

HARBOR VIEW PRESBYTERIAN CHURCH

Rules for Facility Use and Rental Agreements

Updated October 2018

The following document provides a summary of the rules and responsibilities of any individual or organization (hereby referred to as the “Contracting Party”) that wishes to use the Harbor View Presbyterian Church (HVPC) facilities or grounds.

POLICY:

Policy stipulates that HVPC may rent its facilities for various gatherings of parishioners and to nonprofit organizations. The church chooses not to rent facilities to for-profit organizations. The person or organization using the facility is required to purchase or provide evidence of insurance.

The contracting party will be responsible for the conduct of the gathering, remembering that the building and property are dedicated to Christian uses. The contracting party will also be held responsible for physical damage to the building or its contents. When possible, it will be preferable to contract with organizations, not individuals.

Arrangements for the use of the facility must be made through the church office and must be submitted in writing. Long-term programs must be discussed by the Session at its next scheduled meeting. A temporary use may be permitted by the Church Administrator.

PROCEDURES:

- Alcohol, smoking and non-prescription drugs are prohibited on the property.
- Fees for use of the facilities are payable to Harbor View Presbyterian Church.
- All renters will agree to abide by the HVPC Child and Vulnerable Adult Protection Policy at all times while utilizing this facility. A copy of this policy is available from the Church Administrator.
- All renters will restore the room or rooms to their original state unless other arrangements have been made. This includes cleaning up of trash, arrangement of furniture to its original placement, and so forth. Please place trash bags in the bin behind the kitchen. Do not leave trash in the building overnight.

FEE SCHEDULE

	<u>Members</u>	<u>Non-Members</u>
Sanctuary	No fee	\$25 per hour \$500 Weddings
Fellowship Hall	No fee	\$25 per hour \$200 Weddings
Gymnasium	\$25 per hour	\$25 per hour
Meeting Rooms	\$25 per hour	\$25 per hour

All members and non-members will fill out the HVPC Facility Rental Agreement Form prior to use.

If using the kitchen, an additional fee of \$25 per hour will be assessed for non-members.

WEDDING FEE SCHEDULE

Harbor View Presbyterian Church recognizes its importance in the everyday life of the members. With the guidance and direction of our Lord, we try to be many things, a haven of rest for the weary, a source of relief for the quilt-ridden, an agent to up-life the down-trodden, an energizing fellowship for those seeking God's kingdom, a celebrant and witness to Holy matrimony. We view the wedding ceremony as a natural extension of a person's lifelong worship experience. As such, we extend a special offer to members and provide them with a fee schedule different from non-members. To qualify as a member of HVPC, one must have been an active member for at least six months or a child of an active member or person raised in the household of an active member.

	Member	Non-Members
Use of Sanctuary	no fee	\$500.00
Use of FH	no fee	\$200.00
Minister's discretion	at member's discretion	\$350.00
Music	\$250.00*	\$300.00*
Wedding Coor	\$200.00	\$250.00
Custodial Services	\$75 (rehearsal. & wedding) \$150 (rehearsal, wedding & reception)	\$75 (rehearsal & wedding) \$150 (rehearsal, wedding & reception)
Bulletins	no fee	\$50.00 per 100

*This fee includes a one-hour consultation, wedding service music, and a program of prelude music. If no rehearsal is required, then deduct \$50. An additional charge of \$50.00 per hour and fractional hour will be charged. Additional costs will be assessed for unusual repertoire requests and/or contracting for additional musicians.

Rental fees and deposits are to be made payable to Harbor View Presbyterian Church. One-half of the fee must be paid when reservations are made. This is non-refundable. The balance must be paid two weeks before the event.