

ROCKFISH PRESBYTERIAN CHURCH

FACILITIES USE POLICY

The Facilities Management Ministry Team, in coordination with the Church Administrator, may permit the use of specific church facilities and equipment to appropriate groups (i.e. religious, youth, civic, weddings, funerals) as provided below. All interested parties please contact the Church Administrator (434-361-1221 (Tue, Wed, Thu 9 AM- 1 PM)).

The Church Administrator will notify one of the Facilities Management Team members when an event is being planned & scheduled. Checks for payment of the above fees are to be made payable to "Rockfish Presbyterian Church" and submitted to the Church Administrator with the completed Facility Use Form to hold the date.

Guidelines For Facilities Use are applicable to all.

Only Session may approve requests for exceptions to the following policy and guidelines.

For Rockfish Presbyterian Church (RPC) Members and Friends of The Church:

- There is no fixed charge for weddings, receptions, funeral or memorial services using the sanctuary, social hall or other spaces.
- There is no fixed charge to groups (e.g. Scouts, Al-Anon, etc.) for use of facilities if the group is sponsored by the Church or Church member(s).
- The fee for any event requiring custodial service following the event is \$50.00.
- The fee for musician (piano/organist) for member wedding/funerals will be paid by RPC.

For non-RPC members – please contact Church Administrator for fees & scheduling:

- Sanctuary Use
 - Wedding (including rehearsal)
 - Memorial Service/Funeral
 - Concert
- Fellowship Hall/Other Rooms
 - In conjunction with Weddings/Memorials /Concerts
 - Approved Social Receptions (with kitchen use)
 - Civic Organizations (Scouts, AA, 4H, etc.)
- Pavilion (with or without bathroom/kitchen use)

Note:

- The fee for the Pastor, if utilized, will be individually determined prior to the event
- The fee for a musician (piano/organist), if utilized, is \$200.

ROCKFISH PRESBYTERIAN CHURCH

GUIDELINES FOR FACILITIES USE

1. Authorization to use facilities shall be coordinated so that there is no interference with Church functions, which shall always have priority.
2. Confirmed use of the facility will only occur when the application form and applicable fees, as discussed with the Church Administrator, are received by the Church.
3. Arrangements for entry to the building will be made with the Church Administrator.
4. The lead (user) identified on the Request for Facilities Use Form will be responsible for opening and locking up the facility, furniture set up and take-down, and ensuring the cleanup of all areas used.
5. Use of the Church facilities for commercial or political purposes is not permitted.
6. The Sanctuary shall be used only for worship or musical purposes.
7. The capacity of the Sanctuary is 200 people, including the balcony and overflow room upstairs; please observe capacity limits.
8. If using the Sanctuary doors, both doors in the back should be unlocked (as safety exit) and re-lock doors after use.
9. Nothing is to be placed on the Communion table in the Sanctuary. If desired, the family may move the Communion table back and add a table that can be used for their purposes, e.g., to display flowers or pictures.
10. Overnight stays are not permitted at any time in any area of the facilities.
11. The use of alcoholic beverages, cannabis products, and illegal drugs, are prohibited on church property, including the grounds, pavilion, and cemetery.
12. Smoking and vaping are prohibited inside the building, the Pavilion, and around the immediate perimeter of the building.
13. When leaving the premises, all lights, electrical appliances, water faucets, etc. must be turned off. All windows and all doors must be closed, and entrances locked. This is the responsibility of the user.
14. Facilities should be left at least as clean as when you found them. Tables, chairs, utensils, etc. should be left where found at arrival.
15. RPC's non-commercial kitchen may be used for warming food. No cooking is permitted. Each group using the kitchen must furnish all supplies necessary and leave the kitchen and its equipment clean and in working order.
16. All tables used should be wiped down and floors swept to remove all food/debris.
17. All trash should be bagged and removed when leaving the Church (user is responsible for bringing it to public dumpster).
18. A contact list in the Kitchen can be referred to for emergencies.
19. Piano tuning: RPC maintains a regular schedule of piano tuning. If an outside organization or individual believes that the piano needs tuning prior to their scheduled

ROCKFISH PRESBYTERIAN CHURCH

event, this request should be submitted to the church music director. If approved but timing falls outside of RPC's normal piano tuning schedule, then the cost to tune must be paid by the organization or individual making the special request.

20. Any Church item that is missing or damaged shall be replace/repaired at the user's expense.
21. The user agrees to inspect the facilities prior to use to ensure that the facilities are suitable and safe for your planned activities and further agree that you assume all risk of loss or damage resulting directly or indirectly from the use of the facilities by you and your guests. The user agrees to indemnify and hold harmless the Church, its affiliates, pastors, employees, session, directors, members and congregants, from and against all claims, liabilities, losses, damages (including damage to facilities), actions, costs, and expenses (including attorney's fees and legal defense costs) arising out of your use of Church facilities.
22. If there are any children, youth or incapacitated adults attending the facilities usage event, the user acknowledges RPC has a Protection Policy (and will be supplied a copy of the policy) and agrees to follow the Protection Policy standards of conduct contained therein including notifying the RPC Minister about any incident of sexual misconduct, abuse or neglect involving any person affiliated with the church or attending the event on church property.
23. In case of a severe weather event (snow, hurricane, flood etc.) please contact RPC @ 434-361-1221 or the RPC Facebook page to find out the operational status of the Church.

