

THE CHURCH AT CLARENDON
FACILITY USE GUIDELINES
1210 N HIGHLAND ST., SUITE A
ARLINGTON VA 22201

PHONE: 703-525-6116

EMAIL: DEBORAH@1BC.ORG

The Church at Clarendon is blessed to have you or your organization share our building with us. The guidelines below will assist in making sure we are all good stewards of the property.

The guidelines for facility use, as set forth in this policy, have been prepared in consultation with the church staff and approved by the Church Administration Team (CAT) of the Church at Clarendon.

The primary use of the building will be to carry out Christian ministries as people are invited to engage in worship, evangelism, education, and stewardship. Therefore, worship and the activities of the Church at Clarendon will have priority for scheduling of facilities. The church will continue to provide non-priority meeting space, as scheduled on weekdays, evenings, or Saturdays, to non-profit organizations subject to the coordination of activities and uses of the site, including educational uses and the availability of staff and/or lay leadership to conduct oversight.

AUTHORIZATION FOR FACILITY USE

1. All organizations or individuals (members and non-members of the church) must submit a request for use of any part of the facility to the church office (see *Facility Use Application*).
2. Non-members must obtain a sponsor prior to submitting a request. **Sponsors must be current members of The Church at Clarendon present during all activities.** The CAT or its designees will review this request.
3. No organizations or activities will be authorized to use church spaces if they are incompatible with the mission and ideals of the Church at Clarendon.
4. Appointed staff has the authority to make day-to-day decisions about the use of facilities based on these established guidelines. In case of dispute or ambiguity in the guidelines, a final decision will be reached by vote of the CAT.
5. All users of the facilities are expected to follow the general welfare statements and the guidelines for cleanup and maintenance of the facilities.
6. Events for non-members are subject to approval and fees as outlined in the *Facility Use Application*. The following Member activities may use the facilities at no charge (except custodial, pastoral, musical, and additional service fees that may apply depending on the event):
 - Worship functions planned and sponsored by the church's ministerial staff
 - Sunday and special services
 - Funerals (when conducted by the pastoral staff)
 - Weddings and receptions for active members (provided the necessary reservations are made with the Church Office)
 - Church sponsored programs and regular church meetings

NON-MEMBER USE OF FACILITIES

Individuals who are not members of The Church at Clarendon need to obtain a **sponsor** prior to submitting the *Facility Use Application*. Your sponsor must be a current member of The Church at Clarendon and present for all event activities indicated in your *Facility Use Application*. Your sponsor will assist you with answering basic questions, ensure that church policies are adhered to, and ensure the church is returned to its original condition at the conclusion of the event.

RESERVATIONS

Your reservation for use of the facilities is secured when your signed *Facility Use Application* is received by the church office, and the event has been approved by the CAT. A deposit of \$750, from the requesting party, must be received by the Church of Clarendon upon notification of approval. All checks should be made payable to the Church at Clarendon. The deposit will be held by the church against damage or loss to the facility that may occur during your event. Your deposit will be returned within 10 days of the event's conclusion, provided there are no damages assessed as a result of your event. Recurring events or events lasting several days will require approval of the CAT.

POLICIES FOR USE OF THE FACILITIES

Policies concerning the use and care of the facilities will be observed in order to insure the protection of furnishings, cleanliness of facilities, economy of utilities, and welfare and safety of all concerned.

- It is the responsibility of the organizing party to set up space for events. **All spaces must be returned to their original state at the conclusion of each event.** If the organizing party is unable to set up for an event (tables, chairs, etc.) and return a space to its original state, please indicate this on the *Setup & Technical Assistance Request Form* portion of the *Facility Use Application*. Additional fees will be assessed if the Church at Clarendon has to assist with set up, clean up, and resetting of space. See fee amounts on *Facility Use Application*.
- Sound technicians authorized by the Church at Clarendon are the only individuals permitted to unlock and operate the sound equipment, its connections or receptacles. At no time, is the requesting party or any member of their party, to operate or move any of the equipment. If you require the use of audio-visual equipment, sound, microphones you must fill out the *Setup & Technical Assistance Request Form* portion of the *Facility Use Application*. **Compensation for sound technicians is the responsibility of the requesting party.**
- In the event you are requesting the stage to be cleared for your event, the stage may only be cleared by sound technicians authorized by the Church at Clarendon and will not include the removal of the piano. Additional fees will apply.
- The thermostat settings in the building are not to be altered. Temperatures inside the Church at Clarendon's facility are pre-set.
- Please provide all of your own supplies for your event and take them with you as you leave.
- Alcoholic beverages and tobacco products are not permitted on church property.
- **Nuts are not permitted in the church Education Building at any time.**
- Food and beverage supplies are not to be left on countertops, floors, or inside refrigerators.
- In kitchenettes, sinks must be rinsed and cleaned before leaving.
- All trash from an event is to be collected and placed inside the dumpster located in the V-Point loading bay.
- Furniture (to include tables and chairs) cannot be moved from one room to another without the approval of the church.
- Children must have adult supervision at all times.
- Use of the church's nursery space must be approved by the church prior to an event. Event organizers are responsible for supplying their own nursery workers.
- Maximum room occupancies are as follows: White Hall 160 persons, Welcome Hall 120, Sanctuary 300.
- Events must be concluded and the facility vacated by 11:00 PM.
- Events scheduled on **Friday or Saturday** will require additional fees for employment of the church custodian, who prepares the building for Sunday use.
- Events held **Sunday through Thursday** might also require additional fees for employment of the church custodian, depending on the church schedule.
- All publicity for an event must provide the organizing party's own contacts' names and phone numbers. Church phone numbers may not be used.
- Organizing parties may contact the church for additional information and coordination purposes by calling the Church Administrator at 703-525-6116 or emailing to deborah@1bc.org.
- The church does not provide storage space for events.
- All items brought into the facility for an event must be removed from the property at the event's conclusion.

