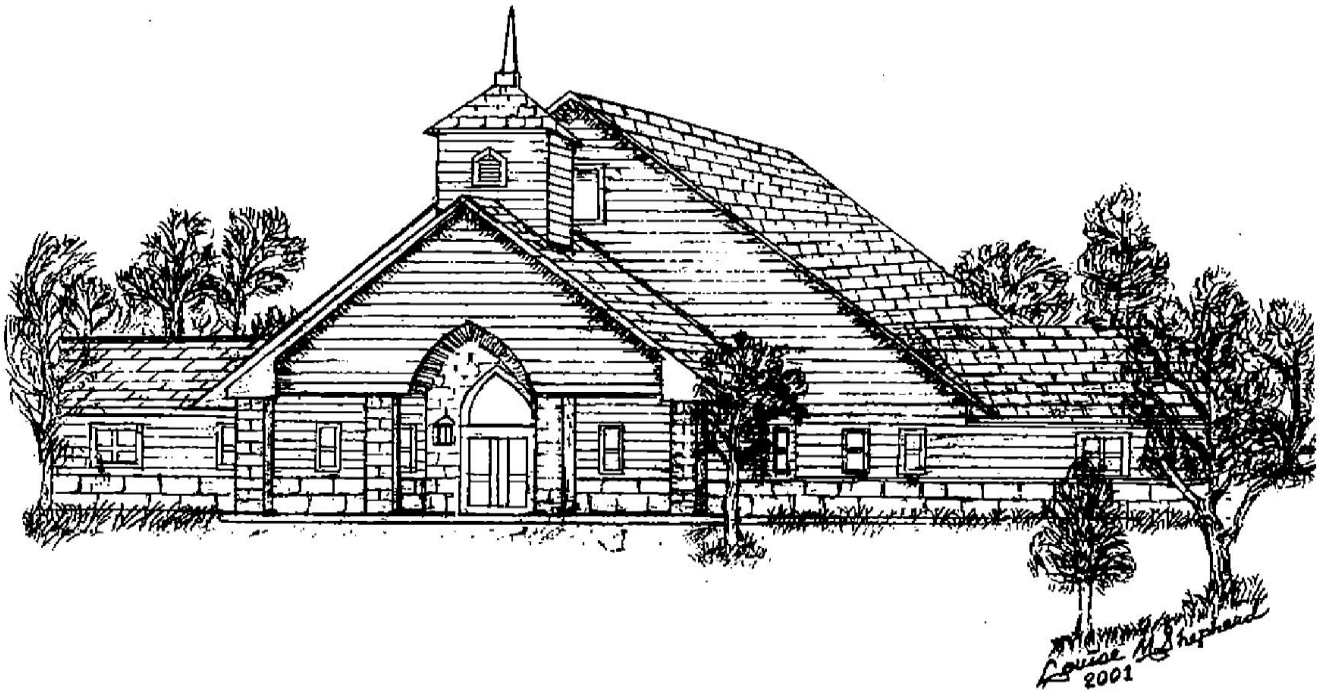


Holland's Church Facility Use Policies



Revision Date	Revision Number	Affected Pages	Reviewed By	Accepted By
May 20, 2009	Rev #0.0	ALL	G. Allred, KEB, Trustees	Trustees
May 27, 2009	Rev #0.1	Pg 10, Sec IV, ¶1	G. Allred, KEB	Trustees
June 17, 2009	Rev. #0.2	Pg 3, Sec I, ¶5	G. Banker, KEB	Trustees
March 17, 2010	Rev. #1.1	Pg. 15	G. Banker, KEB	Trustees
Sept. 15, 2010	Rev. #1.2	Pgs. 16, 17	KEB, JMM	KEB
Jan 18, 2011	Rev. #2.1	Pgs. 4 & 5	Trustees	Trustees
July, 2014		Pgs. 12-13		
June, 2016		Page #s, headers, footers		
July, 2017		Pgs. 12 & 13	Pastor Vaughan	
May, 2018		All	S. Middleton, Rev Rich	Trustees

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I. WHO MAY USE THE CHURCH FACILITIES:

The use of Holland's Church Facilities is generally restricted to groups that are sponsored by Holland's Church and members of its congregation; these groups shall have priority in scheduling. Depending on the purpose and nature of the group and based upon application and prior approval by The Church Trustees' Committee, the church facilities may also be made available, per rental agreement, to other non-sponsored, non-profit and non-commercial groups such as:

- Adult Christian groups
- Supervised children's groups (e.g. home-school groups, music recitals, drama groups, etc)
- Adult community groups
- Community education groups

Fund-raisers are not allowed to be held on the church grounds by any group unless sponsored by Holland's Church.

