

**POLICY CONSIDERATIONS GOVERNING THE USE OF CHURCH SPACE
AND SCHEDULE OF SUGGESTED DONATIONS FOR SUCH USE**

I. POLICY CONSIDERATIONS

A. General Guidelines. Church space shall be offered for use only during those times when a church staff member can be present. The resident custodian/caretaker is considered a staff member. The church shall not normally be available for use by any group on Saturday afternoon/evening and Sunday afternoon/evening, unless unusual circumstances pertain and necessary arrangements are made with church staff and/or the Business and Finance Committee well beforehand. Further, these statements of policy and schedule of donations do not include private ceremonies (e.g. weddings) conducted by or otherwise directly involving the pastor, whose responsibility it shall be to schedule and assess the costs thereof.

B. Use Categories. The governing principles regarding what groups shall be allowed to use church space are divided as follows into functional areas, listed in order of the priority of usage:

(1) Groups from within the church itself, including youth groups, providing that they are properly supervised. These groups may use church space at no cost to themselves, except as noted below:

(a) Large groups of greater than 10 in number which include a church member or members but which are not directly related to church activity are not meant to be included in this area; they are meant to be included in paragraphs (3) or (4), below, and subject to charges.

(b) Small private groups of ten or less which include a church member or members but which are not directly related to church activity are also included in paragraphs (3) or (4), below, but may have charges waived unless significant preparations or cleanup by church staff is necessary (kitchen use is considered significant.)

(2) Groups from outside the church but with religious connections or purpose, such as coalitions, councils or common activities within the local church community. These groups may use church space at no cost to themselves, unless significant preparations or cleanup by church staff if necessary (such as kitchen use), or unless other unusual circumstances pertain, in which case they shall conform to the attached schedule of charges.

(3) Groups with no direct relationship to the church or even the overall religious community but which are non-profit and whose purpose has generally accepted social or community betterment value (e.g. Alcoholics Anonymous). These groups shall normally be subject to the attached schedule of charges, except that groups providing service to youth (e.g. Scouts, Little League) may have such charge waived unless preparation or cleanup is significant (kitchen use is significant).

(4) Groups which meet the criteria of (3) above regarding purpose but which are essentially private in nature, including those for the profit of their sponsors (e.g. music lessons, recitals, exercise classes). These groups shall be subject to the attached schedule of charges.

C. Recurring Usage. Groups from any functional area above who are subject to charges and who hold regular, recurring meetings may be offered a negotiated annual rate, rather than the one-time rate noted on the attached schedule, subject to the advice and consent of the pastor and the Business and Finance Committee.

D. Special Circumstances. Special or unusual requests for space usage with enough lead time shall be referred to the Business and Finance Committee. Circumstances with short lead time (needing decision prior to the next Business and Finance Meeting) shall be decided by the pastor and the Business and Finance Committee so informed.

E. Miscellaneous. Groups which involve physical activity (e.g. exercise groups) shall be requested to furnish the church with a certificate of insurance and hold the church harmless from injuries which may result from such activity.

II. SCHEDULE OF SUGGESTED DONATIONS

A. Fellowship Hall -- 3 hour rate Capacity of 120	
1. Involving use of kitchen	\$ 100.00
2. Not involving use of kitchen	\$ 75.00
3. FYI Weddings \$235 members; \$375 non-members	
B. Sanctuary Capacity 340 floor and 75 balcony	\$200.00
Concerts/Recording	
1. Statement in their program/advertising "Appreciation is expressed to Central Presbyterian Church for support of our concert."	
2. Each entity handles its own tickets or collection and provides ushers throughout the building	
3. Each renting party provides, at least 60 days prior to the event, information about the event to Central. Central will publicize the event in church written materials and in church social media.	
C. Chapel Capacity 60	
1. FYI—Weddings non-members \$150	
D. Fireside Room -- 3 hour rate Capacity of 30	\$ 30.00
E. Classrooms (including Library)	
1. Groups -- 3 hour rate	\$ 30.00
F. East Parlor/Swigert -- 3 hour rate	\$ 75.00
G. Special Situations	
1. Use of Organ	\$ 10.00/hour
2. Election/Voting	\$ 80.00/each time
3. Music lesson (not with organ)	\$5.00
H. Ongoing	
1. Chicometrics---10% of revenue	
2. AA - Thursday noon \$40 month	
3. AA - Monday evening \$20 month	
4. OA - 9 am Saturday \$40 month	
5. OA - meet once a month \$30 month	
6. ACA - \$20 month	
7. Alanon - \$20 month	
I. Building Full Day \$750	Half Day \$400
1. Custodian receives \$200 for each rental	
J. Sound:	
1. Sanctuary	\$ 75.00
2. Fellowship Hall	\$ 25.00
K. Custodial	\$ 75-\$250
1 Sanctuary--varies if member	\$125-\$150
2 Fellowship hall--varies if member	\$235-\$375