

Sunnyside CRC
Church Facility Use Policy & Forms for Members
Effective May 14, 2020

Purpose:

Sunnyside CRC's facilities were provided through God's benevolence and by the sacrificial generosity of the church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teaching, which are summarized in the infallible Holy Bible, the Apostles Creed, the Belgic Confession, the Heidelberg Catechism, our Statement of Faith and our Statement on Marriage. Nor may the church facilities be used for activities that contradict or are deemed inconsistent with the church's faith or moral teachings. The President of Council is the final decision-maker concerning use of church facilities.

This restricted use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice, (2 Cor. 6:14; 1 Thess. 5:22).

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using the facilities.

Therefore, in no event shall persons or groups who hold, advance, advocate beliefs, or engage in practices that contradict the church's faith be permitted to use church facilities. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all its property as set apart to worship God.

1. **Approval for Building Use Requests:**

All requests for building use must be made four weeks in advance of special event. Requests are to be directed to the church office. A building use application will be sent to all persons requesting the use of the church for a private or family event (non-church).

The President of Council must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of Sunnyside CRC. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

- a) Groups or persons requesting facility use must affirm that their beliefs, practices, and planned uses of the facilities are consistent with Sunnyside CRC's beliefs and practice. Non-member weddings must also align with the stated beliefs, creeds, confessions and practices of Sunnyside CRC and the CRC denomination.
- b) The group or person seeking facility use must submit a signed "Sunnyside CRC - Request for Use of Church Facilities" form.
- c) The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by the church staff.

2. **Calendar:**

All special events are to be recorded on the official church calendar in the church office. Church organizations should check the calendar before planning an event to ensure that it does not conflict with a pre-existing event.

3. **Facility Use Guidelines:**

- a) There is a \$200 damage deposit for any building reservation.
- b) Alcohol Policy: No alcohol may be served in church facilities or on church grounds.
- c) Smoking Policy: Smoking is prohibited inside church facilities.
- d) The nursery can only be used in compliance with our church's Safe Church guidelines.
- e) Raffles are prohibited.
- f) Abusive or foul language, violent behavior and drugs are strictly prohibited on church premises.
- g) Serving nuts or nut-containing foods should be avoided. We are an Allergy Aware church.
- h) Facilities are not available for any profit making functions.
- i) Additional guidelines for weddings:
 - i. No hair or make-up sessions are allowed in the facility.
 - ii. Flower deliveries are not to be made earlier than 2 hours prior to the start of the wedding unless approved in advance by the custodian.
- j) Groups are restricted to only those areas of the facility that the group has reserved, including associated hallways and bathrooms. The rest of the facility is off limits.
- k) Church equipment, such as tables and chairs, must be returned to original placement, unless prior arrangements have been made.
- l) No confetti, glitter or rice of any type may be used inside or outside of the facilities.
- m) Tape, nails, tacks or other sticky adhesives are not allowed (additionally, they are not to be used to hang items on the walls, doors, furniture or pews).
- n) All lights must be turned off and doors locked upon departure unless prior arrangements have been made.
- o) Groups and persons using the facilities, are expected to provide their own food, coffee and supplies (plates, silverware, cups, napkins, etc.). All food is required to be brought in fully prepared. No ovens or stove tops

may be used. All food must be removed immediately following the event, including items in the refrigerator or freezer.

- p) No church supplies can be used without prior permission.
- q) No equipment may be brought in or taken out of the church without the custodian's approval.
- r) No tents or other outside structures are permitted without prior approval.
- s) Groups and persons using the facilities assume responsibility for any damage caused during the rental period.

Important: Any individual or group violating any of the above Guidelines will be asked to stop. If they fail to stop the activity, the event will be declared cancelled and the individual / group will be asked to leave the premises.

4. **Rental fees:**

Fees are set by the Board of Trustees (see attached fees pages).

5. **Clean up:**

Person/group using the building for a special event is responsible for reasonable clean up after the event unless special arrangements have been made with the Custodian. Any food in the kitchen area or other areas of the building is to be

cleaned up immediately following event. Garbage cans are to be emptied into the dumpster outside.

