

POLICIES AND PROCEDURES FOR BUILDING USE

NORTH CHEVY CHASE CHRISTIAN CHURCH

8814 Kensington Parkway
Chevy Chase, MD 20815
301-654-3631.

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Introduction

North Chevy Chase Christian Church's (NC4) physical resources are dedicated to accomplish the Church's mission. Use of our building is primarily reserved for official Church functions, however, as a mission-oriented Church, we may make facilities available for use by the community at large, with priority given to non-profit community-based service organizations that best reflect our mission and goals within the NC4 community. (NC4, at its sole discretion, reserves the right to grant permission for the use of its building to any persons or organizations whose policies and practices are consistent with those of the Church.) **Information related to weddings is provided in a separate document on the Church's website.**

A. USER GROUPS

All outside groups using the building must provide proof of insurance coverage to protect the Congregation against liability incurred by their use of the facilities as well as proof of fire and damage insurance. All groups using the building must agree, in writing, to indemnify North Chevy Chase Christian Church, its officers, and staff from any and all liability incurred in conjunction with the group's use of the facility.

To allocate priority use by the Church and approved organizations whose activities and services are deemed closely aligned with NC4's vision, local mission, and community outreach goals, three categories of users are recognized.

Group 1

This group includes any person or persons who are active, attending, and contributing members of the Congregation and who use any part of the Church for activities directly related to the mission of the Church. This includes, for example, use by Music Ministries, Youth Ministry, Bible Study Groups, Congregational Meetings, etc. for worship related activities, meetings, fellowship gatherings, memorial services, educational classes, and workshops. No user fees or deposits will be charged, and normal operating costs are considered an expense of the Church. There will be expenses associated with weddings, funerals, and memorial services as indicated in the fee schedule. Only Church member families may use the Sanctuary for weddings, funerals, and memorial services; exceptions must be approved by the Minister and/or the Administrator/Building Manager.

Group 2

This group includes any non-profit or community-based or mission-related organization sanctioned by the Minister or Official Board. This includes, for example, scouting groups, Village of North Chevy Chase, Kensington Ministerium, and Alcoholics Anonymous. Although no user fees or deposits will be charged for regularly-scheduled weekly/monthly meetings, contributions from Group 2 users are encouraged to assist in defraying operating costs. Group 2 users **will be subject to fees** for space used for special events that fall outside of the approved regular usage.

Group 3

This group includes Church members who wish to use Church facilities for privately-sponsored events as well as any non-profit or community-based organization that is not otherwise included in Group 2. The latter includes, for example, the Suburban Women's Club, and other civic, fraternal, educational, or social organizations.

The examples cited above are for illustration only and are without limitation. **Use of NC4's building is at the sole risk and responsibility of the user organization and responsible parties.** NC4 reserves the right to modify the categories of users or establish new categories of users at any time.

B. FEE SCHEDULE FOR NON-WEDDING EVENTS

NC4 reserves the right to modify the fee schedule, and waive or reduce the fees at any time subject to approval by the Minister or the Administrator/Building Manager. **The privilege of using the Church's facilities may be revoked at any time if groups do not fulfill their responsibilities under the building use agreement. NC4 reserves the right to charge damages against deposits held and to bill for damages in excess of deposits.**

Deposits are refundable; interest is not paid on deposits. Fees and security deposits must be paid to the Church at least two weeks in advance of the event. For groups that use the Church on a weekly or monthly basis, payment terms will be worked out with the Office Manager. Returned checks will incur a \$25 charge.

Sanctuary – ½ Day	\$200
Sanctuary – Full Day	\$300
Harlow Hall – ½ Day	\$125
Harlow Hall – Full Day	\$200
Kitchen *	\$50
Community Room – ½ Day	\$60
Community Room – Full Day	\$90
Chapel – ½ Day	\$50
Chapel – Full Day	\$100
Custodial Fee – Any Space/Use	\$100

***Any Use Beyond Coffee Preparation**

Note: ½ Day = up to 4 Hours; Full Day = 4+ to 8 Hours

C. RESOURCES AVAILABLE TO USERS

Approximately **150 folding chairs** and **ten (10) 8-foot-long tables** are available in storage areas adjacent to Harlow Hall. These chairs and tables may be used for events held in Harlow Hall. If

other tables or chairs, or other equipment are needed, it is the responsibility of the user to rent or otherwise obtain needed items and to clear any such items from Church property in a timely manner. Furniture is not to be moved from one room to another without prior approval. If permission is given, furniture must be returned to the location in which it was found. Any rearrangement of furniture within a room must be restored to its original configuration.

Organizations are responsible for setting up tables and chairs and returning them to their original locations

A smaller number of chairs and tables are available for use in the Community Room.

Parking is available (approximately **90 spaces**) in the parking lot behind the Church and accessible from Kenilworth Driveway. Street parking is limited.

Prospective users should check facilities prior to use to assure that capacity and available furniture are adequate for the intended use.

The Harlow Hall kitchen is equipped with a sink, microwave, and refrigerator. The stove is not available for cooking at this time. The Community Room includes a small galley area with sink and small refrigerator.

