

Application/Reservation:

Any person (s) desiring to use the church premises for weddings or other gatherings shall confirm the availability of the church for the date with the Church Administrator, who will notify the Facilities Coordinator. The Facilities Coordinator will notify the person (s) upon approval by the Facilities Committee Chairman and/or the Council. The church reserves the right to limit the use of the church facilities and any time to any group or individual, and to schedule more than one event at a time, provided that the events will not conflict with each other.

Please contact the Church Administrator for availability of the church during normal office hours of Monday through Thursday, 8:00 AM - 3:00 PM.

No reservation will be considered confirmed until request forms are received with the deposit (\$100.00). Reservations will be taken on a first come first served basis, except as otherwise provided.

Non-Members will need to have prior approval and therefore will need to make requests at least 30 days prior to the desired date.

Priority Use for the building is in the following order:

- o Church activities
- o Church member activities
- o Schools and church supported groups
- o Non-church member activities

No for-profit business meetings or commercial functions will be allowed. All non member use of the facility shall be for personal, and non profit activities.

Fees for non-profit groups wanting to use the facility on a daily, weekly, monthly or yearly shall be set up according to need through the Caledonia Administrative Board, and the Facilities Coordinator.

Availability:

All events, whether they are "regular meetings" or "special events", **must be recorded in the church calendar in the office**. Reservations must be made through the Church Administrator.

Only church related functions by church members will be allowed on Saturdays. Members and all church groups are entitled to use the church facilities for social gatherings, weddings, recitals, and other similar not for profit purposes. This request must follow usual procedure for church rental. Although no rental fee will be charged, a damage deposit of \$100.00 will still be necessary for confirmation of reserved date. Members are encouraged to make a donation of \$25 for the first hour and \$15 for every hour after that, not to exceed \$50.

Evening functions *Monday through Friday* must be completed by 11:00 PM and everyone shall have vacated the building by 11:30 PM. *Saturday* functions must be completed and the building vacated by 6:30 PM unless other arrangements are made.

No Non-Member weddings may be scheduled for the month of December due to the number of church-sponsored events and services.

No weddings may be scheduled for holiday weekends, the week before Easter or during Spring Break, without prior approval of all personnel involved. If member weddings are scheduled for the month of December, due to the number of church-sponsored events and services during these weeks, the event has to be cleared by the Facilities Coordinator and the party must work with the church decorators in the decorating of the sanctuary.

If events are held during above times, personnel fees **will be doubled**. At the discretion of the Facilities Coordinator, additional fees may be charged when the event extends beyond regular hours.

The rehearsal is typically scheduled for one hour on the day prior to the wedding unless other arrangements have been made. If conflict arises with the ministries of the church, Caledonia Christian Reformed Church reserves the right to change the time of the rehearsal.

The church will make available rooms for use after profession of faith and baptism on a first come first serve basis on the Sunday of the event without a usage fee. Set-up, takedown, and general cleanup will be the members responsibility.

Facility Use Policies:

The person or group requesting the use of the facilities shall receive a copy of these rules and be responsible for the conduct of all those in attendance. They must assume responsibility for damage or loss of any church property and of personal property brought into the building by those attending the function.

The following items are not allowed in or on the property of Caledonia Christian Reformed Church and shall constitute removal from the church property:

- o Anything considered a weapon
- o Alcoholic beverages
- o Tobacco products
- o Controlled substances

Adult supervision of youth under 18 must be provided at all time.

No food or beverage in the Sanctuary.

Banners in the Sanctuary will not be changed or removed.

Maximum capacity of the Multi-Purpose Room for functions is 300 people.

No red or grape drinks may be served in the building.

Familiarize yourself with exit doors, fire extinguishers and other safety needs.

No tape, tacks staples, nails shall be used on the walls of the facility.

No animals are allowed in the building with the exception of dogs that assist physically challenged persons.

Social dancing will not be allowed in the facility.

Pulpit furniture and musical equipment, including the piano, is not to be moved without approval of office personnel or custodian.

Cost of repairing or replacing damaged property and equipment may be assigned by the Facilities Coordinator with recommendation by the Facilities Committee to the person or group responsible for the damage.

