



CHARLESTON ATLANTIC PRESBYTERY

4701 W Park Place, North Charleston, SC 29405
(843) 766-4219 -- www.capresbytery.org

Policy Name: Facility Use Policy	Effective: December 1, 2020
Approved by: Shepherding Team	Revised: November 19, 2020
Date: November 19, 2020	Amended 3/11/21, Approved by ST 3/11/21 Revised 6/8/2023, Approved by ST 8/17/2023 Approved by Presbytery 9/16/2023

**Facility Use Policy
Presbytery Office Building and Auditorium**

1. PURPOSE

Charleston Atlantic Presbytery (CAP) faithfully worship God by reaching out to our community and the world through outreach, missions, worship and various programs. As good stewards, it is important that we manage the use of presbytery properties with care to preserve their context and function in a God-honoring way. All activities held in the Charleston Atlantic Presbytery (CAP) Office building and grounds shall be consistent with who we are and what we believe. This policy shall outline guidelines for the proper use and maintenance of these facilities.

2. POLICY

- a. All applications for use must be submitted to the Presbytery Office during normal office hours (9 am – 5 pm), Monday through Friday. Capacity and occupancy limits will be set in accordance with building codes for North Charleston. Applications may be submitted electronically.
- b. **First Priority** will be given to church functions of churches within our Presbytery and charitable organizations supported by our Presbytery.
- c. Activities that involve no specific Christian affiliation and do not conflict with the principles of Charleston Atlantic Presbytery will be allowed if they meet the criteria of this policy.
- d. Facilities are not available to outside groups for profit-making activities or to organizations engaged in partisan political activities.
- e. **Conduct & Expectations:** There will be no smoking, alcoholic beverages, illegal substances, gambling, weapons, smoke effects, pyrotechnics, or explosives permitted in the Charleston Atlantic Presbytery building and grounds.
- f. **Users are expected to leave the facility in the same or better condition.** Animals are not allowed in the facilities (*except for required service animals*). All users are required to pay a housekeeping fee appropriate to the space used and the rate required by maintenance personnel. This fee will be set and paid upon acceptance of application for use of the building.
- g. **All activities** must conclude in time for adequate clean-up and to allow closure of the building by 10 pm. Loud sound amplification and noise are not allowed in



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the neighborhood. Any property left on the premises after a period of 30 days after an event may be deemed abandoned and shall become property of the Presbytery. The Presbytery is not liable for clothes, service ware, jewelry, purses/billfolds, cell phones, leftover food, or any personal items lost, stolen or damaged at any event related to use of these facilities.

- h. **Additional Activities:** Activities involving arts and crafts or related materials, such as use of paints, crayons, inks, glue, glitter, confetti, rice, seeds, flower petals, bubbles, liquids, scissors, knives, etc. must be completely removed when finished and user is responsible for cleanup of these items. Smoke effects, explosives, pyrotechnics are not allowed at any time. *(Housekeeping fee does not cover the cleanup of these activities)*
- i. **Use of the Building:** Use of building assumes full access by participants of the rest rooms and parking facilities. Presbytery offices will be off limits and access doors locked. *(All fees will be outlined on a separate sheet attached to and made part of this policy.)*
- j. **Parking Assistance:** Event Host shall provide assistance and manage all parking while using the facility.
- k. **Decorations:** All decorations, displays, images or pictures shall be appropriate to a Christian setting and may **not** be attached to the walls, from ceilings, doors or windows of this facility. *(Housekeeping fee does not cover the cleanup of decorations and supplies.)*
 - i. Flame candles and/or electric fixtures may be used in designated areas **with approval**. Flameless candles may be used.
 - ii. No nails, tacks, staples or screws shall be put in or on the walls or attached to the chairs and tables. Painters tape may be used on glass but NOT on painted walls.
 - iii. All decorations must be removed within 12 hours following the conclusion of the building use, unless other arrangements are made.
 - iv. No furniture shall be removed from the building including tables and chairs. All furniture must be returned to original placement upon completion of the event.
 - v. Exit signs must remain visible at all times.
 - vi. Decorations for events held during seasons of Advent or Lent must be compatible with building decorations, which shall remain for worship events.
 - vii. **It is the policy of Charleston Atlantic Presbytery NOT to lend out furnishings from this facility, i.e., tables, chairs, kitchenware, utensils, etc.**
- l. **Supervision of Children/Youth (newborns through 12th graders):** Children and Youth must be supervised at all times. Adults must be present before the event begins and throughout until the last youth has left the building. Anyone using this facility must be compliant with CAP/churches/organizations child, youth and vulnerable adult protection policies.



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- m. **General Kitchen and Food Service:** Guidelines for use of the kitchen and equipment are posted in the kitchen. Full kitchen use includes use of stove, oven, refrigerator, icemaker, and appropriate containers and utensils. (Containers and utensils are not allowed to be removed from the facility.) Event sponsors must provide their own food, supplies, and paper goods. The kitchen may be used for on-site preparation and cooking of food and beverages or off-site food preparation with use of kitchen facilities for cold food storage and preparation of beverages. Upon completion of the event, countertops should be free of foodstuff and other materials. **Counter surfaces should be wiped clean of all crumbs and spills. The floor should be swept clean and/or mopped** if there are visible spills. A broom and mop may be found mounted on the wall behind the kitchen door. The KITCHEN ONLY mop and bucket are under the sink. ***No food shall be left in the refrigerator. Users are responsible for full cleanup of the kitchen and food services areas. All trash must be taken to the garbage receptacle outside the building.***
- n. **Damages:** The persons using the facilities will be responsible for any damages to the property during their use of the facilities and will be billed according to the cost of repairs.
- o. **Fee Schedule:** If your group is a member of a church in Charleston Atlantic Presbytery, you will be charged the appropriate housekeeping fee for the use of the facilities. The fee schedule for events when the host is NOT a member of our Presbytery is attached and made part of this policy. (*Voluntary donations will gladly be accepted.*) For groups using the facility overnight, please see Addendum 2.

