

2022-23 CHRIST CONGREGATION USAGE POLICY

2022-23 USAGE CONTACT: Sally Handy-Zarnstorff, sally.zarnstorff@verizon.net

GENERAL PHILOSOPHY

Christ Congregation built its facility to house the activities that constitute being a Church. During times when the spaces are not used for church activities, we welcome their use by non-profit groups and by persons needing space for their non-profit activity.

Our facilities are available to non-profit groups that are open to the public-at-large and whose goals are consistent with our mission. Christ Congregation welcomes all people regardless of race, ethnicity, gender expression, sexual orientation, or ability.

Because of the high cost of maintenance and utilities, it is necessary for building users to help defray such costs.

RESERVING SPACE

All activities by Church and non-Church groups alike must be reserved and scheduled through the church office. Groups may only use the space reserved for them and only at the times scheduled and reserved. Rooms available for use include the sanctuary, library-piano double room, classrooms, and kitchen.

Users are asked to submit a Certificate of Liability Insurance showing they have commercial general liability insurance with a minimum of \$1,000,000 limit covering injury to persons or damage to property, and in force during their use of the church property.

The user understands that Christ Congregation reserves the right to cancel and/or change room assignments up to 5 days prior to any event, for an urgent and unexpected need of the Church. Exceptionally, shorter notice may be given in the case of a death in the church family. The church also reserves the right to cancel with limited notice in the event of a government order to close or for an emergency situation.

Christ Congregation does not provide security services and cannot prevent entrance to your event by individuals who do not have a purpose for being in the facility.

Users may not store materials at the church without written arrangement with the Christ Congregation Council. The Church cannot be responsible for locating and holding items or materials that are left behind.

Users must remove all items associated with their program immediately following the event. The church is not responsible for loss or damage of personal property. Users should take proper precautions in guarding their safety and possession.

DEPOSIT & KEY:

Single use renters will be given access to a building key through a lock box. Repeat renters who operate outside business hours may request a key, for which a \$25 deposit is required. The key must be returned to the church at the conclusion of the rental relationship. Failure to return the key as requested might result in forfeiture of the deposit. Keys may not be duplicated. Deposit is payable when the key is picked up.

2022-23 USAGE FEES -- adjustments can negotiated for combinations of rooms:

<u>SANCTUARY</u> (about 36' x 23', rec. max capacity 125) Small Group: For groups of 20 or fewer people Use of Piano, Organ or Audio system by additional arrangement.	\$95 for first 3 hours; additional are \$21/hour or part thereof.
<u>SANCTUARY - Large Group</u> For groups of 21 to 125 people Use of Piano, Organ or Audio system are by additional arrangement.	\$141 for 3 hours; Additional hours \$36/hr or part thereof.
<u>Library-Piano Room</u> Small group meeting area. Accommodates up to 20 people.	\$26/hour. If concurrent with rental of the sanctuary, \$40 / event.
<u>CLASSROOM</u> (1 classroom, and 1 nursery-playroom available, about 11' x 11') Up to 8 people. (NOTE: For long-term Child care, NJ DYFS requirements must be satisfied).	\$63 for 3 hours per room; \$11/hr each additional hour. If concurrent with rental of Sanctuary, \$15 / event
<u>KITCHEN USE FOR SERVING BEVERAGES</u> INCLUDES: User provides drinks, containers, supplies, coffee maker. May use church electric kettle, the church refrigerator, and staging on the counters. NOT PERMITTED: alcohol, food prep, or use of church supplies such as coffee, dishes, or stove.	\$30/event
<u>KITCHEN USE FOR FOOD</u> INCLUDES: Above plus food or food preparation. Use of oven to keep food warm is permitted, but no cooking. The microwave may be used. NOT PERMITTED: use of church supplies such as coffee or dishes. Alcohol only with prior arrangement with Church.	\$100 / event

KITCHEN OR REFRESHMENTS

Our **kitchen** is not certified for meal preparation, which means that it may be used for serving, but not cooking. Each group should provide all of its own supplies. Church supplies may not be used.

If the kitchen is used, it must be cleaned thoroughly. See also "CLEAN UP" section below regarding trash, food, and recycling.

With **refreshments**, we distinguish between food versus beverage.

- If refreshments are served, food and drink may not be left in the building. Spills should be cleaned up and tables and chairs wiped off.
- No food or crumbs of any kind may be disposed of in the sink. It must go in the trash.

LIGHTS & DOORS

All lights must be turned off upon the departure of the group. All exterior doors must be locked upon the departure of the group.

HEALTH POLICIES

Christ Congregation requires that users in its space adhere to local and state and federal health mandates and laws, including current CDC guidelines. When such regulations are in effect, they shall overrule any conflicting policies in this document or in the user agreement for space usage.

Covid-19 Safety: Christ Congregation has no specialized building features in place to combat the spread of Covid-19, such as special ventilation. There is no way to know the health status of other people attending. We recommend that the renter require people using the space to provide proof of vaccination and wear masks.

SUBSTANCE USE

No drugs, e-cigarettes, tobacco and firearms are allowed in the church building and on the church grounds. Smoking is prohibited anywhere on the church property. Those who wish to serve alcohol at their event must get permission from the church and purchase special event liability insurance, and submit the certificate of that policy within 48 hours of the event.

CLEAN-UP

Users shall put back any moved furniture or other church items. Users shall pick up garbage, trash and materials associated with their event, Users must separate trash from cleaned recycling items into the proper bins in the kitchen. Trash including discarded food remains must be bagged. If the trash bin is filled, please tie the bag and place in the large covered garbage bin outside the kitchen door. Other normal cleaning is included in the building use fee. If janitorial services are needed beyond routine cleaning, each group will be billed accordingly.

DAMAGES

Any damages which occur during a group's use of the building must be reported as soon as possible to the church office and must be paid for promptly. Groups using the facilities will be liable for damage to church property. If users find something wrong, broken, not working, leaking, falling, etc., please report it to the church office ASAP.

CHRIST CONGREGATION BUILDING USE APPLICATION

Name of Organization	
Is your organization a Non-Profit <input type="radio"/> Yes <input type="radio"/> No	
Type of Event	
Contact Person and Address _____ _____	
Telephone	Email
Event Date(s)	Recurring : Yes No
Time: (am/pm) to (am/pm)	
Room(s) to be reserved:	
Approximate Number Attending:	
If Refreshments will be served, please describe:	
Will kitchen facilities be used: <input type="radio"/> Yes <input type="radio"/> No	

I have read the Christ Congregation Usage Policy and agree to observe it.

Signature _____ Date _____