The kitchen is not to be used without prior approval. When the kitchen is used, equipment, dishes, and utensils must be left clean, in good working order, and returned to the places where they were found. Users should observe the following guidelines to ensure the kitchen is left clean:

- Clean up all spills.
- Clean microwave, sinks, and countertops.
- Leave no food outside cabinets, refrigerator, or freezer.
- Unplug all coffee urns (also wash and put away!). Turn off all food warmers.

All food brought to the Church must be labeled with the organization or owner's name and date.

All food and other supplies must be removed from refrigerators when the event is completed and all leftover food must be removed from the Church property immediately following the event for which it was brought to the Church. If the kitchen and/or its equipment has to be cleaned, restored, or repaired, the person signing the Application for Building Use shall be responsible for any additional repair, replacement, or cleaning costs.

D. RESERVATION PROCEDURES

Requests for the use of the building must be submitted by an officer or responsible member of the organization through the Church Office. All requests must be submitted on the **Application for Use of Facilities** with all requested information completed. Completed applications and fees should be received at least two weeks in advance of the requested use date. Fees should accompany applications. All requests will be reviewed for approval by the

Administrator/Building Manager and Minister. If the Minister and Administrator/Building Manager would like additional input before making a decision about a particular application, they may consult the Moderator and/or Facilities Team.

Reservations for rooms can be made only insofar as they do not conflict with the regular Church schedule and policies. Rooms normally will be available from 9:00 a.m. to 10:00 p.m.

Keys for the building must be picked up at the Church office between 9:00 a.m. and 4:00 p.m. Tuesday through Thursday, and returned during the same period within five days after the event. A key deposit of \$25 will be required when picking up keys. Duplication of keys is not permitted.

Key deposits will be refunded after keys have been returned and the facilities have been checked for damage and condition.

Organizations using the building on a single or continuing basis must provide the Church with the name, address, and current telephone number of a responsible person and an alternate responsible person. A responsible person must be present at all times during use of the facilities.

In the event the user has a change of plans and does not need the space reserved, the responsible person(s) will notify the Church's Office Manager as soon as possible at 301-654-3631.

The Church reserves the right to pre-empt space on short notice. However, effort will be made to provide other space in the Church.

Continuing users will provide the Church with proof of liability insurance.

E. OTHER TERMS AND CONDITIONS FOR BUILDING USE

As NC4 is a house of worship, proper decorum must be maintained on Church property at all times. Smoking is prohibited within the Church building at all times; smoking materials must be disposed of properly. Butt receptacles are conveniently located outside EXIT doors and should be used instead of discarding butts on lawns. The possession and use of illegal drugs is prohibited anywhere on Church property, including the parking lot, at all times. Except under the terms outlined in the Alcohol Policy included in this document (see **Chapter 8**), the possession and use of alcohol is prohibited anywhere on Church property, including the parking lot, at all times.

All meetings and activities must be concluded by **10:00 p.m.**, and all persons must leave the Church property and parking lot QUIETLY and promptly by **10:30 p.m.** to avoid disturbing the neighbors.

Any youth organizations using the Church facilities must have adult supervision at all times, with a maximum ratio of ten youth or children to one supervising adult. Supervising adults are

responsible for maintaining control of and assuring appropriate behavior by youth and children, and for confining them to the specific area(s) assigned to their organization.

No food or beverages are permitted in the Sanctuary.

Recurrent worshipping Congregations and building users may host fund-raisers as long as the purpose is appropriately aligned with the mission and intent of the organization.

Audio/video equipment is not available. Organizations should bring their own audio/video equipment.

No property belonging to non-Church groups may be stored in the Church building (certain exceptions apply). Users must bring their own refreshments/supplies each time they meet, and must remove them when they leave.

Organizations are asked to clean up and straighten up the area that they have used when finished. Before leaving:

- Close and latch all windows.
- Leave area and floors clean of debris, trash and spills - deposit trash in the outside trash receptacles.
- Restore all furniture (tables, chairs, etc.) to its original location.
- Turn off all faucets, lights, and electrical appliances, including in the bathrooms and halls.
- Turn off heat or air conditioning and/or restore thermostats to the prescribed setting.
- **CLOSE / LOCK ALL OUTSIDE DOORS – INCLUDING THE OUTSIDE ELEVATOR DOOR. (Note: This is an especially important rule. If you are last to leave the Church, you must be sure that ALL EXIT doors are locked!)**
- Elevator Call keys must be removed from Level 1 (Harlow Hall level) and Level 2 (Parking lot level) key switches and returned to their storage place in the fuse box by Room 101.

The area should be left in the same or better condition than that in which it was found.

Use of any space other than that authorized on the application is not permitted.

Decorations, posters, pictures, etc., may be taped to the walls or woodwork only with prior approval. No nails, tacks, or screws are to be used. Any chalkboards used should be cleaned. Any writings, posters, or signs that were on the tack boards or walls prior to use should not be disturbed.

Any damage incurred during the use of the Church facilities must be reported to the Church Office no later than the next business day. All damages must be paid promptly by the organization and/or responsible person(s). The Church will not be responsible for any items left on the premises, or for disability or personal losses incurred during the use of its facilities. The Church reserves the right to revoke permission for use of its facilities at any time for any reason, including a violation of these policies and procedures.