SECURITY

- Do not leave valuables unattended at any time. The church is not responsible for lost or stolen articles.
- Do not leave any exterior doors unlocked or propped open and unattended during your event.
- A church staff member will notify organizing parties as to which doors will be open for an event. Your church liaison or sponsor will ensure the building is unlocked before an event and secured following it. In case of an urgent need for church staff assistance, please contact the Deborah Shields at 703-525-6116.

DECORATIONS

- **Nails, tacks, or tape** are NOT to be used on any painted surfaces.
- Decorations may be temporarily tied to furniture if necessary.
- Decorations must be removed immediately following an event.
- The use of event signage must be coordinated with the church office.

GENERAL MAINTENANCE AND CLEANUP GUIDELINES

Carpets – In the event liquids, food, or craft supplies are spilled in a carpeted area, organizing parties should clean the affected area immediately. If initial cleaning attempts are unsuccessful, please report the spill to the church office so that appropriate professional cleaning can be organized as soon as possible to prevent permanent damage.

Tabletops – Tabletops and any other flat surfaces used during an event must be wiped clean after the event.

SANCTUARY

- Food and beverages may not be consumed in the Sanctuary.
- No furnishings or equipment may be moved unless otherwise approved by the church. A fee will be assessed if an organizing party would like to clear the stage for an event.
- Only church approved technicians are permitted to operate audiovisual equipment.
- Any candles used in the Sanctuary must be dripless and require prior permission before use.

KITCHEN GUIDELINES

White Hall and the church kitchen are shared with the Child Development Center (CDC). As such, event organizers requiring use of White Hall or the kitchen must adhere to additional guidelines and meet with a church liaison before their event to review them in person and do a walk-through of the spaces. A copy of the *Kitchen Use Guidelines* can be obtained on request from the church office. These guidelines include health code requirements and cleaning standards necessary to maintain the CDC's weekly operations. These guidelines must be signed and returned prior to the start of your event.

ADDITIONAL CHARGES

The church has a limited supply of table linens. If groups or individuals would like to use these linens, this must be indicated in the *Setup & Technical Assistance Request* portion of the *Facility Use Application*. There will be an additional fee of \$12.00 per linen for cleaning.

INCLEMENT WEATHER POLICY

In the event of inclement weather, event organizers should call the church office at 703-525-6116 to determine if an event must be cancelled or rescheduled.

GYMNASIUM GUIDELINES

The church gymnasium is available on a limited basis. Please contact the church office if you would like to use the gym and would like more information about its availability.

- The gymnasium must be clean, all equipment must be returned to its original storage, and the lights must be turned out at the end of use. This rule will be strictly enforced. The church reserves the right to revoke gymnasium use privileges if this guideline is not followed.
- A church-approved individual must supervise all gymnasium use. The church-approved supervisor will be responsible and be present for each activity. The church-approved supervisor is also responsible for reporting any damage done to the gymnasium during an event.
- No food or drinks (other than water) are permitted in the gymnasium.
- Profanity is not allowed.

HOLD HARMLESS AGREEMENT

I understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the event (as defined on the *Facility Use Agreement*) which may result in injury, harm, or other damages to the undersigned or members of our organization (as defined on the *Facility Use Agreement*) and guests, invited or not. Rather, I agree that our organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use the Church at Clarendon's facility, building and grounds as well as all appliances and fixtures in the activity, I release the Church at Clarendon, its trustees, employees, agents, or representatives from any claim for damages, injury or death, which may occur while participating in the event. I further agree to save and hold harmless the Church at Clarendon, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the event.

If applicable, our organization has general liability insurance in effect as of the date of the event. I agree to name the Church at Clarendon as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church at Clarendon prior to the date of the activity.

