

# General Guidelines and Procedures for Facility Use

*Community Mennonite Church of Lancaster (CMCL)*

## Philosophy

The physical structure at CMCL was designed and built to accommodate the needs of the congregation for worship, Christian education and many other functions related to congregational life. We also like to see the facility being used for non-church events for the support, care, and growth of relational bonds within our neighborhood and the city.

## Limits:

- CMCL does not allow use of our facility by registered political parties or political campaign organizations. Other political or activist groups, events, and/or persons are considered on an individual request basis.
- CMCL reserves the right to refuse use of our facility by any individual, group and/or event whose stated purpose is not in general agreement with the character and theology of the congregation.
- CMCL gives preference for use of our facility to groups with one or more CMCL members or regular attendees involved.
- CMCL values the use of our facility for public events that are open to members of the church, to our neighbors, and to the wider community.

The *Guidelines and Procedures* outlined here are to help us provide the services that you need for your event and to help you ensure that our expectations are met for your appropriate use of the space.

## Guidelines and Fees

1. All functions or activities must meet the criteria outlined in the Philosophy and Limits sections above.
2. Groups using the building shall provide their own paper supplies for food service.
3. Individuals or groups using the building are responsible for clean up as described in the attached Cover Your Tracks document. Use privileges may be revoked if area used is not cleaned and restored to its prior layout.
4. No alcoholic beverages are permitted at non-CMCL events.
5. CMCL reserves the right to cancel any event due to hazardous weather conditions or any facility issue which might render the space unfit for intended use. The office coordinator is responsible to monitor weather conditions when an event is scheduled, confirm with facilities chairperson that the current conditions warrant a cancellation and then notify the event's use requestor that the event must be cancelled. The use requestor for the event will be responsible to notify event

attendees of the cancellation. Every effort will be made to give as much advanced notification as possible, and to reschedule the event, if needed, in a timely manner.

**6. Fees\*\* are per event (event is 1-4 hours)**

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|---------------------------------|---|
| a) Sanctuary \$300              | e) Classroom \$35                             |
| b) Parrot Gallery \$150         | f) Fishbowl/children's nursery \$35           |
| c) Kitchen \$90                 | g) Sound Technician \$20/hr                   |
| d) The Gathering Place \$120    | Use of sound system requires CMCL Tech        |
| e) Gathering Place Kitchen \$25 | h) Cleaning fee (see Cover Your Tracks) \$200 |

\*\* There is no fee for CMCL members or regular attendees to host family gatherings, funerals, life celebrations, or other similar group events, but donations are welcomed.

**7.** Donations, ticket sales, event fees, product sales, or other similar charges may be collected from attendees only by function organizers who have paid full fees, unless exempted elsewhere in these guidelines.

**8.** The building may be used for concerts, recitals, readings, theatrical productions, book and recorded music launches, art shows, and other arts or cultural presentations under the following conditions:

- a)** A member of the using group must be a regular attendee or member of CMCL
- b)** The event must be open to all CMCL attendees or the whole community
- c)** No fixed donation amount may be solicited for admission to the event. A free-will offering will be the only acceptable means to collect funds for the benefit of the presenting person or group.
- d)** The sale of artwork, books, recorded music media, and other items created by a regular attendee or member of CMCL only may be solicited during the event.
- e)** If funds are collected or items are sold during the event, a minimum donation of \$30 is requested, otherwise there is no fee.

**9.** CMCL members and regular attendees providing regularly scheduled lessons or classes where a fee is charged for their services are eligible for fees reduced by 50%. A parent/guardian of a minor student will remain in the classroom if by leaving they violate the Child Safety Policy that requires at least 2 adults will be present when the facility is in use.

**10.** Not-for-profit organizations<sup>1</sup> holding single or recurring weekly, biweekly or monthly meetings that are free to those who attend are eligible for a fee of \$30 per use.

**11.** Not-for-profit organizations<sup>1</sup> holding fundraising events or educational/cultural enrichment programs sponsored by a CMCL committee are eligible for a fee of \$30 per use.

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<sup>1</sup> For the purposes of these guidelines, any group whose events or activities are not organized for the purpose of generating a financial gain for distribution to the group's members. Official 501(c)(3) status is not required.

12. Any damage to our facility will be charged to the use agreement signer(s). Any group causing damage may be refused future use of the building.