Key box entry information will be given out to members for the use of the facility the week prior to the event.

The church is handicap accessible. Wheel chairs can be accommodated at the north and south-ramp entrance. All areas are handicap accessible with exception of the basement restrooms. Handicap parking is also available. The elevator is centrally located near the nurseries on the main floor and near the Multi- Purpose Room in the lower level.

The round tables are not to be borrowed by anyone. They are for use at church functions only. Long tables and folding chairs are allowed to be used by members. All requests must be made to the church administrator. You must notify the administrator when they have been returned.

Any equipment borrowed by Caledonia Christian Reformed members must be returned as soon as possible in same condition as when borrowed. The person requesting use is responsible for any damage and reimbursing church for any repairs or replacement cost.

Any group, persons' or organization using the facility is responsible for any damage done over and above ordinary wear. All damage must be immediately reported to the facilities coordinator.

Caledonia CRC shall not be held responsible for lost damaged, or stolen items.

Cleaning Information:

For events held where there are custodial services being paid, persons using the facilities are still responsible for general cleanup.

All members using the facilities, where custodial charges are not being paid, must assume full responsibility to leave the facility cleaned, vacuumed and in the same or better condition as when they arrived, returning chairs and tables, ect. to their proper location. All kitchen equipment and utensils must be cleaned and returned to their proper place. All trash must be brought out to the receptacle on the south side of the facility and liners replaced in garbage cans. All lights must be turned off, and doors and windows locked. Report any damage to the Facilities Coordinator ASAP.

If persons using the church fail in any of these responsibilities and additional custodial services are required to cleanup after the event, the Facilities Coordinator will charge a custodial fee of \$25 per hour for the time required of the custodian to perform such services.

Any technical equipment that is needed is to be used by approved persons only unless approved by the facilities coordinator.

Regularly Scheduled Church Functions:

After any function (i.e. choir, council, Cadets, GEMS, youth group, Sunday Education classes etc.) it is the responsibility of that group's chairperson/leader to make sure all lights are turned off and all exits are locked.

Each group is responsible for their own general clean up after their function/meeting. This includes, but is not limited to -- all trash placed in waste baskets, floors picked up, kitchen equipment and dishes cleaned and properly put away, tables and chairs returned to proper rooms and in proper order, etc. If excessive mess on floor or food crumbs, please vacuum. Tables should be wiped off. Large amounts of trash should be placed in the dumpster.

Damage to building and/or equipment and any items missing from the building is the responsibility of the person(s) or group using the building.

Entry information will be issued to all church ministry heads through the use of the exterior key boxes. No keys shall be given out. If you forget the code please contact the church office.

Kitchen/Catering Guidelines:

A damage deposit for catering of \$300 will be charged with \$100 refunded if there is no damage or clean-up costs. The Facilities Coordinator will be responsible to determine any damage or clean-up costs.

The Kitchen is not a licensed commercial kitchen to be used in the preparation of meals and therefore may be used for "warming" purposes only. Outside catering may be used with a caterer agreement. Only licensed and insured catering services may be used for any non-member function or wedding. For members the churches dishware is available for use. Please check with the facilities coordinator for an updated inventory. Members are welcome to use the kitchens equipment and available dishware.

When the Kitchen is used in conjunction with an event in the MPR, the responsible parties must get permission for use of any Kitchen equipment. The presence of the Facilities Coordinator or an appointed person may be required at the event as well and may entail a fee.

Any damaged dishware or kitchen equipment must be immediately reported to the facilities coordinator.

The kitchen facility and equipment must be left in excellent condition. Extra custodial fees may apply (@ \$25.00 per hour) if not adequately cleaned. Please refer to the Kitchen guidelines below (a copy is on the refrigerator in the kitchen) for use of and cleanup of the kitchen.

Kitchen Guidelines:

- Coffee, paper products, condiments, ect. are only for Caledonia CRC ministries.
- Rinse off dishes before putting them in the dishwasher.
- Clean, dry, and put away all dishes and utensils in the appropriate cupboards and drawers.
- Wash all counter tops and work areas with cleaner.
- Do not leave leftover foods in the refrigerator.
- Wet towels should be hung on towel racks, in storage room, off the kitchen.
- Only put garbage in the sink that has a garbage disposal in it. (On the island)
- All sinks should be cleaned with soap & water.
- Check stove, oven and other appliances to make sure they are turned off and cleaned.
- All trash shall be put in the garbage bags and brought to the outside receptacles located at the south side of the building. Replace the trash can liners.
- Sweep floors.
- Turn out lights when leaving.

