

BUILDING USE POLICY AND FEE SCHEDULE THE MEMORIAL PRESBYTERIAN CHURCH OF MIDLAND

The Memorial Presbyterian Church of Midland (MPC) is called by God to be a Christ-centered caring community which welcomes all people.

Our mission is to worship God, share the good news of Jesus Christ, prepare us as disciples for ministry, preserve the truth of God, provide shelter, nurture and spiritual fellowship, promote social righteousness and demonstrate the Kingdom of God to the world.

Part of our outreach mission is to welcome groups that share our mission and vision of bringing Christ into our lives and into the lives of others. Sharing the use of our building and its facilities is one way of accomplishing that mission. However, use of our facilities, even during normal hours, carries internal costs to the church. MPC expects all individuals and groups that wish to use the building to pay a portion of those costs to help compensate the church for the use.

All individuals and groups seeking to use church facilities must read this policy statement and fee schedule and must fill out the accompanying application. Use of the facilities is conditioned upon approval by the church, compliance with the rules for usage, and payment of the requisite fees.

- For profit use of our facilities is not encouraged, but will be addressed on a case-by-case basis.
- Non-profit groups that share our mission and vision may request use of our facilities by filling out an application for the proposed use and payment of the requisite fees.
- Church members must also fill out an application for their proposed use. Fees charged to members will be considered on a case-by-case basis and may be reduced depending on criteria listed on page 6 below.

The application process is as follows:

1. Application for facility use must be made on the prescribed form six weeks prior to the date desired.
2. The application must be completed in full and submitted to the church office for approval by a committee designated by the Trustees of the church. Approval will be based on the purpose, time, location, cost and other considerations deemed appropriate by the church.
3. A deposit of 50% is required before the requested room is reserved and scheduled on the church calendar. Until the deposit is received, room availability will not be assured. Full payment is required on or before the day of use.

4. Your request will be submitted to an executive committee designated by the Trustees for review and reply. Please give us sufficient information about your proposed use for the committee to review and make a decision.
5. The person filing the application will be designated as the "Responsible Person." By applying for use of our facilities that Responsible Person agrees that he or she is responsible for, and will reimburse the church for, any damage to or loss of church property occasioned by their use.
6. The Responsible Person also acknowledges that the group will abide by and honor the following policies:
 - a. The facility may not be used for any activity that is in conflict with our mission or with the Constitution of the Presbyterian Church (USA).
 - b. All activities must require attendance by invitation or ticket, except vespers, concerts and like events open to the public.
 - c. Users of the facility shall comply with applicable fire, safety and Health Department regulations and shall respect the physical elements of the facility as the Lord's house.
 - d. Organizations that desire to use our kitchen must have an orientation by a designated MPC member prior to the organization's planned event. The office maintains a list of volunteers for this orientation, but they are not always available. They do not cook, nor do they clean up.
 - e. Use of the church organ and pianos will only be permitted as authorized by the Director of Music, or his or her designee.
 - f. No smoking is permitted anywhere in the building or on the immediate grounds. Smoking is permitted in the parking lot across from the Allen Street Lobby.
 - g. No alcoholic beverages are permitted on the premises.
 - h. Use of technology and equipment: Only persons who are part of the MPC audio visual system crew may operate the audio and visual equipment. When equipment is requested for a function, a fee for the equipment is applied and an operator will be compensated by the requesting party at the rate established in the fee schedule.
7. If the requested use extends beyond regular business hours (Monday through Friday 8:00 am to 4:30 pm), additional charges will apply per the standard fee schedule.
8. Child Safety Guidelines must be followed. A copy of those guidelines is attached to this package.

MPC BUILDING USE FEE SCHEDULE

Revision Date: January 31, 2015

Room	Admission Charge or Income Producing Event	No Admission Charge or Non- Income Event	Member-Hosted Functions***
Sanctuary	\$500	\$250	\$125
Mayton Hall (4 hours or less)	\$500	\$350	\$175
Mayton Hall and Kitchen* (4 hours or less)	\$600	\$425	\$250
Kitchen* Only	\$120	\$100	\$75
Mayton Hall (full day)	\$600	\$400	\$225
Mayton Hall & Kitchen* (full day)	\$700	\$475	\$300
Assembly Room**	\$400	\$200	\$100
Small Dining Room**	\$40	\$20	\$10
Hallway Outside Mayton Hall**	\$30	\$20	\$10
Nursery Rooms	\$40	\$20	\$10
Parlor**	\$200	\$100	\$50
Choir Room**	\$100	\$50	\$25
Chapel**	\$80	\$40	\$20
Colonial Room**	\$50	\$25	\$15
Cherry Room**	\$50	\$25	\$15
Classrooms**	\$40	\$20	\$10

*Use of our kitchen requires an orientation prior to the event. A \$200 additional deposit will be required and returned following the event if the kitchen is left clean.

**Four hours or less during regular business hours (Monday through Friday 8:00 am to 4:30 pm). Extended times may be considered.

***The term "Member Hosted Function" applies to an activity requested by a church member for a special celebration or commemoration such as: weddings, receptions, and events that are an integral part of the life of the church. It also applies to activities hosted by a member for small gatherings such as book and study clubs. The term does not apply to an event that is created for or sponsored by a non-profit organization that has a church member on its board. Such events must be considered under the categories of admission charge/income producing or no charge/non-income producing.