## Procedures

1. Reservations for use of the building are to be made with the CMCL office coordinator. If there is a question about the appropriateness of a requested use, the coordinator will consult with the facility committee's chairperson and the administrative pastor.
2. Events are booked on a first come, first served basis with a signed agreement. Once a location, date, and time have been scheduled with a signed agreement, only a major CMCL time sensitive life event, such as a funeral, could cancel a booked event. In other words, although preference is given to member-/regular attendee-involved events, non-member/attendee events will not be bumped by a member-/regular attendee- event, if the non-member agreement was the first to be approved. Every effort will be made to honor a signed contract, however CMCL may need specific areas of the facility for congregational needs at short notice.
3. The church office coordinator will confirm that at least two (2) responsible post high school adults will be present with any group using CMCL facilities.
4. Strict adherence to the CMCL Child Safety Policy is required for any group using our facility. The use requestor for your event and the two designated responsible adults must read the Child Safety Policy. The use requestor must agree to have a personal conversation with a member of the Child Safety Committee prior to signing the use agreement, and acknowledge with their signature, agreement to abide by the Child Safety Policy while using CMCL's facility.
5. The use requestor will be responsible to make arrangements to have the church opened before the event and closed/secured after the event. The church office coordinator and/or sexton may provide assistance with this process.
6. Storage is NOT provided. As detailed in the *Cover Your Tracks* document, all items used for an event are to be brought in and removed at the time of the event. There may be limited exceptions made for specific events that are approved by the office coordinator with details and parameters noted in the use agreement.
7. The office coordinator will be responsible to walk through the area before and after facility usage to determine if the Guidelines and Cover Your Tracks documents were followed, and take appropriate action if they were not. If something is wrong when you arrive, document the issue (with a photo if possible) and report it to the office coordinator.

# **Cover Your Tracks**

*A checklist for using CMCL facilities*

## **For your event planning:**

- CMCL has 17 available parking spaces in the church's lot across Concord Street from the Education wing. Spaces numbered 1-10 are reserved and must NOT be used. For additional parking, contact Covenant United Methodist Church located across Orange Street for availability and terms.
- Storage of anything needed for your event is prohibited unless expressly detailed in your agreement.
- Smoking is prohibited everywhere on the church grounds. Concord Street is a public space meaning smoking is not regulated. As this street goes through CMCL church grounds, if your event has attendees who smoke, please provide butt containers/ash trays.
- The use of candles is not permitted.
- Do not serve or consume food or beverages in the sanctuary. Food and beverages are not allowed in the sanctuary.
- Clean up spills immediately, especially ones made on carpet. Use carpet cleaners stored in the closet near the church mailboxes on the ground floor.
- Only unlock the entrance that leads directly to the area you are using. All doors open for emergency exit even when locked.
- Do not violate Lancaster City Noise Ordinance or plan activities that may be a nuisance to our neighbors.

## **Before leaving the building:**

- Remove all displays, decorations, props, etc., that were brought into the building for your event. If you brought it, take it with you.
- Replace plants, furniture, chairs or any other items that were moved from their original locations. (We recommend taking a before picture to guide your replacement of items.)
- Make a list of any spills or damage that occurred (if possible, take pictures), and submit it to the church office

- Kitchen:
  - Place all trash in trash bags, and take all accumulated trash to the trash receptacles in the inner courtyard. This includes bathroom trash.
  - Clean counters, tables, and all other surfaces including the stove and refrigerator.
  - Wash, dry and return all kitchen equipment and utensils to their proper storage place.
  - Take home any tea towels that were used. Wash them and return them to the church.
  - Confirm all appliances and faucets are turned off.
  
- Clean the tops of any tables that were used
  
- Vacuum, dry mop or wet mop as needed all areas used for the event.
  
- Rest rooms: confirm all toilets are flushed, toilet tanks have stopped filling, and all faucets are turned off. Turn off lights and fans.
  
- Turn off all lights throughout all areas of facility.
  
- Shut all doors. No interior doors should be propped open. Check exterior doors from their outside handles to confirm they are locked.

### **Fees and/or loss of use privileges**

- If the area used is not left the way it was found, and/or it is found dirty or unusable following your event, you will be billed for the cleaning fee. Failure to pay the fee will forfeit any future facility use by you or your group. Fee may be bartered in exchange for complete cleaning by agreement holder, if approved by office coordinator and facility committee chair.
  
- Persistent disregard for **Cover Your Tracks** requirements, even if no cleaning fee has been charged, may result in loss of facility use privileges.