Expectations for the use of the Multi-Purpose Room and Gathering Area are as follows:

- a) All tables and chairs that were used for the event are to be put away, or returned to where they were found
- b) All garbage cans are to be emptied and brought out to the dumpster and cans relined with new bags. Bags will be supplied by church.
- c) All decorations are to be removed after event.
- d) All tables and counter tops need to be wiped off and dishes washed and put away.
- e) NO leftover food is to be stored in the refrigerator without prior permission.
- f) The party using the facility is to confine themselves to the specified areas (plus bathrooms).
- g) It is expected that the party reserving the church areas will return those areas to their previous condition.
- h) The party using the facility is responsible for any damages done to the building during the usage.
- i) Return all equipment and furniture to the proper location.
- j) Pick up all papers, booklets, programs, wrappers, containers and place in garbage containers.
- k) Empty all garbage containers into the dumpster and reline garbage cans with clean liners.
- l) Dry mop all vinyl floors (DO NOT dry mop wet spills) there are rags or paper towels to clean up spills before dry mopping and vacuum all carpeted floors. Return all cleaning equipment to its proper location.
- m) Pick up paper on bathroom floors, empty garbage cans and reline the cans.
- n) Wipe sink counters dry.
- o) Make sure all toilets are flushed.
- p) Make sure all the lights are off and each room is locked.
- q) Make sure all EXIT doors are closed and secured.

6. Saturday Rentals:

We do allow Saturday morning building rentals provided the church is vacated by **6:00 p.m.** (see "Departure" guidelines below); however, **we do NOT allow Saturday evening building rentals.**

7. Departure:

Just as you would double-check to make sure all the lights are turned off, windows closed, and all the doors in your home are locked and secure when you leave, we ask that you exercise the same courtesy for the church building.

- a) For daytime Saturday events such as baby or wedding showers, anniversary celebrations, etc., the Church shall be vacated no later than **6:00 p.m.**
- b) The exception would be for Saturday weddings, which will need to be vacated from our church by **6:00 p.m.** For Saturday weddings, an additional charge of \$25 per hour for any hour after **6:00 p.m.** must be paid to the Custodian.

8. Church Rules:

All social gatherings should be conducted in such a way that nothing unworthy of the church or Christian practice should take place during the planned program.

- a) No alcoholic beverages are permitted, and no smoking will be allowed at any time in the church building.
- b) The church copy machine is for approved church use and church-related activities only.
- c) Items from one area of the building shall ordinarily not be moved to another area without the appropriate approval.
- d) All church property (chairs, tables, coffeepots, etc.) should remain at church unless permission is given from the Church Office and the appropriate form is filled out.

9. Stage and Sound Policy:

When using the building for any planned program at any time and wanting to use the sanctuary stage or sound equipment, there are certain protocols that are in place.

- a) Do not disturb or move anything on the stage. Once Director of Worship has been notified of intent, he may move something if necessary, but drum set, piano, and wiring are not to be touched.
- b) Music stands and microphone stands need to be requested and will be provided by Director of Worship.
- c) If adding anything to stage, please obtain approval through Director of Worship.
- d) If intending to use our sound equipment, Director of Worship needs to be notified four weeks in advance.
- e) Any media files (i.e. MP3, audio, CD, video, PP, pictures, etc.) need to be in the Director's hands two weeks prior to event. To ensure quality event, these need to be downloaded and tested ahead of time.
- f) At this time, please supply your own videographer if needed.
- g) Only trained and Sunnyside CRC authorized personnel can operate sound system.

Sunnyside CRC **Member** Building Use Rental Application

Applicant Information

Names(s):

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell:

Email:

Event Information

Event Type:

Day of Week and Date:

Event Start Time:

Event End Time:

Arrival Time for Set Up:

Departure Time after Clean Up:
(No later than 6:00 p.m. on Saturdays)

Rooms Requested (circle): Gathering Area Sanctuary Chapel Multipurpose Room Kitchen Nursery Classroom(s) _____

Number Expected:

Special Needs:

Additional Notes:

NO paper products, tablecloths, kitchen towels provided, tables and chairs not set up, clean up expected to leave church as found

Fees

Event Building Rental Charge: *(Payment must be submitted prior to event to hold date!)* \$

