

SWARTHMORE PRESBYTERIAN CHURCH

Use of Church Facilities by Members, Non-Profits and Non-Members



PROCEDURES:

1. Obtain an “Application for Use of Facilities” application from the Parish Administrator. Complete and return to the Parish Administrator as soon as possible. Requests for use must be approved by Church Staff and often reported to Session. Lead time is generally 2-4 weeks.

RULES GOVERNING USE:

1. The use of the Sanctuary for anything other than memorial services, funerals, and weddings must be approved by both staff and Session. Such use must be in keeping with a spirit of worship. Guidelines for memorial services, funerals, and weddings are published separately.
2. No fund-raising events are permitted.
3. Where long-term notice or repeated reservations are required, the church reserves the right to cancel and/or reschedule if a church program has an unforeseen need to use the reserved facility.
4. The custodian or another person designated by the church will be on hand whenever the building is in use. The fee for custodial services (any setup or cleanup) will be billed at \$20 per hour (to include the entire time of the rental plus setup and cleanup), with a minimum of \$50. If no setup or cleanup is required, a security fee of \$15 per hour, with a minimum \$25 per rental will be charged.
5. If there are costs related to clean-up or property damage repair, the person making the reservation will be billed for those costs in addition to the rental fee. Determination of damage to church property shall be at the sole discretion of the Business Administrator.
6. Insurance:
 - a. Coverage for all activities shall be paid for in full by the user, with Swarthmore Presbyterian Church as the named insured. Evidence of the insurance policy shall be presented to the Business Administrator before use. Insurance requirements are listed on schedule B. A list of insurers is available by request.
 - b. One-time users renting on very short notice without a certificate of insurance may sign an Indemnification agreement holding Swarthmore Presbyterian Church harmless against any loss, liability, or penalties resulting from the applicant’s use of SPC’s property (including equipment and fixtures), whether or not due to the carelessness, negligence, or improper conduct of the applicants and his/her guests.
7. Church property: Relocation of church furniture or other property during use of the facilities must be approved in advance by the Parish Administrator. Use of church and/or Nursery School supplies is strictly forbidden unless authorized by the Facilities Manager or Nursery Day School director. Use of A/V equipment is permitted only as authorized by the Parish Administrator. Table and chair setups must be submitted in writing to the church office at least 1 week in advance of each event.
8. User’s property: Use of furniture, catering equipment, or other property brought in by the user must be approved in advance by the Parish Administrator.
9. No alcohol or drugs will be permitted on church property. No smoking is allowed in church buildings or in the courtyard, labyrinth, or memorial garden. Exceptions on the use of alcohol for wedding receptions for church members and their children are as noted on Schedule A.

10. One person must be designated by the group to see that all regulations and evacuation procedures are understood and enforced; this person will be responsible for leaving the space used in the same condition in which it was found.
11. The church's telephone number and email address are not to be listed for inquiries about the event.
12. Groups using church facilities are requested to observe the following parking guidelines: first, fill the parking lot behind the church; second, fill the Harvard Avenue curb-side parking spaces; then, if necessary, use the gravel lot across from the church on Harvard Avenue.
13. Exceptions to these rules may only be made by Session on the recommendation of Staff.

RENTAL FEES:

Payment of rental fees and the base custodial fee (\$50) or security fee (\$25) must be made no less than two (2) weeks in advance to the Business Administrator. The church will bill for additional custodial/security fees after the event. In the event of cancellation by the user or the church, rental fees already paid will be returned in full.

See the Rental Fee Schedule attached for fees.

Schedule A

Use of alcohol for weddings and other event rentals of church members (and children of church members):

- 1) A certificate of insurance, noting liquor liability (usually available privately as "event coverage") must be on file 2 weeks prior to the event.
- 2) The number of guests will be limited to the seating capacity of the room (with allowance for food and beverage service tables), currently 120 seats. (15 round tables x 8).
- 3) Published rental rates will apply.

Schedule B

An event policy can be obtained via a personal homeowner's insurance. Usually these policies are free, but if there is a charge, it is generally under \$100. These policies do not include liquor liability. The certificate should include the following minimum limits:

General Liability:

- | | |
|---------------------------------|-------------|
| 1) Each Occurrence | \$1,000,000 |
| 2) General Aggregate | \$3,000,000 |
| 3) Personal & Adv Injury | \$1,000,000 |
| 4) Products - Comp/Op Agg | \$3,000,000 |
| 5) Damaged to Rented Premises | \$500,000 |
| 6) Medical Exp (any one person) | \$10,000 |

Swarthmore Presbyterian Church

RENTAL FEE SCHEDULE



Facilities Rentals	Church Members/Non-profits		Non-members	
	Single Use	Repeated use	Single Use	Repeated use
Main Floor:				
Sanctuary	150	75	300	150
Fellowship Hall	150	75	300	150
Fellowship Hall kitchen*	60	30	120	60
Study	75	40	150	75
Loeffler Chapel	100	50	200	100
SPNDS large classroom	30	15	60	30
SPNDS small classroom	20	10	40	20
Lower level:				
Hearth Room Kitchen**	30	15	60	30
LL large classroom	40	20	80	40
LL Small classroom	30	15	60	30
2nd Floor:				
McCahan Hall	60	30	120	60
McCahan large classroom	30	15	60	30
McCahan small classroom	20	10	40	20
Outdoors:				
Labyrinth	?	?	?	?
McCabe Garden	?	?	?	?
Courtyard*	50	25	75	40

*No additional charge to use Courtyard or Fellowship Hall kitchen in conjunction with Fellowship Hall rental.	
**No additional charge to use lower level kitchen in conjunction with lower level classroom rental.	
Repeated use:	1st day at single use rate, subsequent days within the same program year at repeated use rate.
Custodial fee:	\$50 base fee or \$20/ hr. for actual time (rental hours + setup & cleanup) Weekly rate as determined by Facilities Manager * doubled if 2 custodians are necessary.
Security fee:	\$25 base fee or \$15/hr. for time of rental (assumes no setup or cleanup required)
Exceptions:	AA, Scout groups: no fees will be charged. Contributions are encouraged and accepted.

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