ROOM ALLOCATION:

After you have submitted your room preference request, MPC will determine if that room is appropriate for your function and may suggest another room.

REHEARSALS:

The fee for a rehearsal held in the Sanctuary, Chapel, Assembly Room or Mayton Hall on other than the performance day is 25% of the regular fee to be paid at the same time as the room reservation fee is paid.

SECURITY, SET-UP, USE AND CLEAN UP FEE:

Normal business hours are 8:00 am to 4:30 pm, Monday through Friday. An additional Security Fee of \$20 per hour will be charged during non-business hours or for weekend activities.

A General Clean-up Fee of \$22.50 per hour (2 hour minimum) will be charged if needed.

A Use and Set-up Fee will be paid to the church as follows:

- Clear and Reset the Chancel without removing the Risers \$90
- Clear and Reset the Chancel including movement of the Risers \$90
plus the direct cost paid to outside contractor for removal and re-installation of the Risers (approximately \$300)
- Move large piano to sanctuary floor –
Direct cost paid to outside contractor for relocation of piano (approximately \$150)
- Set-up 1 to 5 tables and/or equivalent number of chairs (40) \$15
- Set-up 6-10 tables and/or equivalent number of chairs (48-80) \$20
- Set-up 11-20 tables and/or equivalent number of chairs (88-160) \$25
- Set-up 21-30 tables and/or equivalent number of chairs (168-240) \$50
- Set-up over 30 tables and/or equivalent number of chairs \$75
- White tablecloths for 8 foot tables, when needed with room rental \$7ea.
- White tablecloths for 60" round tables, when needed with room rental \$8ea.
- Operators for Sound System and LCD projectors will be paid \$10 per hour

WEDDINGS: SEE SEPARATE SCHEDULES FOR MEMBER AND NON-MEMBER WEDDING COSTS

GUIDELINES FOR DETERMINING AND ALLOCATING USE OF THE FACILITIES

The following are general guidelines that govern the procedure and policy for allocation and use of our facilities:

- Is the group that is applying for use of the facilities and is the requested event representative of MPC practices and beliefs, i.e. inclusive in its membership, fitting within Reformed tradition?
- MPC programs will take precedence over any other use of our facilities.
- All MPC groups must submit room requests to the office, especially for regularly recurring meetings, programs or events, to avoid conflicts.
- All requests will be submitted to a committee designated by the Board of Trustees for review and approval. That committee will typically be comprised of the Senior Pastor, Facilities Manager and Property Chair of the Board of Trustees. The Financial Administrator may substitute for any of the former if they are unavailable.
- Established fees may only be waived or reduced by a vote of that committee or by action of the Board of Trustees of MPC.
- Any proposed event that involves fund-raising, fees, sales of tickets or admission charges must be approved by MPC Session. Events such as vespers and concerts that allow free-will donations will be exempt from requiring Session approval.
- When the committee has approved use of the facilities, the office will notify the person identified as the Responsible Party on the Room Request Form. Only upon receipt of a deposit of 50% of the expected fee, will the room be reserved on the church calendar.
- Church boards, committees, bible studies, book clubs and similar church-related meetings are exempt from fees but nevertheless need to fill out applications to avoid scheduling conflicts.
- Vespers, Voyagers, Fellowship Groups, Thank Offering Dinners, Rummage Sales, PW events, and other programs and activities that are an integral part of the life and fellowship of the church will continue to be exempt from fees.
- Organizations and activities historically sponsored by or associated with the church should continue to be exempt from fees: weekly meetings of AA, Alanon and Scouts.
- Some activities sponsored by other organizations have written leases and pay rent to the church: Presbyterian Parents Cooperative Preschool and Senior Services (Happy Diners).

Building Use Policy, Fee Schedule and Guidelines Approved by Trustees

(date) _____

Suggested criteria for the committee to consider in determining whether a request by a church member should qualify for a reduced rate or free use.

Is the room requested:

- By an MPC member who will be present at the event and participate in the event?
- By an MPC employee for professional development or networking?
- To be used during regular hours?
- To be used for a core church purpose (worship, vespers, education)?
- To be used for an ancillary church purpose (recitals, concerts)?
- To be used for purposes supported by and historically associated with the church (AA, scouts, etc.)?
- To be used in furtherance of other charitable works that complement the values of church (e.g., making quilts, knitted or sewn items for persons recovering from disease or injury)?
- To be used by a recognized charitable entity (established entity or 501(c)(3) corporation)?
- As a substitute for a venue that is commercially available for rental, or available for little or no cost in another facility?

Does the facility or room:

- Require set up, take down or additional cleaning by maintenance staff?
- Interfere with other regular uses or availability of the room or adjacent rooms?

If not a member of MPC, could the requesting party:

- Meet in a room in his or her home church?
- Utilize a conference room in the Grace A. Dow Library? (Free to nonprofit organizations)

Other:

- Would payment of a rental fee impose a hardship on the requesting party?
- Is the particular room needed by the requesting party or would a smaller room suffice?
I.e., the Parlor is a lovely room for a meeting, but a board of 8 to 10 people can comfortably meet in a classroom.

DISCARDS:

Events that have been approved may be cancelled on 30 days notice prior to the event if a church-related activity is scheduled that causes a conflict. Such cancellations will be avoided if at all possible, and the church may suggest alternate dates or room re-assignment. If no accommodation can be reached, the room request will be cancelled, and any deposit paid to the church will be returned to the person or organization requesting the room.