RESERVATIONS:

- An Event Reservation Form must be obtained through the Church website or via the ChurchCenter app for any and all events.
- The person responsible for the event must complete the reservation form and submit it to the Church Office. Any questions can be e-mailed to Katie Crocker at katie@hollandschurch.org.
- Non-sponsored groups may submit a reservation form at any time; however, an approved reservation will not be scheduled more than three months prior to the requested date.

NOTIFICATION:

- Sponsored groups of the Church will be notified by e-mail or phone call after reservation form has been received and processed.
- The responsible party of a non-sponsored group will be notified via email by the Church office once a decision has been made by the Trustee Committee.

EXCLUDED ITEMS:

- The following may not be used by non-sponsored groups: Church offices, nursery rooms, phones, copiers, computer equipment and any additional items as listed elsewhere in this document.

GENERAL USE POLICIES:

- There is no smoking permitted inside the Church; smoking is permitted in designated outside areas only.
- No alcoholic beverages are permitted inside the Church or on its property.
- Access to the facility on Friday and Saturday requires prior arrangement. Contact the church office Monday thru Thursday between 9:00 am and 5:00 pm.
- The building is available for use from 7:00 am to 11:00 pm (building security alarm is automatically turned on at 11:00 pm and off at 7:00 am each day).
- Time limits for activities and events should be scheduled within these times by the person in charge of event.

- If there is a need requiring use of the building after normal hours, Trustees/Facilities Manager may be requested, in writing, at least five (5) days in advance to adjust the security system accordingly. Please submit request to Mike Shipp at mike@hollandschurch.org.
- Restrooms must be left in the order they were found, taking care to wipe sinks and countertops dry. Restrooms are located in the large fellowship hall, hall near office, and near the original sanctuary.
- It is understood that the responsible party agrees to pay for any damages to the Church or its property.
- No decorations may be attached to windows, doors, walls, or ceiling.
- Adequate adult supervision must be provided for all children and all children's activities.
- The Church does not provide paper products (paper plates, cups, cutlery, rolled paper towels).

ROOM SET-UP:

- The individual or group requesting use of the Church is responsible for setting up tables, chairs, decorations, etc.
- The responsible party is responsible for resetting the room the way it was found.

SANCTUARY USE:

- Any furniture moved in chancel area must be returned to its original position at the conclusion of the service.
- It is the responsibility of the group holding the event to clean the sanctuary after the event.
- Pulpit and Altar can be moved with the supervision of the facilities manager or a designated person only, such as sound technician or wedding coordinator.
- Organ, Piano, Drum Set, Choir Chairs and Worship Banners cannot be moved for any reason.
- Dripleless candles must be used.

FELLOWSHIP HALL USE:

- Any furniture moved must be returned to its original position at the conclusion of the event.
- It is the responsibility of the group holding the event to clean the room after the event.
- See general guidelines for Clean-Up Guidelines.
- Fellowship Hall and Kitchen Clean-up Check List must be completed by all groups.
- No food or drink is allowed into other areas of the facility.

KITCHEN USE:

- It is the responsibility of the group holding the event to clean up at the conclusion of the event.
- If an outside caterer is used, caterer must agree to cover any and all damages to kitchen facilities or equipment.
- The group using the kitchen equipment is responsible for any damage to the equipment.
- See general guidelines for Clean-up Guidelines.
- Fellowship Hall and Kitchen Clean-Up Check List must be completed by all groups.

CLEAN-UP GUIDELINES:

In planning your event, please plan for sufficient clean-up help ahead of time. It is the responsibility of the contact person to see that the clean-up guidelines are followed.

- A “Kitchen Clean-up Check List” must be completed by any group using either the fellowship hall or the kitchen. There will be an additional \$25.00 fee assessed if the form is not completed and followed properly. Return completed form to Church office or facility manager.
- The Church does not provide paper products.
- All decorations are to be removed from the rooms before leaving.
- Trash must be removed (from each area used) and placed in dumpster.
- Tables and chairs must be set up for the next scheduled event or the way it was found.

