

Immanuel Presbyterian Church Facilities Use Policy

The members of Immanuel Presbyterian Church have constructed our beautiful facilities for the worship of God and to spread the message of Jesus Christ. For appropriate use, we open our facilities to the Tucson community in good faith for positive religious and secular use.

I. Sanctuary

The sanctuary is dedicated for the glory and worship of God. Weddings, funerals, music concerts, recitals, other meeting or uses are welcomed, but must be approved in advance by Session at a regularly scheduled meeting.

- A. Reservations must be made as early as possible to ensure a place on the calendar; preference will be given to church activities.
- B. Use of audio visual equipment must be arranged and approved by the pastor or designee.
- C. Musical instruments and equipment are for the sole use of the church and any use must be coordinated by and approved through the music director in advance. (fees may apply)
- D. Free will offerings, fees, admissions, collections, or merchandise sales must be approved in advance by Session and/or Pastors.
- E. Fees include use of all campus restrooms.
- F. Building occupancy is 380 persons and must not be exceeded.
- G. Rooms, chairs & tables are to be left as found, trash bags placed into the outside receptacle at the base of the ramp or directly into the dumpster. Turn off lights, HVAC and lock the doors when you leave.

Fees

1. A minimum opening fee of \$125.00 plus \$95.00 per hour
2. A cleaning deposit of \$300.00 will be made by separate check.
3. Failure to turn off the HVAC and lights or to lock the doors will result in the forfeit of all or part of room deposit.

There are no facility fees for active members for weddings, funerals, or memorial services.

II. Library

The use of the library is encouraged and for use by groups of less than 8 people between the hours of 8am and 5pm. Special arrangements can be made for after hours with prior notice. Check with staff for availability and access. Turn off lights, HVAC and lock the doors when you leave.

III. Towner Hall

Towner Hall rooms 4 through 7 are the main meeting rooms available to the members of the church and general public for rental. The Towner Hall kitchen is also available for rental.

- A. All Rentals include room opening, set up and take down service and also include the use of rest room facilities in Towner Hall.
- B. Rooms are to be left as found, all tables and counters wiped down; dishes cleaned and put away, trash placed into the outside receptacle at the base of the ramp or directly into the dumpster.
- C. Turn off lights, HVAC and lock the doors when you leave.

Fees

- 1. Rooms 4–7- \$35.00 initial set up, per room- plus \$20.00 per hour/ per room.
- 2. Kitchen – \$35.00 per use/day added to the room charge
- 3. A cleaning and utility deposit of \$200.00 will be made by separate check.
- 4. Failure to turn off the HVAC and lights or to lock the doors will result in the forfeit of all or part of room deposit.

Room 1 (Nursery) and Room 3 and Playground

Any use of Rooms 1 and 3 and the Playground must be approved and coordinated individually with the Christian Education Coordinator. Allow a minimum of 3 weeks for scheduling and arranging for certified staffing. (Fees may apply)

IV. Witherspoon Hall

Witherspoon hall is available to *current active church members* in good standing for meetings and events such as receptions and family celebrations. There is no room fee per se, but we must charge a nominal custodial fee to cover the cost for HVAC, lighting, opening, set up and takedown by staff. (Deacon Services are coordinated separately)

- A. There is no fee for, approved, regularly scheduled worship, education, study group, youth group, circles, meetings, etc.
- B. Use by non-church groups or individuals must be approved in advance by Session at a regularly scheduled meeting. Room fees for non-church groups or individuals will be charged at the same rates as Towner Hall (see Towner Hall fees above).
- C. Rooms are to be left as found, all tables and counters wiped down; dishes cleaned and put away, trash placed into the outside receptacle at the base of the ramp or directly into the dumpster.
- D. Turn off lights, HVAC and lock the doors when you leave.

Fees for church members

- 1. Rooms 9-13 -\$25.00 initial set up, per room- plus \$10.00 per hour/ per room.
- 2. Kitchen \$25.00 per use/day added to the room charge
- 3. A cleaning and utility deposit of \$200.00 will be made by separate check.
- 4. Failure to turn off the HVAC and lights or to lock the doors will result in the forfeit of all or part of room deposit.

V. Outdoor Events

Occasionally we are asked to hold outdoor events, concerts, gatherings in our courtyard and campus. When approved we will provide restrooms facilities, water, and electricity for these events. Please contact staff to discuss the event and the cost will be determined on a case-by-case basis.

VI. Process for request and approval of Immanuel room use

- A. A room usage form must be submitted and approved in advance. The form should be submitted as soon as possible for any calendared meeting to ensure enough time for approval and coverage. Ninety (90) days prior to the event is suggested.
- B. The room usage request form may be obtained from the church administrator. The form may be requested in person, by phone or by email.
- C. All payments and deposits must be paid 2 weeks prior to the event.
- D. Decisions about the appropriate use of the Immanuel facilities are made by the Session, Pastors or their designated alternates. Any waiver or adjustment for these fees must be approved in advance by the Session and/or pastors.
- E. Additional fees may apply depending on the use and set up requirements.
- F. Release of deposit money is at the sole discretion of the staff and Session. Determination of release will occur within 5 days of conclusion of the event.

VII. Additional information

- A. Any sales, promotions, petitions, or other commercial interests or activity must be approved, in advance, by Session and/ or pastors at a regularly scheduled meeting.
- B. Occasional sales of materials for charitable or school activities by church members or their children may take place on the grounds, but not in the Sanctuary or near the sanctuary.
Examples: GS cookies, candy sales, wrapping paper, school contests etc.
- C. Immanuel Presbyterian church is a drug, alcohol, and tobacco free campus.
- D. Proper decorum and mutual respect for others is expected at all times while on Immanuel's campus. Abusive or inappropriate language or actions are never appropriate.
- E. Failure to turn off the HVAC and lights or to lock the doors will result in the forfeit of all or part of room deposit.

Approved by Session on December 8, 2009