HAMPTON
PRESBYTERIAN CHURCH

Building Use Package

2942 East Hardies Road
Gibsonia, PA 15044
724-443-3201
Church office hours : 9:00 am - 4:30 pm M-F

Facilities Manager: Steve Ferrari
steve@hamptonpresbyterian.net

Office Manager:
hpcusa@hamptonpresbyterian.net

BUILDING USE FEES

CHURCH MEMBERS

- Fellowship Hall, Kitchen, Hospitality Room, Room 306, & Sanctuary : $50 - $100
- Pavilion : $75.00 (see pavilion rental page for more details)
- Youth Center : $200 refundable deposit, a donation of $50 - $100
- Speak to the Church Office to determine any special guidelines for Youth Center that are not covered in this package.

NON-CHURCH MEMBERS - $200 refundable deposit plus the following:

- Fellowship Hall - $400, up to 4 hours.
    - Tables & Chairs - $150.00 setup fee.
    - Stage - $250 setup fee.
- Kitchen - $75 (Must be in addition to another room reservation)
- Sanctuary - $250
- Hospitality Room - $100
- Room 306 - $100
- Pavilion - $150 (see pavilion rental page for more details)
- CE Rooms - $50
- Custodial Fee - $75 ; 100+ attendees - $100.
- Dance Floor Fee - $700 including setup fee.
- Snow Plowing - Should the parking lot need to be plowed for the event, $400.
- Youth Center NOT AVAILABLE

Fees are subject to change based on the scope of your event at the discretion of the Facilities Manager

WEDDINGS – Fees and guidelines can also be found in the Wedding Pamphlet.

HAMPTON PRESBYTERIAN CHURCH BUILDING USE POLICIES AND GUIDELINES

PURPOSE:
It is the intention of the Session and Trustees of Hampton Presbyterian Church that the use of all church facilities will be governed and controlled by Christian spirit and conduct. The principal use of our building and property is for the glory of God by leading people to Jesus Christ, so that they may find and accept Him as their Savior. Activities related to Evangelism, Outreach, Fellowship, and Community Service are the means by which our purpose will be achieved.

PRIORITIES OF USE:
The following guidelines will be used in determining the priority of scheduling and requests for use of the church facilities.

1. Worship and Christian Education activities have highest priority and may preempt other regularly scheduled events.
2. Church sponsored (meaning formal committees and organized groups) and church supported activities have second priority. Examples of church sponsored activities include regularly scheduled recreational events (e.g. weekly basketball/volleyball), AARP, Boy Scouts, women's circles, support, and prayer groups, etc.
3. Members of the Hampton Presbyterian Church family have third priority for family or personal use. However, restrictions on use will apply as outlined below.
4. Lowest priority will be requests for use from organizations outside Hampton Church. Requests which are sponsored by a church member will receive priority over organizations with no church member affiliation. In general, we expect these organizations to be non-profit. However, consideration will be given to organizations who have commercial, profit or fundraising orientation, given the use does not violate Christian spirit or conduct.

APPROVAL AND SCHEDULING:
All requests for use must be made through the church office at least TWO WEEKS in advance of your event date. A church calendar of events is available on our website where you can review available dates before requesting. Building Use Forms are available from the church office as well as online. Once submitted, your request will be reviewed by the Facilities Manager, Office Manager, and other office staff for approval.

KEYS AND SECURITY:
The security of our church building is a significant concern. Minimally, this means ensuring all doors are locked and all externally accessible windows are closed. Permanent assignment of keys for groups meeting regularly will be approved by the Trustees. Issuance of temporary keys for other uses will be approved and coordinated through the Facilities Manager and will be available for pick up the week of the scheduled use.

FEES, DAMAGES AND LIABILITIES:
Fees are outlined on the first page of this packet. **Additional fees could be incurred if:**

- The event is held during the winter months, additional fees may be incurred for salting sidewalks and snowplowing.
- Additional set-up or take down occurs due to your event.
- Extra or off hours custodial staff utilized due to your event.
- Damage to the building or its content are the responsibility of the group or individual authorized to use the building. All damages are to be reported promptly to the church office including the Office and Facilities Managers. Damages resulting from incidents of abuse or negligence of the user are expected to be paid in full.