INSURANCE STIPULATIONS: (Any group of 50+)

- Each non-sponsored user must provide The Church a “proof of insurance certificate” to insure the organization has adequate liability and medical payment coverage. -*General Liability*
- **The Church must also be named as an “additional insured” on the non-sponsored organization’s policy.**
- If non-sponsored user does not have insurance coverage, then a non-liability clause will be added to this guideline. The Church will contact its insurance agent for assistance in writing this clause.

PAYMENT OF FEES:

- Rental fees are due at the time of reservation approval.
- **Members:** A \$25.00 fee is due for all private events. Such as: weddings, birthday parties, family reunions, wedding showers, baby showers, and graduation parties.
- Any other group that a member is a part of such as HOA’s, community groups, class reunions, athletic teams, etc, the rates will be the following: any classroom (\$25), large Fellowship Hall/Kitchen (\$100), New Sanctuary (\$400 + sound tech fees).
- **Non-members:** Any group will pay non-member fees listed on page 14.

SEATING CAPACITIES:

- Main Sanctuary 400 in pews, 450 with overflow chairs, 40 in choir loft
- Original Sanctuary 225 (no additional seating available)
- New Fellowship Hall 475 w/tables and chairs, 600 w/chairs, 850 standing
- Classrooms 101, 102, 103 60 w/ chairs, 45 w/tables and chairs
- Classroom 108.....35 w/chairs, 25 w/tables and chairs

II. AUDIO AND VISUAL POLICIES AND FEES

GENERAL

1. All participants in an event will abide by established policies and procedures.
2. Sound technicians are responsible for all aspects of the sound; they will have final authority over all parties for any changes to sound system equipment and set-up.
3. Policies and procedures are subject to change without notice.
4. Some circumstances may require minor deviation from policies; this may be done at the discretion of the sound technician in charge of the event.
5. All participants shall have completed set-up and sound checks at least 15 minutes prior to start of the event.
6. All special requests for sound and projection system set-up must be submitted to lead sound technician at least fourteen (14) days prior to the event.
7. No untrained sound advisors in sound booth. Sound mixing is a matter of personal preference. What one person hears may not be what the music leader wants to be heard.
8. Spouses and children are allowed in sound booth, provided they do not interfere with technician. Those that have been trained will be put to work. (i.e. running slides, listening to recording, help with set-up, etc.)

SOUND TECHNICIANS

1. Sound Technicians should arrive no less than 30 minutes prior to the start of an event.
2. Use check list, don't run from memory; mistakes are more likely to happen.
3. Run sound checks through the main speakers to insure proper levels.
4. Lock wireless microphones in on position, no exceptions. If user refuses, take mic away.
5. Install new batteries in all microphones prior to start of an event.
6. Use old batteries for rehearsals and practice.

PROJECTION OPERATORS

1. Projection operators should arrive no less than 30 minutes prior to the start of an event.
2. Use check list, don't run from memory; mistakes are more likely to happen.
3. Complete a presentation preview at least 15 minutes prior to start of event.
4. Check for any errors or mistakes in presentation.

MUSICIANS, SINGERS AND SPEAKERS

1. Set-up and sound checks must be completed 15 minutes prior to start of the event.
2. Unrehearsed singers and musicians must arrive 45 minutes before start of event.
3. Unrehearsed speakers must arrive 30 minutes before start of event.
4. Rehearsed singers and musicians must arrive 30 minutes before start of event.
5. Rehearsed speakers must arrive 15 minutes before start of event.

AUDIO AND VISUAL SYSTEM POLICIES AND FEES (cont.)

OUTSIDE EQUIPMENT

1. A reasonable effort will be made to accommodate outside equipment.
2. Sound Technicians are not responsible for damage to nor proper operation of outside equipment.
3. Arrangements should be made prior to an event to bring in outside equipment. (as listed under General Policies ¶ 6)
4. Operators' manuals should be available to sound technicians before any outside equipment is connected to Holland's equipment.
5. Damage caused by outside equipment connected to sound or visual equipment owned by Holland's Church will be repaired at the expense of the person bringing in outside equipment.
6. Holland's Church will not supply nor is responsible to supply any cables, batteries or other accessories needed to connect outside equipment into its system.

