

Pleasant Hill Presbyterian Church Facility Use Guidelines

The following document provides guidelines for facility usage at Pleasant Hill Presbyterian Church (PHPC) It includes guidelines for how a potential user can submit a request to use the facilities at PHPC.

STEP 1. Submits Request

Requests to schedule an event are to be submitted to the church Office by filling out the “*Facility Use Request*” form. This form is available on the web site pleasanthillpc.org and at the church office. It should be emailed or delivered to the church office office@pleasanthillpc.org

A request may not be submitted earlier than 6 months prior to the event unless a member of the Ministerial Staff has approved it.

When a facility usage request is initially submitted, it is considered a request for approval and a review of the schedule for available times and dates. (A tentative date may be placed on the master calendar subject to approval.)

STEP 2. Request Review

After the Office Administrator, has received the request it will be checked against the master calendar for “date availability”. If the space and dates are available, the request will be sent to the Facility Manager for a logistical review. The Facility Manager may contact the person submitting the request for additional information.

If the Office Administrator has determined that the space request is not available, the person submitting the request will be contacted for possible alternate dates.

STEP 3. Approval of Facility Request

The Facility Manager will review the request with the necessary staff members, and contact the person submitting the request with the Church’s Facility Use Request decision. If accepted, a Facility Use Guidelines and checklist will be sent to the requesting party. At this time, all fees will need to be paid to PHPC and the event will be placed on the master calendar.

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Facility Use Scheduling Priorities:

The following priorities and guidelines have been established by the PHPC Buildings and Grounds Committee to qualify events and use requests for PHPC facilities. Changes in priorities will require approval from the Church Senior Pastor.

- 1. Church Activity Event** - All church related programs that are scheduled on the Official Calendar will take precedent over all other events.
- 2. Chartered Group Event** - Groups sponsored by PHPC such as Rainbow Village, Wyld Life, Family Promise, AA Groups, Scouts, etc. Fees are not charged for these groups, but donations may be requested.
- 3. Church Member Private Event** - Any member event that does not conflict with the Ministry Principles of PHPC. Fees charged would be based on the facilities requested, size of the group and equipment needed.
- 4. Non-member Event** - Individuals that request building space for Non-Profit events. Home owner associations, other churches, schools, etc. Fees charged will be based on the facilities requested, size of the group and equipment needed.

Facility Use Fees:

Sanctuary: \$1,000.00

Fellowship Hall / Kitchen (non-cooking): \$800.00

Small Fellowship Hall \$200.00

Classrooms: \$50.00

Facility Assistant \$150.00

Table and Chair setup and take down \$150.00

Fees for the use of other facilities and the provision of additional services to be determined based on specific request. This includes items like sound system use, use of projection equipment, music, and Church support specialists.

Facility use fees shall be paid to Pleasant Hill Presbyterian Church at the time the event is scheduled.

All events with over 25 people will require a trained facility assistant to be in attendance. This person will be paid \$25.00 per hour with a three-hour minimum. This person will open and close the building and be available for assistance to the group or organization.

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Pleasant Hill Presbyterian Church Written Release Form for use of Facilities

Please complete this form and email to office@pleasanthillpc.org or bring it to the office.

_____, hereinafter referred to as user, acknowledges receipt of and agrees to the attached Facility Use Policy. User agrees to be responsible for the proper care of Pleasant Hill Presbyterian Church facilities, and agrees to pay any damages caused by, or as a result of its use of the facilities. User further agrees that during its use of the facility, it will indemnify and exonerated and hold Pleasant Hill Presbyterian Church harmless from all liability, and from all claims for damage, loss, or injury, to members of the public, guests, invitees, officers, or employees, or the property of the user, or any other person, occasioned by, or resulting from the use of the property by the user.

Right to Terminate: Pleasant Hill Presbyterian Church reserves the right to terminate the use of its facility by any group. PHPC will communicate with the user as far in advance as possible. It is the desire of PHPC that this right be used only in exceptional circumstances.

Signature: _____

Date: _____

Printed Name: _____

Title, if an organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Cell #: _____

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Pleasant Hill Presbyterian Church Facility Use Checklist

Please use this checklist for all facility usage by your organization.

1. All rooms should be returned in the same condition as the room was found in. This includes placing the chairs and tables in the same locations.
2. All dry erase boards should be wiped clean. Children should not be allowed to draw on these boards.
3. All tables and chairs should be wiped clean of food and trash.
4. Trash should be placed in the wastebasket located in each room.
5. After your meeting please place the plastic bag of trash in the proper receptacle.
 - a. **For rooms that are used upstairs in the education building place your bags in the large gray trash can located in the lower stairwell.**
 - b. **Rooms in the lower level should use the large trashcans located outside the back door in the kitchen, or in the dumpster.**
6. If anything is posted on the walls or doorways, "blue tape" or "masking tape" are the only methods that are permitted. Remove any items posted on the walls or doorways when you leave.
7. Windows should not be opened; check to be sure all windows are closed.
8. Turn off all lights in the rooms, hallways, and restrooms.
9. Lock all doors that you unlocked, even if other people are in the building.
10. If the kitchen is used please complete the kitchen checklist located inside the Kitchen door.
11. All events shall be less than five hours in duration. Building will be vacated by 10pm.

Report all facility problems or emergencies as soon as possible by calling Richard Williams 404-358-7016.



FACILITY USE REQUEST PLEASANT HILL PRESBYTERIAN CHURCH

3700 Pleasant Hill Road Duluth, Georgia 30096 770-497-0233 fax 770-497-9017 office@pleasanthillpc.org

Please refer to the Facility Use Policies prior to requesting use of our church facilities

Application Date: _____

Contact Information

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Event Information

Organization Sponsoring Event: _____

Is this a PHPC event? Yes No

If no, is the sponsor a 501(c)3 Nonprofit Organization? Yes No Not Sure

Event Name: _____

This is a: One Time Event Recurring Event

Requested Date(s): _____

Start Time: _____ End Time: _____

Description of Event:

Space/Room(s) Requested: _____

Number of Attendees: _____

Will food or beverages be served? Yes No Please describe: _____

Setup Requested, Equipment, Number of Chairs, Tables, etc.

OFFICE USE ONLY

Approved Not Approved Note: _____

Approved by: _____ Date Approved: _____

Notified of Approval: _____ Calendar Entry Date: _____