



## Facilities Usage Policy

(For Outside Groups, Non-Weddings, Non-Funerals)

St. James Presbyterian Church, a PC(USA) not-for-profit corporation, makes their facilities available to groups or organizations for meetings, activities, or other events, whenever possible, giving preference to those organizations and individuals that help advance the Kingdom of God.

### **General Guidelines and Requirements:**

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements, and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. Users agree that it will not use premises for any unlawful purposes, and will obey all laws, rules and regulations of all government authorities while using the described facilities.
5. All requests for usage of the church facilities are subject to approval by St. James Presbyterian Church (initial approval by the Office Manager, and further approval by the Trustees, Pastor, and Session, if needed)
6. Each outside group or organization is required to complete and deliver to the church office a signed agreement and certificate of insurance as required by the agreement.
7. The church reserves the right to schedule other activities and events in other parts of the church facilities during contracted times.
8. All facilities use must be scheduled through the church's Office Manager. No church member has the right to unilaterally schedule facility use.
9. Each outside group or organization must furnish to St. James Presbyterian Church a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.
10. Those using St. James Presbyterian Church facilities agree to release, protect, defend, indemnify and hold harmless St. James Presbyterian Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any St. James Presbyterian Church facilities.

11. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Trustees or their designee and shall pay the church for such repair and replacement costs upon demand.
12. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage. The group or organization must attest that they are in compliance with California's AB506 Child Protection Law requirements for Youth Organizations, including that the group or organization's Regular Volunteers and Employees are trained and screened according to the legal requirements of AB506.
13. The transfer or passing on by any group or organization of permission to use the church facilities to any other persons or organizations is strictly prohibited.
14. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas. If found using other areas, they will be fined those additional rental fees.
15. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.
16. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on church premises.
17. Users are responsible for locking the rooms they are using and securing the church building prior to leaving regardless of other persons present.
18. Users must return the room(s) to their original set up each time.
19. All scheduled events include a 30-minute buffer both before and after the event. Any use of church facilities outside of this scheduled time will result in additional rental fees.
20. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the PC(USA) Book of Order or the mission or principles of the church.
21. If any of the above requirements or restrictions are violated three or more times, facility use will be suspended immediately for the remainder of the calendar year.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

## ST. JAMES PRESBYTERIAN CHURCH FACILITIES COSTS POLICY 2023

All interested parties must first contact the church's Office Manager for availability (Jan Bruszak, 818-345-2057). All prices are for 4 hours of use, except for parking spaces, which is for a full day. Partial hours thereafter can be calculated upon request. All costs are to be paid in advance, as listed, and made payable to St. James Presbyterian Church.

<b><u>ROOMS/AREA</u></b>	<b>MEMBERS</b>	<b>NON-MEMBERS</b>
Parking Lot	\$15/space/day	\$15/space/day
*Long Term Parking Use	\$1200/month for 15 spaces	
Fellowship Hall (no cooking, catered food only)	\$150	\$250
**Sanctuary	\$500	\$1000
*** <i>Key Deposit</i>	\$20	\$20
<i>Lost Set Fee</i>	\$50	\$50
<i>Re-Keying Fee</i>	\$250	\$250

\*Any spots over the allotted 15 that are used will be charged the daily rate per spot.

\*\*Use of any church-owned musical instruments must have approval of the Music Director. Sanctuary use must be approved by the Pastor and Session. Any filming done in the Sanctuary must not conflict with the theological traditions of the PC(USA). Religious services not associated with the PC(USA) must be approved by the Presbytery. Other fees might be incurred with use of sound equipment.

\*\*\*Deposit money for the keys will be refunded upon completion of the event and the return of keys. Following the event, all keys must be returned within 7 days or a \$20.00/week fee will occur. Keys not returned within 30 days will incur the Lost Set Fee, and will also possibly include the Re-Keying Fee, if determined necessary by St. James Presbyterian Church.

Exceptions to the above costs may be granted by the Pastor in conversation with the Trustees and other relevant church leadership.

**ST. JAMES PRESBYTERIAN CHURCH  
FACILITIES USAGE AGREEMENT**

Name of Group/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_

Date(s) and time(s) of use, meeting, or other event \_\_\_\_\_

Nature of use, meeting, or other event \_\_\_\_\_

Room(s) or Parking Spaces being reserved \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Setup Needed \_\_\_\_\_

Facility Usage Fee \_\_\_\_\_

The above-named group or organization (1) acknowledges receipt, from St. James Presbyterian Church, a PC(USA) not-for-profit corporation, of Facilities Usage Policy & Facilities Costs and Deposits Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with St. James Presbyterian Church Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of St. James Presbyterian Church to the above-named group or organization prior to or in the course of such usage.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_

*Authorized Representative Title* \_\_\_\_\_

Accepted by St. James Presbyterian Church:

Date \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_