510 South 27th Avenue Brighton, Colorado 80601 303.659.2192 www.brightonfpc.org

**Building Usage Policy**

Approved by the Session on August 20, 2023

Authority for granting approval has been delegated to the Session. Any exception to this policy must be written and submitted for approval by Session. All long-term rental agreements must be renewed each year.

This agreement is entered into between First Presbyterian Church of Brighton ("Church") and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_("User").

Any group that uses the church buildings and grounds must demonstrate values that are consistent with the church’s values. If available, please provide your vision, mission, and value statements for your group.

The church buildings and grounds are the congregation’s worship space. User shall respect these spaces.

Group Priority Schedule for Building Usage

Group I Church Sponsored Organizations, Church Members

Group II Ecumenical Organizations, Non-Profit Community Activities, Youth Service Organizations

Group III Non-Member Private Activities

Group IV For-Profit Activities

Group I users include church members and people who have regularly attended the church for more than two years. The privileges of Group I users apply to the church member or regular attendee, their parents, and their children.

Group II users will provide a service to the church (please see the attached list of service options and indicate your choice on your application.) Groups can also participate in Workship, Clean-up Day, and regular maintenance of building or grounds. Any specialized service (i.e., plumbing or electrical must be completed by licensed service with a valid insurance certificate must be on file). A financial donation is acceptable if unable to complete the needed service – see fee schedule for suggested donation amounts.

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Facility usage may be granted based on several factors including the history of past usage.

**General Regulations for Use of Facilities**

1. Requests for facilities usage must be received by the church office at least ten working days prior to the desired date of use, with the exception of funeral/memorial services. Application forms will be provided by the church office. The facility will not be used without completion of the application process and approval by Session

2. Activities and services of the church shall have priority for scheduling and space in or on the church property, including the portions thereof granted by this agreement and all parking associated with the use of the church property. Church will notify User as far in advance as reasonably possible of any church event or activity that will require the use of any or all authorized portions of the church property by the Church at times user would otherwise be permitted to use such property. In the event of a funeral or other short notice event, Church may require the exclusive use of any or all of the church property for such purpose.

3. In the event of a material breach of any of the provisions of this agreement by the User, the Church may terminate this agreement immediately, upon written notice of its termination to the User.

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4. User acknowledges that it has inspected the requested spaces at the beginning of the event to determine if they are in good order and repair. User shall not cause or permit any harm or damage to the church property during its periods of use, nor shall it modify, make physical improvements to, or place any fixtures on or in the church property. The user shall notify the church staff in a timely manner if problems with the building or grounds are discovered.

5. User is responsible for cleaning the church property after each use, which may include but not be limited to sweeping and/or vacuuming the floors in each room and hallways used; wiping down tables, chairs, and counters as necessary; cleaning restrooms; and arranging furniture as it was configured upon the commencement of the use. All garbage must be taken to the dumpster each day or after each event. A list of tasks to be completed at the end of each use of the building is provided for your reference. The cost of any cleaning required by the Church due to the failure of the User to meet this provision will be charged to the damage deposit and additional fees billed to user and shall be paid within 30 days. Failure to comply with cleaning requirements may result in contract termination.

6. User shall notify the church office of any damage caused by or resulting from its use and all costs associated with the damage will be taken from the damage deposit with any balance to be billed and paid within 30 days.

7.Access to the building will be obtained through the keyless entry on the gym door. An agreement must be signed by each individual receiving a code and codes CANNOT be shared.

No deposit for key code but user will be required to pay a $100 key deposit for each key issued for internal building use. The issued keys must be returned before the key deposit is returned. Keys are not to be duplicated by the User. If additional keys are necessary, they can be requested and obtained from the Office Administrator. The deposit will be refunded when all keys are returned. Refunds will be issued within 2 weeks of final building use.