3. PROCEDURES

To obtain use of the facilities, please follow these procedures:

- a. Contact the Charleston Atlantic Presbytery Office during normal office hours (9 am to 5 pm) Monday through Friday to obtain a copy of the Facility Use Policy and to complete an application for use. A copy of Facility Use Policy and Application will also be available on the Charleston Atlantic Presbytery website. (www.capresbytery.org)
- b. You will be notified within 10 business days if your application is accepted and you will be required to sign the application agreeing to the terms of the policy and to pay appropriate fees in advance for the space required. **A deposit will be required when the application is submitted.** The deposit will be refunded if the building is cleaned according to the requirements of this policy and/or if key fob is returned. The deposit will be refunded if the application is not approved. **Full payment of fees will be required 5 business days before the event.**
- c. In the event of a cancellation, CAP must be notified at least 48 hours in advance and a cancellation fee of 10% of the total fee will be charged. This does not apply if the cancellation is caused by a natural disaster or unavoidable event such as COVID.



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- d. Reservations for recurring meetings will be accepted on a calendar year basis from January 1 through December 31. CAP reserves the right to limit reservations so that other groups have access to the meeting rooms.
 - e. The setup of your required space will be limited to the chairs and tables available in the different rooms of the facility. Each group is responsible for arranging the meeting room for their use, picking up refuse and leaving the rooms clean. Furniture and chairs must be restored to their original arrangement when the group leaves.
 - f. All other equipment and supplies, such as computers, projectors, sound systems, etc., must be provided by the user.
 - g. CAP does not provide storage for the property of organizations or individuals meeting in the various rooms of the facility and does not accept responsibility for materials that are lost or damaged.
 - h. Access to the facilities will be granted on the reserved date and time, provided the application has been signed and the fees have been paid in full. Event host will contact the Office Administrator, (843)766-4219, Ext. 301, for a security fob, passcode and instructions for entering and existing the facility. ***The security fob must be returned the following business day to the office or your deposit will not be refunded.***
4. **BUILDING SECURITY.** The building is secured by Sonitrol Security Systems. **The event host will ensure all trash is taken to the garbage receptacle outside the building** and that all doors are **securely closed, locked and the security code has been reset** after the last person in the group has exited the facility.



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Fee Schedule is subject to change. The fees below are in affect for 2023-2024. Fees are subject to change as they are reviewed annually.

FACILITY USE FEE SCHEDULE:

Space Requirements	General Fees	*CAP Member Fees
Deposit / Application Fee**	\$100	\$75
Auditorium and Housekeeping	\$1000	\$250
Auditorium For Funeral and Housekeeping	\$500	\$150
Fellowship Hall /Kitchen & Housekeeping	\$600	\$175
***Wedding Venue includes Auditorium, Fellowship Hall and Kitchen (Mon.-Thurs.) <i>Includes use of the building the day before for rehearsal.</i>	\$2500	\$1500
***Wedding Venue includes Auditorium, Fellowship Hall and Kitchen (Fri. – Sunday) <i>Includes use of the building the day before for rehearsal.</i>	\$3000	\$2000
Recurring Events such as Worship Services will be considered on a case-by-case basis and a contract will be made with the CAP Presbytery and those wishing to use our facilities.		

*CAP Member Fee: The person or church is a member in good standing of Charleston Atlantic Presbytery and regularly pays its pledge to the Presbytery.

** Deposit / Application Fee of \$100 or \$75 will be refunded if building is cleaned according to the requirements of this policy and/or if the key fob is returned. The fee will be refunded if the application is not approved.

***It is noted that an Officiant is not provided with the use of the facilities. However, you may obtain a list of available pastors from the CAP office.



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ADDENDUM 1—FACILITY USE POLICY

FEE SCHEDULE FOR GROUPS USING THE FACILITY FOR OVERNIGHT STAYS

THIS ADDENDUM IS PRIMARILY FOR GROUPS WHO WILL BE STAYING IN THE AREA TO PERFORM MISSION WORK AND WILL BE STAYING AT THE CHARLESTON ATLANTIC PRESBYTERY OFFICE BUILDING TO SPEND THE NIGHT, SHOWER AND EAT SOME MEALS.

1. Space for sleeping is provided in two bunk rooms upstairs. There are no beds, although air mattresses may be available; participants bring their own bedding, pillows and towels.
2. Bathrooms for up to 30 people to use during their stay will primarily be the bathrooms and showers upstairs, with some usage of downstairs bathrooms as needed.
3. Meeting space is provided for groups in downstairs fellowship hall for orientation, recreation, Bible Study, mission debriefing, art projects, worship, etc.
4. Groups must provide their own food and follow the guidelines written in this policy for the use of the kitchen.
5. Upon departure, all belongings, food, and trash are to be removed from the building and **the areas used shall be swept and/or mopped as necessary**. Failure in this regard may subject the group to an additional cleaning fee.

Fees: For Groups Outside Charleston Atlantic Presbytery:

Pay a stipend of **\$20.00 per person per night** for overnight immersion experiences.

For Groups that are members in good standing of Charleston Atlantic Presbytery:

Pay a stipend of **\$15.00 per person per night** to cover cleaning cost for overnight immersion experiences.