FEES

1. Fees for sound technician and projection operator are payable directly to the individual.
2. Fee for sound technician and projection operator is \$25.00 per hour per technician, with a minimum fee of \$75.00 per technician; unless agreed upon prior to the event. For Weddings, see Wedding Fees page.
3. The projection operator is not responsible for presentation preparation, compatibility problems or providing special cables or connectors for outside equipment.

DEFINITIONS

1. Unrehearsed Performers is defined as anyone that has not practiced with the sound and projection system in a live "dress rehearsal" setting.
2. Rehearsed Performers is defined as anyone that has practiced with the sound and projection system in a live "dress rehearsal" setting.
3. Outside Equipment is defined as any sound equipment that is not owned by Holland's Church.
4. Reasonable Effort is defined as an effort made to connect outside equipment to the system owned by Holland's Church which does not require any special connections, cables, and rework or rewiring of Holland's equipment.

III. FELLOWSHIP HALL AND KITCHEN CLEAN-UP CHECK LIST

***Any group using the kitchen must have at least one person who will be held accountable for ensuring the kitchen and fellowship hall are left clean and orderly.**

***ALL GROUPS USING THE KITCHEN OR FELLOWSHIP HALL MUST COMPLETE THIS FORM. Return completed form to the facility manager via the church office.**

Place all recyclables in proper container; do not put trash or food in recycling container.

KITCHEN

Counters & Sinks:

- _____ Wipe down all countertops with Clorox Cleanup
- _____ Clean out all sinks and empty drain cups, don't leave food remnants in sink

Floors:

- _____ Sweep, Mop any spills

Trash cans:

- _____ Do not place food in trash cans without a liner
- _____ Empty all trashcans and carry trash to Dumpster
- _____ Wipe out if needed & place liners in all trashcans

Refrigerator:

- _____ Remove all perishable leftovers from refrigerator
- _____ Wipe out all spills
- _____ Wipe off condiment containers before returning them to the refrigerator

Stove:

- _____ **Exhaust fan must be used at all times when burners are in use**
- _____ Make sure griddle, all burners, and ovens are turned off.
- _____ Clean spillover from underneath burners
- _____ Empty grease trap and wash with hot soapy water
- _____ Wipe off shelf & back of stove

Dishwasher:

- _____ Make sure unit is turned off
- _____ Clean drain trap

Pots, Pans, Trays, Utensils, Etc.:

- _____ Wash, Dry and return to appropriate place

Coffeepots:

- _____ Wash and Dry
- _____ **Unplug Coffee and Tea Makers**

Paper Products:

(Paper products are not to be used for private events, such as birthday parties, showers, family reunions, wedding receptions, non-sponsored groups, etc.)

- _____ Use opened sleeves first
- _____ Replace unused paper products in plastic sleeve and return to appropriate shelf
- _____ Keep like items together

Kitchen linens:

- _____ Take towels and dish cloths home wash, dry, fold and return to appropriate drawer.

Food:

- _____ **Please remove all leftover food.**

FELLOWSHIP HALL

- _____ Wipe down tables
- _____ Return tables to original position
- _____ Wipe out chairs and place back under table
- _____ Sweep floor
- _____ Mop up any spills

Reminder: All food and drink must remain in the fellowship hall

Group Using Kitchen: _____

Contact Person: _____ Phone: _____

Date used: _____

Notation of anything not clean upon arrival

Notation of anything not clean upon conclusion

Contact Mike Shipp, Facility Manager at 919.772.5294 or Mike@hollandschurch.org for additional help or questions.

(Weddings)

IV. WEDDING GUIDELINES

RESERVATIONS AND PUBLIC ANNOUNCEMENTS:

Before any public announcement is made, dates and times for the wedding and rehearsal **must be coordinated with the officiating minister and the Church office.**

WHO MAY BE MARRIED AT HOLLAND’S:

Wedding ceremonies are only held for couples where the bride, the groom or someone in the immediate family are members or active constituents** at Holland’s Church.

**Active constituents are people who attend a minimum of three (3) Sunday worship services per month for one (1) year prior to the wedding date.

PREMARITAL COUNSELING:

Premarital counseling is a prerequisite for marriage at Holland’s Church. Arrangements for counseling should be made through the Lead Pastor and begin as early as possible.

WEDDING COORDINATOR:

- A wedding director from the church will assist at all weddings and rehearsals.
- An outside wedding director may be used; however, the church’s wedding director must also be there and have final authority on procedure.
- The church office will contact the church’s wedding director after premarital counseling and dates have been confirmed.
- The wedding coordinator will then contact the bride and groom.