BUILDING USAGE FEES

- Facility partners will not be charged for facility usage. However, partners will be charged for any expense the church incurs which directly relates to your event. (i.e. cleaning, room setup/tear down, audio visual and/or sound services, stage clearing, linen cleaning)
- No building use fees are involved in regular Church-sponsored activities as this is the primary purpose for the facilities.
- Building use fees will be charged for other authorized activities and are understood to cover the costs associated with heating, air-conditioning, lighting, plumbing, and general wear and tear.
- All users of the building, including church members are expected to comply with the stipulations as laid out in the *Facilities Use Policy*. Facility use fees must be received by the church when scheduling (attached to your *Facility Use Agreement*) your event. If we are unable to accommodate you, then we will return your check promptly.
- Misuse, abuse, or inappropriate behavior will disqualify a group from future use of the facilities.
- All fees associated with the process of restoring Church property will be the responsibility of the organization using the facility.
- Checks are to be made payable to **The Church At Clarendon**.

THE CHURCH AT CLARENDON
FACILITY USE APPLICATION
1210 N HIGHLAND ST., SUITE A
ARLINGTON VA 22201

PHONE: 703-525-6116

EMAIL: DEBORAH@1BC.ORG

Please Indicate:

Date of Application: _____

I am a current member of The Church at Clarendon

I am not a member of The Church at Clarendon

My CAC member sponsor is: _____

Sponsor Signature: _____

Contact name: _____ Date: _____

Address: _____
CITY STATE ZIP

Email: _____ Phone: _____

One time use Use for a recurring event - Explain _____

Organization/Event Name: _____

Event Date: _____ Extra date for set-up:(additional fees apply) _____

Start Time: _____ End time: _____ Number of people attending: _____

Nature of Event: _____

Category of Use:

___ Ministry Partner/Affiliated Group: _____

___ Non-affiliated religious or service-oriented group: _____

___ Personal use of a church member _____

Area of Use:

- ___ Sanctuary
- ___ Stage (clearing and reset)
- ___ Welcome Hall w/ kitchenette for reception (120 ppl or less)
- ___ Gymnasium
- ___ White Hall (160 ppl or less)
- ___ Kitchen (Main) **(see kitchen guidelines for use agreement)*
- ___ Room (Sunday School size)
- ___ Parlor
- ___ Nursery
- ___ Music Room
- ___ Large Meeting Space w. instruments (2nd floor):
- ___ Large Meeting Space B (2nd floor):
- ___ Sound Technician *(required for use of any sound/av equipment)*
- ___ Facility set-up, clean and reset
- ___ Custodian

Rental Fee

- \$750
- \$250
- \$250
- \$150
- \$500
- \$200
- \$50/hr
- \$50/hr
- \$50/hr
- \$60/hr
- \$125/hr
- \$100/hr
- \$200 (half-day or less) \$400 (full day)
- \$200 (half-day or less) \$400 (full day)
- *\$150/one area, \$100/each additional area

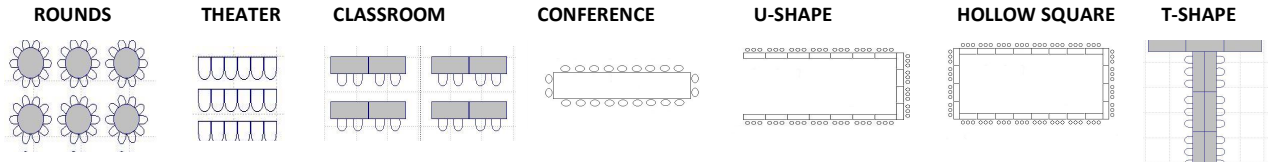
*Custodial fees are charged on a case by case basis. The church office will notify you at time of application if you will be responsible for these additional fees.

FACILITY SETUP & TECHNICAL ASSISTANCE REQUEST

If you are requesting that the Church at Clarendon staff handle the setup for your event, please indicate the room set style and quantity: (Additional fees apply)

FACILITY SETUP

Circle style choice



I wish to use church supplied lines (additional fees apply)

I will provide my own linens

___ Tables Quantity _____ Number of chairs per table: _____

___ Chairs Quantity _____

TECHNICAL ASSISTANCE

Please indicate sound & audio visual needs: (Additional fees apply)

Stage cleared (Note: this will not include removal of piano)

Flip Chart Quantity: _____

Screen

White Board & Markers

Microphones

Lavalier Quantity: _____

Hand-held Quantity: _____

Other: _____

I have read, understand, and agree to abide by the attached CHURCH AT CLARENDON'S FACILITY USE GUIDELINES.

Release (required): I hereby agree to hold the Church at Clarendon, its members, officers and staff, harmless from any liability arising out of the use of these facilities by me and members of my group.

Responsible party: _____ Date: _____
(please print)

Disposition: Date _____	Initial when calendared: _____	Fee: \$ _____	Paid on: _____
Approved by _____	Application denied by _____		