

NORTHEASTERN PRESBYTERIAN CHURCH FACILITY USE

POLICY AND PROCEDURES

I. USING THE PREMISES

A FACILITY USER

1. Primary users are organizations, committees and members of Northeastern Presbyterian Church (NEPC).
2. Secondary users are non-members who may represent charitable, civic, and community organizations or personal use.

PRIORITY OF UTILIZATION

1. Corporate/Sacramental Worship Services.
2. Funerals and/or Memorial Services.
3. Church School.
4. Northeastern Church Ministries and/or Organizations.
5. Non-Northeastern Organizations (Northeastern members).
6. Non-Northeastern Organizations (non-Northeastern members).

USAGE STIPULATIONS

1. Users of NEPC facilities must adhere to its Christian practices.
2. All requests for facility use (weddings, funerals, memorials, etc.) **must** be sent to the Facility Use Committee Chair to seek approval from the Session.
3. Prior to approval, a Facility Use Committee representative will meet with requestor to review rules and regulations.
4. NEPC reserves the right to deny any individual and/or organization the use of any facility.

II. RULES AND REGULATIONS

1. Programs and activities in NEPC must recognize, and in no way violate, the Christian Church's accepted practices.
2. No person(s) shall be denied entrance to worship services in the church sanctuary.
3. Requests for use of facility to raise funds for personal or private gain will not be approved.
4. NEPC reserves the right to monitor **all** programs and activities.
5. If additional security is needed, as determined and provided by NEPC, (i.e., beyond the church security staff) the requestor shall be responsible for full payment for that service.
6. Only approved rooms may be used.
7. The church telephone and/or other office equipment are not available to users of the facility, except for emergencies.
8. Children must have adult supervision at all times.
9. Food and beverages are permitted only in the auditorium or undercroft.
10. Alcoholic beverages are not permitted on the church premises.
11. There shall be NO SMOKING in any interior area of the church complex.
12. Games of chance, lotteries, raffles, etc. are not permitted.
13. Sale of merchandise (i.e. CDs, tapes, books, etc.) in the sanctuary is prohibited.
14. If decorations are used, thumbtacks, nails, and/or, tape that may cause permanent damage to the property are prohibited.
15. NEPC will pursue all legal avenues to recover for damages to church property.
16. The User agrees to indemnify and hold harmless Northeastern Presbyterian Church from any and all liability, loss, costs, expenses, damages, obligations, claims and demands against User arising out of or in any matter relating to the User's tenancy with Northeastern Presbyterian Church, including but not limited to, damages or injury to property or persons and including all attorney's fees.
17. The church sextons will not be expected to render services to the requestor unless the church has been contacted and conditions have been agreed upon.
18. Violation of any of these rules and regulations may result in denial of future requests.
19. The church facility that is used must be left reasonably clean after the event.

III. FEES

GENERAL USE

FACILITY		HOURLY RATE
1. Sanctuary, Auditorium, Kitchen	-	\$300.00
2. Auditorium, Kitchen	-	\$225.00
3. Sanctuary only	-	\$175.00
4. Auditorium only	-	\$150.00
5. Undercroft, Jamison Lounge, Henderson Parlor	-	\$50.00

FUNERALS/MEMORIALS SERVICES

FACILITY		FLAT RATE
1. Sanctuary, Auditorium, Kitchen	-	\$750.00
2. Sanctuary only	-	\$350.00
3. Auditorium only	-	\$250.00

WEDDING

FACILITY		FLAT RATE
1. Sanctuary, Auditorium, Kitchen	-	\$1,300.00 +
2. Sanctuary only	-	\$600.00 +
3. Wedding Candelabra	-	\$50.00•

- +Time allocated for weddings, includes a two hour rehearsal and a four hour wedding.
- Requestor will furnish candles, if needed. Candles must be drip-less.

How to make payment:

1. A **20% deposit** is required at the time the request form is submitted. The deposit is non-refundable if the scheduled event is cancelled less than twenty (20) days of the event.
2. Full payment for events, other than funerals/memorial services, is due no later than **twenty (20) days prior** to the event. Final funeral/memorial service payment must be made **24 hours prior** to service.
3. A **\$100.00 deposit** is required for the use of the kitchen at the time the request form is submitted (not part of the facility use fee). The deposit will be refunded to the requestor if the kitchen is left in good order. (Funerals catered by the Deacon Board exempt from this fee.)
4. If tuning of any NEPC musical instrument is requested, it shall be done at the expense of the requestor.
5. In addition to the above fees, when facilities are used on holidays, the requestor will pay sextons overtime.
6. Each hour over the established time limit will be billed to the next hour.
7. Make checks payable to: **Northeastern Presbyterian Church.**

(Members of NEPC and their immediate family (i.e., parents, children, husband or wife) are responsible for one-half of the specified fee for general use and weddings and are exempt from funeral fees.)

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NORTHEASTERN PRESBYTERIAN CHURCH FACILITY USE CONTRACT

Return this form to: **Facility Use Committee chairperson**
Northeastern Presbyterian Church
2112 Varnum Street, N.E. Washington, DC 20018
Phone: 202-526-1730, Fax: 202-526-5900

Date of Event: 1st choice: _____ 2nd choice: _____

Requestor/Organization: _____

Member of NEPC: Yes No

Type of Organization: Charitable Religious Civic Other:

Type of Event: _____

Number of Participants Expected: _____

GENERAL USE

Check One	Facility Requested	Event Begin and End Time	Number of hours	Amount Due
	Sanctuary, Auditorium, Kitchen			\$
	Auditorium, Kitchen			\$
	Sanctuary only			\$
	Auditorium only			\$
	Undercroft, Jamison Lounge, Henderson			\$

FUNERAL/MEMORIAL SERVICE

Check One	Facility Requested	Event Begin and End Time	Number of hours	Amount Due
	Sanctuary, Auditorium & Kitchen			\$
	Sanctuary Only			\$
	Auditorium Only			\$

WEDDING

Check One	Facility Requested	Event Begin and End Time	Number of hours	Amount Due
	Sanctuary, Auditorium, Kitchen			\$
	Sanctuary only			\$
	Wedding Candelabra			\$

Special Instructions: _____

Contact Person (Print/Type):
Name:

Address:

Telephone Number: (H) _____ **(W)** _____ **(C)** _____

20% Deposit: \$ _____ **\$100 Deposit on Kitchen (if applicable): \$** _____

(Deposits are due when the request form is submitted)

Balance Due: \$ _____

Signature indicates I have read, understand and agree to abide by ALL of the facility use rules, regulations and stipulations of Northeastern Presbyterian Church, which were provided herewith.

Signed: _____ **Date:** _____

For Official Use:

Approved: _____ **Disapproved:** _____ **Date**

Responsible Official

REVISED 4/21/2014