Weddings:

The church is available for a four hour block of time the day of the wedding. This includes time for decorating, photographs, and the ceremony. Acceptations can be made for members only, and only according to church availability.

Rehearsals are held for one hour on the evening prior to your wedding date after 5:30 PM.

No balloons are to be released outside; rice, confetti, seeds or similar objects may not be used anywhere in the church or on the church grounds at any time.

Any decorations planned for use for a wedding or gathering must be approved by the Facilities Coordinator prior to the event. Florists are expected to remove all decoration on the date of the wedding unless special arrangements are made to do otherwise.

Only drip less candles may be used for the ceremony and plastic sheets must be placed under the candles to protect the carpet from damage from the wax. The wedding party assumes ultimate responsibility for any damages incurred and extra clean up required.

Anything brought in by the wedding party should be removed so the area is left as it was prior to the wedding.

- o Remove food and to clean up all areas.
- o Remove gifts.
- o Remove decorations, flowers and candles.
- o Remove guest book, extra programs.
- o Remove all personal belongings and clothing
- o Obvious spillage and litter should be cleaned up.
- o Floral containers and candles can not be placed on the Sanctuary piano or organ.
- o Use of the piano in the Sanctuary should be limited to competent pianist only.
- o If any items are broken or damaged please notify the Facilities Coordinator so they can be replaced or restored to their former condition.

Requests for special mechanical or electrical requirements, such as power point, dvd, or vhs presentations or audio taping of the event, must be submitted verbally or in writing to the Facilities Coordinator 30 days prior to the event to determine if they can be accommodated. The sanctuary seats 725 people. The center isle is approximately 75 feet long and has 20 pews on each side of the center isle.

Snacks are encouraged! Please feel free to put snacks in the refrigerators located in the lower level kitchen.

Separate dressing rooms will be provided for men and women participating in the wedding ceremony. These rooms will be available 4 hours prior to the wedding ceremony. Please remove all personal items from the room immediately following the ceremony. Caledonia CRC shall not be held responsible for lost damaged or stolen items.

The nursery will not be available for wedding rehearsals or for weddings.

Non-Profit Use:

All non profit groups using the facility agree to abide by the rules and guidelines of the facility and shall assume all responsibility for proper supervision of its participants and shall be responsible for all damages to or loss of property, including that which belongs to staff and ministry organizations during the time that they use the facility.

Caledonia CRC reserves the right to refuse use of the facility to any organization and cancellation of scheduled events that interfere with church ministry or functions (such as funerals).

Any event cancelled within 2 weeks prior to the scheduled event shall forfeit the refundable portion of the damage deposit.

The outside group/organization will hold harmless, indemnify and pay for the defense of Caledonia Christian Reformed Church from and against all liability, claims, demands, fees, causes of action of any kind, expenses (including but not limited to attorney's fees of indemnities' council) arising out of or in any way connected with user's use of occupancy or space in or from Caledonia Christian Reformed Church. Caledonia CRC may require a certificate of insurance in the amount of \$1,000,000 general liability coverage including blanket contractual liability coverage, with Caledonia CRC named as an additional insured.

Refund Policy:

If the event is canceled by Caledonia Christian Reformed Church, a full refund will be made.

A processing fee (\$25) of the deposit (\$100) is non-refundable.

If the event is cancelled by the party signing the agreement, there will be a refund made according to this time line:

- Deposit refund, less processing (\$25) fee, within 30 days of date reservation confirmation.
- No refund of paid amount within 30 days of scheduled event.
- Consideration of a possible refund will be given by Council, per Facilities Coordinator recommendation, if extraordinary circumstances necessitate cancellation.

All groups must adhere to Caledonia CRC's child protection policy.

Caledonia CRC reserves the right to amend these policies at any time.

Caledonia CRC's Counsel must approve all exceptions to these rules.