Check #

(Check payable to Sunnyside CRC)

Date Received:

Deposit: \$ 200.00

AMOUNT: \$

Signatures

- 1. I understand and agree to adhere to the Building Use Guidelines as noted on attached copy.***
- 2. I also understand that my reservation is not secured until payment is received.***

Signature of Applicant:

Date:

Office Manager's Initials:

Custodian's Initials:

Pastor's Approval Signature:

Date Approved:

Sunnyside CRC **Member Wedding** Building Use Rental Application

Applicant Information

BRIDE:

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell:

Email:

GROOM:

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell:

Email:

Wedding Information

Date:

Day of Week:

Start Time:

End Time:

Arrival Time:

Departure Time:

(No later than 6:00 p.m. on Saturdays or add \$25/hour)

Rooms Requested (circle): Gathering Area Sanctuary Chapel Multipurpose Room Kitchen Nursery Classroom(s) _____

Officiating:

Sound Technician:

Accompanist:

Special Music:

Special Readings or Instruments:

Microphones(Wireless, Hand free)/CD/DVD/MP4/PP/Videotaping:

Number Expected:

Wedding Coordinator Name and Phone:

Sanctuary Decorating

Date:

Day of Week:

Start Time:

End Time:

Floral Delivery Schedule:

Special Needs:

Additional Notes:

NO CENTER AISLE, NO nails, tacks, candles, rice, or bird seed
(over)

Rehearsal Information

Date:

Day of Week:

Start Time:

End Time:

Floral Delivery Schedule:

Special Needs:

Rehearsal Dinner Information

Date:

Day of Week:

Start Time:	End Time:
Rehearsal Dinner at Church:	If So, Number Expected:
Additional Notes:	NO paper products, tablecloths, kitchen towels provided, tables and chairs not set up, clean up expected to leave church as found
Reception Information	
Start Time:	End Time:
Room Requested:	Number Expected:
Special Needs:	Additional Notes:
Fees	
Wedding with Reception Dinner: \$400 (covers fees for Custodian and Audio Tech for both*) \$	
Wedding with Rehearsal Dinner: \$350 (covers fees for Custodian and Audio Tech for both*) \$	
Wedding with Rehearsal Only: \$300 (covers fees for Custodian and Audio Tech for both*) \$	
Check # (Check payable to Sunnyside CRC)	Date Received:
	Deposit: \$ 200.00
	AMOUNT: \$
Signatures	
<p>1. I understand and agree to adhere to the Building Use Guidelines as noted on attached copy.</p> <p>2. I also understand that my reservation is not secured until payment is received.</p>	
Signature of Bride:	Date:
Signature of Groom:	Date:
Office Manager's Initials:	Custodian's Initials:
Pastor's Approval Signature:	Date Approved:

*** Honorarium Guidelines (separate suggested fees):**

A minimum honorarium of \$150.00 for officiating pastor is recommended and \$100.00 for a secured musician and should be paid directly to them by check.

MEMBER – Check should be made out to Sunnyside Christian Reformed Church with “Building Use” in memo line. ***Payment plus \$200 damage deposit must be submitted to hold reservation!**

Building Use Fees

Sunday Baptism/Prof of Faith Celebrations				
Gathering Area	0	Custodian		
Multipurpose Room	0	Custodian		
Kitchen	0			
Sunday Shower Rentals				
Gathering Area	75	Custodian		
Multipurpose Room	50	Custodian		
Kitchen	0			
Weekday Rentals				
Sanctuary & Gathering Area	200	Custodian 100	Audio Tech 100	
Kitchen	0			
Sanctuary or Chapel	150	Custodian 50	Audio Tech 100	
Gathering Area	100	Custodian 100		
Multipurpose Room	50	Custodian 50		
Class Room (each)	25	Custodian 25		
Funerals				
Funeral & Luncheon	150	Custodian 100	Audio Tech 50	Video Tech
Funeral Only	100	Custodian 50	Audio Tech 50	Video Tech
Weddings				
Wedding w/Reception	400	Custodian 200	Audio Tech 100	Video Tech 100
Wedding*	350	Custodian 200	Audio Tech 100	Video Tech 50
Sanctuary & Gathering Area	200	Custodian 100	Audio Tech 50	Video Tech 50
Sanctuary or Chapel	150	Custodian 50	Audio Tech 50	Video Tech 50
Gathering Area	75	Custodian 75		
Multipurpose Room	50	Custodian 50		
Kitchen	0	Custodian 0		

*All honorariums to minister and musician should be made by check paid directly to them. (Per attached honoraria sheet)

CONFERENCE FEES – Check should be made out to Sunnyside Christian Reformed Church with “Building Use” in memo line.