Person Making Request: I have read and understand the Guidelines for Facilities Use and agree to comply with all terms.

Name (print) _____ Phone _____

Address _____

Signature _____

ROCKFISH PRESBYTERIAN CHURCH

REQUEST FOR FACILITIES USE FORM

Name of Organization: _____

RPC Member / Sponsor: _____

Phone: _____

Purpose: _____

Requested for use date: _____

Hours (from-to): _____

Facilities / Areas to be utilized:

___ Sanctuary

___ Library

___ Pavillion

___ Fellowship Hall

___ Kitchen

___ Other Meeting Rooms

Will there be children, youth or incapacitated adults attending event? ___ Yes ___ No

(if Yes, Adult Lead must be aware of and ensure compliance with RPC's Protection Policy)

Adult Lead (who will be in attendance during entire meeting): _____

Adult Lead Phone: _____

Note: This person is responsible to be there for the entire event, for opening and closing the facility, furniture set up and take-down, and ensuring cleanup of all areas utilized.

Person Making Request: I have read and understand the Guidelines for Facilities Use and agree to comply with all terms.

Name (print) _____ Phone _____

Address _____

Signature _____

RPC OFFICE USE ONLY

RPC Member: ___ Yes ___ No

Facilities Usage Fee: _____ (make check out to Rockfish Presbyterian Church)

Pastor Fee: _____

Organist/Musician: _____

Cleaning Fee: _____ (dependent on group size and nature of use)

Amount Received: \$ _____ Approval Date _____

Approval by Church Administrator: _____

ROCKFISH PRESBYTERIAN CHURCH

REQUEST FOR FACILITIES USE FORM FOR WEDDINGS

RPC Member / Sponsor: _____ Phone: _____

(Responsible for opening and closing the facility, furniture set up and take-down, and ensuring the cleanup of all rooms used.)

Bride's Name, Address & Phone:

Groom's Name, Address & Phone:

Minister's Name, Address & Phone:

Date Requested for Wedding: _____ Time (from-to): _____

Date Requested for Rehearsal: _____ Time (from-to): _____

Facilities Use Fee \$ _____

Pastor \$ _____

Organist/Musician \$ _____

Cleaning Fee \$ _____

Total amount due with this Request for Facilities Use Form for Weddings to hold the date.

Person Making Request: On behalf of the wedding party, I have read the Guidelines for Facilities Use, including the RPC's Protection Policy, and agree to comply with all terms fully.

Name (print) _____ Phone _____

Address _____

Signature _____ Date _____

FOR OFFICE USE ONLY

RPC Member _____ yes _____ no

Amount Received: \$ _____ Approval Date _____

Approval by Church Administrator: _____

ROCKFISH PRESBYTERIAN CHURCH

POLICY FOR FUNERAL AND MEMORIAL SERVICES

Church Contacts and Pastoral Care

- In the event of a death of a Member, Former Member, or Friend of RPC, the family or caregiver should contact the Minister or Interim Pastor. If such clergy is unavailable, contact should be made with the Clerk of Session directly or through the Church Administrator.
- When the deceased is a non-RPC member, procedures for contacting the Minister, Church Administrator and scheduling are the same as stated above.
- Pastoral care will be provided for the family of the deceased by an ordained Minister for the counseling of the bereaved. The Minister will advise the family concerning an appropriate worship service and will help make suitable arrangements with them.
- Consultation with a funeral home will be the responsibility of the family.
- The family must fill out a *Request for Facility Use* form and follow all Guidelines.

Church Facility and Music

- Member, Former Member, or Friend of RPC may use the church facilities for funeral and memorial services may be without cost to the family (outside a potential custodial cleaning fee of \$50 which may be imposed).
- When the deceased is not an RPC member standard facilities use charges (including custodial cleaning fee) will apply. Contact the Church Administrator for details.
- The date and time of the service will be coordinated by the Minister with other necessary functions to be scheduled (ushers, music director / musicians, and if appropriate, congregational life).

Sanctuary Flowers

- Flower arrangements for the sanctuary will be the responsibility of the family.
- Nothing is to be placed on the Communion table. If desired, the family may move the Communion table utilize another table to display flowers or pictures.

Refreshments or Meal Catering

- Refreshments (not a meal) may be served following the service if the family desires. For Member, Former Member, or Friend of RPC, the Congregational Life Ministry Team will be responsible for coordination and preparation.
- For non-RPC members, the Facilities Use Form and Guidelines should be followed.
- If the family wishes to have a meal following the service, they should make their own arrangements; Fellowship Hall and Kitchen may be used for this purpose. Arrangements should include furniture setup and take-down, and clean-up.

Use of Cemetery

- The family will be directed to the chairperson of Cemetery Committee for information regarding possible use of cemetery, including cost of standard burial and cremation plots.