LIGHTING AND HEAT: <u>Turn off all lights after use.</u>

- Fellowship Hall: There are 4 fluorescent lights, which are operated by wall switches by the primary entrance/exit doors to Fellowship Hall. Only these lights should be used.
- Cooling/heating: consult with the facilities manager for specific instructions.

TECHNOLOGY AND OTHER EQUIPMENT:
Use of the TV screen in the Hospitality Room requires your own knowledge of how to cast / screen mirror between devices. Use of the microphone, podium, stage, and sound system in the Fellowship Hall require advance approval and setup, and may not be available on your selected date. Consult with the Office Manager (hpcusa@hamptonpresbyterian.net) for more information.

GENERAL RULES

- First time use of any Church room requires an Orientation meeting to be scheduled with the custodial staff or Facilities Manager prior to your event. This meeting should be arranged one week prior to your event and is mandatory for first time use.
- No activities which may result in staining or spoilage of the carpet without additional protective measures (drop cloths, plastic, etc.) Please ensure your feet are clean at the entrance areas.
- Consumption of alcoholic beverages or drugs on church property is not permitted.
- Smoking or use of other tobacco products is not allowed in any part of the church building.
- Fighting or use of profanity will not be tolerated, and violators will be asked to leave.
- Non-Christian conduct during athletic activities will require a formal counseling session with one of the pastors before use or participation is resumed.
- Fellowship Hall will not be used for recreational purposes during any worship service.
- Use of Fellowship Hall for recreational purposes always requires adult supervision. The amount of direct supervision should be commensurate with the group/activity.
- Children must always be supervised and are not permitted in any areas not requested on the Building Use Form. Please remember to clean up after your children including but not limited to snacks, drinks, crumbs, wrappers, etc.

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Room Reservation Form

Name : _____ Phone #: _____

Email : _____ Date Submitted: _____

Purpose / Event Name : _____ Date of Event: _____

Room(s) Requested : _____ No. of Attendees: _____

Start Time : _____ End Time : _____

Time Needed for Setup / Cleanup? : _____

Recurring or One-Time? : _____

If recurring, contact church office for approval and scheduling

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Kitchen Needed : (Circle) YES NO

Appliances Needed: ☐Fridge ☐Freezer ☐Stove ☐Oven ☐Warmers ☐Coffee Maker

NOTE : If the kitchen is used, a separate form is required to be submitted upon the conclusion of your event. A cleanup plan must be discussed with HPC staff prior to your event to ensure proper care is taken when using the kitchen.

Other Equipment / Setup needs : The Work Order form must be completed along with your reservation form to ensure the availability of HPC staff to accommodate your setup requests.

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Terms and Conditions/ Usage Agreement

I, _____, acknowledge the following terms:(initial)

_____ I have received a copy of the Building Use Policies and Guidelines, and I will be responsible for and adhere to them.

_____ I understand that any rooms used by myself or anyone associated with my event will be left clean and orderly, the way they were found.

_____ I understand that before my event I must consult with the Office Manager and Facilities Manager regarding proper building usage policies.

_____ I understand that Hampton Presbyterian Church will not be held liable for any accidents, injuries or personal property damage occurring on church property or in use of HPC facilities for any extracurricular activity or event.

_____ I agree that in the event of an emergency that threatens life and/or church property, I will call 911 immediately.

_____ _____

Signature Date

Office Use Only

Deposit:$_____ Date Received :_____ Check #:_____

Total Fee:$_____ Date Received :_____Check #:_____

Fee Includes : _____

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Work Order Form

Event Title: _____ Contact Name: _____

Event Date: _____ Date Submitted: _____

Tables (84" round or 9' rectangular) : _____ Chairs : _____

Other Equipment Needed :

☐Podium ☐Microphone ☐Stage ☐Speakers ☐Projector ☐Mobile TV Screen

NOTE: *Equipment requires advance setup and may not be available on your specified date. Certain equipment / setup requests will incur an additional fee due to setup and teardown labor. Consult with the Office Manager and Facilities Manager for more information.*

Setup Description: _____

_____

_____

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_____

_____

_____

_____

_____

OFFICE USE ONLY

Received Date : _____ Approved :_____