROCK, AR 72227**

**(501) 227-0000**

**(501) 227-6513 FAX**

## **SECOND PRESBYTERIAN CHURCH BUILDING USE FEES AS OF JANUARY 1, 2016**

### Room Charges (Daily)

Sanctuary (seating capacity 600)	\$200
Great Hall (seating capacity 300)	\$100 (up to 75 attendees)
Additional fee of \$2/person over 75 attendees	
Second Hall (seating capacity 120)	\$75
Chapel (seating capacity 100)	\$50
Classrooms – Double (seating capacity 60)	\$50
Classrooms – Single (seating capacity 25)	\$25
Youth Building (seating capacity 60)	\$75

### Table Cloths

\$5/table cloth with user cleaning  
\$10/table cloth with SPC cleaning  
\$15/table cloth if heavily soiled

### Sexton Fees

After hours - \$25/hour/person (minimum \$50)  
Riser or Stage Platform Set up - \$100

### Musical Equipment and Instrument Fees

Organ, piano, etc. – to be determined by the Director of Music

### Miscellaneous Fees

A/V Fee Rental - \$50  
Additional Dumpster - \$100 (200 people w/paper products)  
Special Cleaning Fee - \$200  
Damage Fee – to be determined based on damage incurred

### Payment of Fees

Deposit of \$50 is due at time application is approved  
Remainder is due the day of the event

Note - The Facilities Manager, Business Administrator and Pastor reserve the right to waive all or part of the fees.