Building Use Fees

***Payment plus \$200 damage deposit must be submitted to hold reservation!**

Daily Fees

Conference	520	Supervisor 120	Custodian 80	Audio Tech 120	Church 200
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NOTES:

- A Supervisor is required for conferences.
- There is an additional \$20 an hour fee for table & chair set up and take down.
- Audio Tech may be hired for \$20 an hour with a four-hour minimum.

Sound Guidelines for Weddings and Funerals

The following are the responsibilities of the sound technician:

Rehearsal:

- Arrive at least 15 minutes prior to the scheduled rehearsal time to do the following:
 - Review any special needs with the pastor and wedding party (e.g. microphone for introductions, for solos, musicians, extra speakers, or any projection needs, etc.)
 - Set up and sound check all microphones
 - Set up any other audiovisual needs as necessary
- Operate the sound board and monitor sound levels during the rehearsal. This includes:
 - Making sure the pastors mic is on when speaking to everyone, but off when having sidebar conversations with the musician(s) or individual members of the wedding party
 - Making sure that the proper sound mix is achieved for any other speakers, musicians and/or vocalists
- Review any projection needs with the pastor and/or wedding party in preparation for the wedding
- After the rehearsal power off the sound system and any audiovisual equipment, put the microphones and any other sound equipment away, and place batteries in the charger, etc.

Wedding:

- Arrive 30 minutes prior to the wedding to make sure the sound system is on and functioning properly and that the proper microphones are in place and functioning properly (if there is a soloist and/or musicians who need to rehearse prior to the service, *arrangements should be made to be there early enough to accommodate them*)
- Set up any audiovisual needs prior to the guests being seated
- Operate the sound board and monitor all sound levels during the wedding
- Operate the projection equipment. This may include:
 - Slideshows or videos to be shown prior to or during the service
 - Slideshows or videos to be shown in the foyer prior to and following the service
- After the service power off the sound system and any audiovisual equipment, put the microphones and any other sound equipment away, and place batteries in the charger, etc.

Additionally:

- The same person should operate the sound at both the rehearsal and the wedding
- Only trained and Sunnyside CRC authorized personnel are allowed to operate sound system

Wedding Honoraria

The pastors of Sunnyside Christian Reformed Church believe that weddings are a part of their pastoral call to ministry. They count it a great privilege and a great responsibility to both participate in the joy and celebration of a couple's marriage and to help with the planning of the wedding.

And while our pastors do not charge a "fee" for performing a wedding ceremony, they also acknowledge the desire of some couples to provide the pastor with an honorarium. **As many couples are uncertain about an appropriate amount and often contact the church office to ask what is customary, the following ranges are suggested as general guidelines for those wishing to provide an honorarium.**

Officiating Pastor: \$150-250 – depending on the extent to which the officiating pastor is involved in the planning, preparation, and leading of the wedding

In rare instances, more than one pastor is involved in a wedding; in that case the following applies:

Additional Pastor(s): \$75-100 – depending on the extent to which the additional pastor(s) is/are involved in the planning, preparation, and leading of the wedding

PLEASE NOTE: It is the couple's discretion as to whether or not they choose to provide an honorarium to the participating pastor(s). It is also at the couple's discretion, should they choose to provide an honorarium, to follow the guideline suggested above or to determine other amounts they deem appropriate.

If a couple chooses to provide an honorarium to the participating pastor(s), the amount chosen should be made payable directly to the pastor(s).

The following honoraria apply to the pianist or organist playing at the wedding.

Pianist or organist: \$100
Soloist(s): \$35-50

If a couple chooses to provide an honorarium to the participating pianist or organist, the amount chosen should be made payable directly to them.