

# SPRINGDALE PRESBYTERIAN CHURCH

Open. Loving. Thinking. Doing.

## BUILDING USE POLICY

The following policies and procedures are designed to provide for the general well-being and care of the building, grounds, and other properties of Springdale Presbyterian Church, Louisville, Kentucky, and are to be followed by members and non-members in the interest of preserving this historic property.

1. Members of Springdale Presbyterian Church, its organizations, missions, and other groups approved by Session, the governing body, have priority for using the church facilities when such use does not conflict with scheduled events.
2. All non-members of Springdale, whether individuals or groups, shall submit a Building/Room Reservation Form to the Office Manager for approval before any events are scheduled on the church calendar. Any members of Springdale, whether individuals or groups, scheduling recurring activities for the use of church facilities shall retain a Reservation Form on file with the Office Manager.
3. Persons or groups using the facilities shall limit activities to assigned rooms or areas.
4. Groups using the facilities shall use reusable service ware (plates, silverware, glassware, napkins). For large, formal events, these items are best sourced from a catering company. Groups renting the facility are responsible for returning all rented items to the catering company and in the condition required by the company (scraped, rinsed, etc). For smaller, less formal events, Springdale can provide dinner and salad plates and silverware and serving utensils. Groups should provide their own biodegradable consumable supplemental supplies (napkins, paper towels, coffee, drink cups, etc.) Groups are urged to follow recycling guidelines as posted above receptacles and to take all recyclables to the exterior recycle bins. All trash generated by groups should be taken to the dumpster. If Springdale's service ware is used, it should be scraped and rinsed and loaded in the dishwashers and washed or hand-washed and put away where found.
5. All personal items shall be removed from the building at the conclusion of any event. Items left unclaimed for 7 days will be donated to charity or discarded.
6. When the kitchen is used, it is to be cleaned at the conclusion of any event.
7. Any items left in the refrigerators will be discarded.
8. All trash is to be removed from the building and placed in the outside dumpster.
9. Rice and confetti may NOT be used at weddings. Birdseed is permissible but must be distributed and used outside the building.

- 10.** The consumption of alcoholic beverages (beer and wine) for private receptions and containers of such beverages shall remain inside the structure. Consumption in the parking area or anywhere outside the building is prohibited.
- 11.** To serve distilled spirits during an event on Springdale's property (in addition to requirements stated in item #10, above) an off-duty police officer must be present in the parking lot and a STAR certified server (or similar Alcoholic Beverage Control certification) must be employed to serve the alcohol. Both the off-duty police officer and STAR certified server will be paid for by the people using the facility/signing the contract.
- 12.** Rooms used by any person or group shall be returned and restored to their prior condition unless other arrangements have been made with the Office Manager. Tables and chairs should be wiped clean.
- 13.** No person or group using the facility shall attach items to doors or walls. Bulletin boards, easels, and a digital display are available upon request.
- 14.** Under no circumstances shall the choir room be rearranged, nor the piano in the sanctuary used, without the permission of the Music Director.
- 15.** Smoking is prohibited in all interior spaces of the facility. Smoking is permitted outside the building and a receptacle is provided at the entrance ramp to Klein Chapel.
- 16.** When leaving the building, all doors must be locked, windows closed, and lights turned off.
- 17.** Banners and decorations shall not be removed or altered without prior approval from the Office Manager or appropriate team chairperson.
- 18.** Thermostat settings shall not be changed without approval by church staff, the Building & Grounds Team Chairperson, or the Office Manager.
- 19.** Events on Saturday evenings must conclude by midnight (12:00 am) and the facility must be left ready for regularly scheduled Sunday use.
- 20.** Those persons or groups using the facilities shall be responsible for damage to the property, both interior and exterior, and will be required to sign an indemnification agreement to that effect prior to using the facilities. For events longer than 2 hours or with an estimated attendance greater than 50 persons, a damage deposit of \$250 is required at the time the reservation. This, or a portion thereof, will be refunded depending upon the extent of determined damage, if any.
- 21.** The use of the building for other events/meetings, whether on a recurring basis or for a singular event or occasion, must be approved by the Building & Grounds Team.
- 22.** Access to the building for events outside of regular office hours will be made available by the Office Manager.

## RENTAL FEES

The following fees shall be paid in full not less than seven (7) days prior to the scheduled event. A reservation is confirmed and space held when a security deposit (equal to 50% of the scheduled charge) is paid.

In the event of cancellation of the reservation, the security deposit will be refunded *if* notice of the cancellation is provided to the Office Manager more than thirty (30) days prior to the scheduled event; otherwise the security deposit will be forfeited.

Fees are as follows:

WEDDINGS	Sanctuary	Klein Chapel
Member	FREE + \$120 custodian fee	FREE + \$75 custodian fee
Non-member	<b>\$500</b> + \$120 custodian fee	<b>\$350</b> + \$75 custodian fee

FUNERAL	Sanctuary	Klein Chapel
Member	No charge	No charge
Non-member	<b>\$200</b> + \$120 custodian fee	<b>\$100</b> + \$75 custodian fee

MEETINGS & EVENTS	Sanctuary	Klein Chapel	Fellowship Hall	Gathering Area	Classroom	Kitchen
Member*	No charge	No charge	<b>\$150</b> (4 hrs) \$50 each additional hr	<b>\$50</b> (4 hrs) \$50 each additional hr	No charge	<b>\$75</b>
Non-member	<b>\$200</b> (4 hrs) \$50 each additional hr	<b>\$100</b> (4 hrs) \$25 each additional hr	<b>\$200</b> (4 hrs) \$50 each additional hr	<b>\$100</b> (4 hrs) \$25 each additional hr	<b>\$50</b> (4 hrs) \$12.50 each additional hr	<b>\$75</b>

\*Members may use any space at Springdale *free-of-charge* for up to 12 guests. Contact the church office for space availability and details.