8. User will pay a damage deposit when the reservation is made. Group I users are exempt from damage and kitchen deposits. . Please indicate the estimated number of attendees for your event on the application. This deposit is required for all types of groups and individuals who use the building. The deposit will be refunded less any expenses incurred during use. Damage deposit due each year with renewal contract. Previous year’s deposit can be rolled over to next year for repeat, long-term users. Deposit will be returned after inspection of facilities for damage and cleaning. Items found needing cleaning/repair will be communicated to user for them to correct within a few days of event. In the case of non-communication regarding repair/cleaning, the amount required to pay for the damage/cleaning will be taken out of the damage deposit prior to the check being issued. Deposits will be mailed within two weeks of the last event of user

9. All Sunday meetings and activities cannot be scheduled sooner than ½ hour following the end of services.

10. No alcohol, marijuana, illicit drugs, birdseed, rice, red punch, sidewalk chalk, or scotch tape on painted walls is permitted on church grounds, in or outside of the church building. Smoking is permitted outside of the church building. All butts must be picked up and disposed of at the end of the event.

11. No unattended minors are allowed in the building at any time.

12. User will assume direct responsibility and supervision for any facility usage and will be present at all times to serve as the liaison to the church.

13. User can request use of sound system, projector, or other audio equipment. Only a Church approved person will be allowed to operate the equipment. See the Building Usage Fee Building Schedule below.(a separate check made out to church approved individual(s) is required at the time of the event)

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14. Building usage fees and deposits are due when the reservation is made. In the event of cancellation, 100% of the fees will be refunded up to 48 hours prior to the event, and 50% of the fees will be refunded within 48 hours of the event. The entire damage deposit will be refunded if the event is canceled. (Refund checks will be issued within two weeks of cancelation)

15. All Group II and IV organizations are required to present a valid form of insurance. Refer to the insurance requirements. Facility use will be denied if the User has not provided a valid certificate to the Pastor/Head of Staff or designee at least two business days prior to requested building use.

16. Church assumes no responsibility for injury to any individual or member of a group using the church facility nor does Church assume liability for lost or stolen items belonging to an individual or group or its members using the church facility. Any individual, group or member of a group using the church facility will indemnify and hold Church harmless of any liability in the event of any such injury or theft.

17. The facility use contract is limited to the specific room or areas, during the days and contract hours specified in the contract. The user must ensure that the remainder of the building is not entered and that the group leaves on time. No access to the building outside of contracted times and dates. If additional access is needed, approval by the office is required for short-time access or session approval for additional times or dates outside of contracted times. (i.e.: need to set up prior to event, extended time either before or after approved times, or one-time room use for additional rehearsal, etc.). The contract is limited to the described activity and any change to the described activity must be approved by the Session. A new application is required for all days/times not in the original contract to be submitted 1 month prior to desired dates.

18. All use of the church’s musical instruments must be requested along with the application for review. (This includes the piano) Only church approved individuals are permitted to play the organ.

19. If User brings children into the building or on the church grounds and plans to use the building or grounds more than once, User will be required to provide a copy of User’s adopted policy to protect children or be subject to the Church’s Safe Sanctuary Policy.

**Kitchen Use**

1. The kitchen is equipped with 3 range tops/ovens, commercial refrigerator, freezer, commercial sinks, commercial dishwasher and commercial coffee maker.

2. All meal service is the responsibility of the User, including all food, beverages, coffee, condiments, and table service (plates, cups, silverware, etc.). Users can use the Church’s plates, cups, and silverware. They must be washed and put away at the completion of the event.

3. The kitchen use fee is $35.00 per use (plus hourly rate). Group I users are exempt from this fee.

4. The kitchen and equipment must be cleaned and left in the same condition as when User entered the kitchen. Users shall turn off all water, stove burners, and lights when finished, close and lock the doors and window when leaving the kitchen.

5. Doors are to remain closed at all times when the kitchen is not in use.

6. The window enclosure must be kept closed and locked except when being used. The lock is on the inside at the base of the window. The closure rod is stored on the kitchen door on the west (left hand) side of the window.

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7. Food/beverages may be brought in the day of the event and stored in the refrigerator and/or freezer during the preparation and serving of the event. Users must remove any leftover food at the completion of the event. Any food left by an outside group will be disposed of by the Church without notice to User. 50% of the kitchen use damage deposit will not be refunded if food and/or trash are left to be disposed of by the church.