REHEARSAL:

- The wedding rehearsal should be scheduled as close to the wedding day as possible.
- Anyone participating in the wedding ceremony must be present for the rehearsal. This includes: wedding party, officiating minister, wedding director, musicians, soloist, and sound technicians. Other invited guests may be present.
- The preferred time of the rehearsal is 6:00 pm. The usual amount of time required is 45 – 60 minutes.

MUSIC:

- All music must be approved by the Minister of Music prior to the ceremony.
- All musicians must be approved by the Minister of Music prior to the ceremony.
- The Minister of Music may be contacted for assistance selecting appropriate music.

SOUND TECHNICIANS:

- The lead sound technician will receive a copy of the scheduled wedding and rehearsal.
- Any special requests or needs of participants, musicians and soloists in the ceremony should be conveyed to the sound department as soon as possible, but no less than 1 week before event.
- The sound technician scheduled for the ceremony may be contacted with any questions. Refer to Sound Technician Policies and Procedures (Pg 6) for more information.

(Weddings)

DECORATIONS:

- Decorations in the sanctuary should be kept simple.
- Only plastic floral hooks, chenille florist wire or ribbon may be used to attach approved decorations.
- Bows may be used for reserved seating.
- No decorations may be attached to sanctuary walls, chairs, or communion rails.

DRESSING AT THE CHURCH

- The wedding party may use rooms in the church to change clothes.
- The bride and her attendants may have one room for changing and relaxing and one room to prepare hair and make-up.
- The groom and his attendants will have one room, away from the bridal party, for changing and relaxing.

PHOTOGRAPHS AND RECORDING:

- The photographer should meet with the wedding director before the beginning of the wedding rehearsal to review the church's photograph policy.
- No flash photography during the ceremony.
- Video cameras must be stationary.

Programs should have a "No flash photography during the ceremony" statement printed on them.

(Weddings)

WEDDING FEES

Holland's Church Wedding Coordinator:

Rehearsal and Ceremony \$225.00

(Must pay even if you have your own wedding coordinator)

Make Check Payable to: _____

Sound Technician: (if needed)

Rehearsal and Ceremony \$150.00

Reception - additional fee (dependent on needed equipment and time required)

Note: See Audio and Visual Policies and Fees for additional information.

Make check payable to: _____

Organist/Pianist:

Music, pianist and organist must have prior approval of the Minister of Music.

Rehearsal and Ceremony \$225.00

Make Check Payable to: _____

Soloist To be arranged separately by wedding party

Officiating Minister Honorarium

Clean Up:

Wedding party is responsible for clean-up and resetting rooms as found, per the clean-up guidelines, including vacuuming sanctuary. A small vacuum cleaner can be found in the Sound Booth and a larger vacuum cleaner can be located in the Janitor Closet near the bathrooms by the Nursery pod.

(Weddings)

REQUEST FOR WEDDING FORM

Requested Wedding Date

Ceremony Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Holland's minister you would like to officiate? _____

Name of other pastor invited to officiate? _____

Why do you desire to be married at Holland's? _____

Dates for premarital counseling 1. _____ 2. _____ 3. _____

*Confirmation of the dates requested will not be given until this completed form has been submitted to the Church Office. **Confirmation of the date is tentative only.** Only after Minister's Approval has been given can the wedding date be official and made public.*

Bride's Information		Groom's Information	
Member of Holland's	<input type="checkbox"/> yes <input type="checkbox"/> no	Member of Holland's	<input type="checkbox"/> yes <input type="checkbox"/> no
Religious Background:		Religious Background:	
Name:		Name:	
Address:		Address:	
City, Zip:		City, Zip:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	
Bride's Parents:		Groom's Parents:	
Email:		Email:	

Location of Ceremony: ☐ New Sanctuary ☐ Original Sanctuary ☐ Minister's Office

☐ Other (Please Specify): _____

Location of Reception: ☐ Fellowship Hall ☐ Original Fellowship Hall ☐ Off-Site

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Soloist: _____ Phone: _____

Name of Additional Wedding Coordinator _____

Would you like to donate your flowers to the church, for use during the worship services? ☐ yes ☐ no

Additional organist/pianist _____

I have received and read the Holland's United Methodist Church's Wedding Guidelines

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Minister's Approval: _____ Date: _____