8. User shall take all trash to the dumpster at the completion of the event. Users shall place new trash bags in the trash cans for the next group to use. Failure to remove garbage will result in a forfeiture of damage deposit.

Building Use Application

User Information

Group Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mission/purpose of group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative Name and cell phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Representative’s Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group website (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Type \_\_\_\_\_ Insurance Certificate required?\_\_\_\_\_

Service (see list of services needed and indicate your group’s choice.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rooms (see map for room designations)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days and Times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ongoing\_\_\_\_\_\_\_\_\_\_ One time use\_\_\_\_\_\_\_\_

Purpose of meeting (can include a “cover letter” describing the group and their purpose for the building use\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of expected guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your event involve children?\_\_\_\_\_\_\_\_\_\_\_\_\_ If so, please provide your Sexual Misconduct and Abuse Policy

Keys : Master Office classroom

I have read and understand this Building Use Policy and agree to the terms and requirements within.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Representative Date

Feel free to include a cover letter with additional items to be used for consideration.

Please include a copy of your liability insurance.

We reserve the right to reject or deny a request for any reason.

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| App approved by session (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fee Schedule** |
|  |
| **Room** | **Group I** | **Group II**  | **Group III** | **Group IV** |
| Classrooms (12) 1, 2 | NC | NC(if service provided) | $25/hr | $35/hr |
| Music Room | NC | NC(if service provided) | $25/hr | $35/hr |
| Founders Room | NC | NC(if service provided) | $25/hr | $35/hr |
| Small Dining Room (50 Meal / 65 Meeting) 1, 2 | NC | NC(if service provided) | $35/hr | $45/hr |
| Fellowship Hall (250 Meal / 350 Meeting) 1, 2 | NC | NC(if service provided) | $55/hr | $65/hr |
| Kitchen 3 | NC | NC(if service provided) | $30/hr | $40/hr |
| Linen Fee | NC | $40 | $40 | $40 |
| Deacon cookie reception (funerals only) | NC | $50 | $50 | $50 |
| Deacons assist with reception (funerals only) | NC | $100 | $100 | $100 |
| Sanctuary (250) 4, 5 | NC | NC(if service provided) | $200/hr | $250/hr |
| Bulletin fee | NC | Market Rate | Market Rate | Market Rate |
| Audio Video Technician 6 | $50  | $50/hr per person | $50/hr per person | $50/hr per person |
| Pastor Honorarium | Optional | $100-300 | $100-300 | $100-300 |
| Musician/accompanist | $200 per person | $200-400 per person | $200-400 per person | $200-400 per person |
| **Notes.** |
| 1. Hourly rates include the use of tables and chairs. |
| 2. Capacity is noted in parenthesis |
| 3. The $35 kitchen use fee is in addition to the hourly rate for the kitchen. |
| 4. For funerals, the use of the Founders Room is included in the rental cost for the sanctuary. |
| 5. For weddings, the use of the Founders Room and Music Room are included in the rental cost for the sanctuary. |
| 6. When the sound systems or projector are required, a trained church technician is required to operate the equipment and controls.  |
| 7. Pastor honorarium: Weddings: $300 to officiate/$100 if assisting; Funerals $200 to officiate/$100 if assisting(Honorariums for outside ministers should be worked out with them directly)8. AV technician and Musician fees are to be paid directly to the individual(s). Hourly rate must include all rehearsals, set up, and event time. (2-3 hour minimum) |
| **Damage Deposit** |
| **Number of People** | **Fee 1** | Group I users are exempt from damage and kitchen deposits. |
| 1 – 100 People | $250 |
| 101 – 200 People | $400 |
| 201 – 300 People | $500 |
| Kitchen 2 | $150 |
| **Notes.** |
| 1. The fee is the cost per event. |
| 2. The damage deposit for the kitchen is in addition to the damage deposit for the balance of the facility. |
| **Key Deposit** |
| $100/key | Group I users are exempt from the key deposit. |