

BUILDING USE POLICY

Memorial Presbyterian Church
803 E. College Avenue
Appleton, Wisconsin 54911
(920) 734-1787
info@mpcappleton.org/www.mpcappleton.org

The primary use for Memorial Presbyterian Church (MPC) is to help people learn God's Word through engaging worship, vibrant Christian Education, and intriguing conversations in small groups. Beyond this, MPC welcomes the use of its facility by Memorial members for events, by non-profits that complement the mission of the church, and general use by nonmembers for purposes deemed appropriate by church staff.

Usage Categories

Category #1 – Congregational events scheduled by staff or ministries

- ◆ No fees are charged for these events

Category #2 – Member events such as receptions, anniversaries, wedding or baby showers, club meetings or recitals (Including Lawrence University students and faculty) or community events that are held during business hours and require no staff or custodial support.

- ◆ There are no event fees; however, donations would be appreciated. If, however, any level of staff time is required (e.g. sound system set-up) it is strongly suggested that fees be contributed.
- ◆ Suggested donations (assumes half-day usage; if longer, donation increases proportionally)
 - Sanctuary - \$75
 - Fellowship Hall with kitchen - \$75
 - Fellowship Hall only - \$50
 - Fireside Room with kitchenette - \$75
 - Fireside Room only - \$25
 - Classrooms - \$15

Category #3 – Community non-profit groups where the events are outside of business hours or require some level of staff or custodial support

- ◆ Fee Schedule (assumes half-day usage; if longer fee increases proportionally)
 - Sanctuary - \$75
 - Fellowship Hall with kitchen - \$75
 - Fellowship Hall only - \$50
 - Fireside Room with kitchenette - \$75
 - Fireside Room only - \$50
 - Classrooms - \$15

Category #4 – General use by non-members, but there must be a member “sponsor”

- ◆ Fee Schedule (assumes half-day usage; if longer fee increases proportionally)
 - Sanctuary - \$200
 - Fellowship Hall with kitchen - \$150
 - Fellowship Hall only - \$100
 - Fireside Room with kitchenette - \$100
 - Fireside Room only - \$75
 - Classrooms - \$25

General Usage Policies

- ◆ Permission and arrangements for use of the church's facilities for weddings and funerals will be at the discretion of the pastor. Policies for these events are covered under separate documents.
- ◆ For Usage Categories #2-4, a Request for Use of Church Facilities form must be signed and approved prior to usage. All requests will be reviewed at the weekly staff meeting. Session will be informed of major events. (Category #1 events must be scheduled through the church office.)
- ◆ No Category #3 or #4 event approval is considered complete until all fees have been received in the church office prior to the event.
- ◆ It is understood that any damage to the facilities will be paid by the user.
- ◆ No alcoholic beverages are to be brought into the church or consumed on the grounds.
- ◆ No smoking is allowed in the church.
- ◆ All weapons are prohibited on church property.
- ◆ Memorial Presbyterian Church events take priority over other requests.
- ◆ All groups and individuals are required to clean up after using facilities. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use.
- ◆ If it is necessary to have a custodian present during the function, the custodian will be compensated for a minimum of two hours at his or her current hourly rate. Payment is to be made directly to the custodian.
- ◆ The individual or group making the application must be present at the event and must provide adequate supervision of all activities.
- ◆ The member or member "sponsor" is the only person who will be given a key to the building for the purpose of opening and closing the church for the event. The member or member "sponsor" is responsible for unlocking and locking the building. This responsibility cannot be given or delegated to another individual.
- ◆ The applicant will assume all legal responsibility for the building, musical instruments and the actions of all who might attend or be in the church building.
- ◆ If a Category #3 or #4 applicant requests the use of the larger portable sound system, and if set-up/training occurs outside of normal business hours, there will be \$25 fee. No fee will be assessed if within normal business hours.
- ◆ If there is a request to have either piano tuned outside of the church's ongoing maintenance schedule, the tuning will be at the expense of the requestor.

Building Policy Use by Room

Sanctuary

- ◆ First and foremost, the sanctuary is the primary space where we worship the Lord and as such must be treated with a higher level of respect and decorum.
- ◆ No food is to be brought into the sanctuary.
- ◆ Only bottled water is allowed.
- ◆ No tape or any type of adhesive or tacks can be used to hang materials.
- ◆ No rearranging of furnishings in the chancel area is allowed without prior permission of a staff member.
- ◆ Sound system is available with advance arrangements and training.
- ◆ If rehearsal time is required prior to the event, it must be scheduled at least two (2) days in advance with the church office. If the rehearsal time is outside of normal business hours, there will be \$25 fee. No fee will be charged if rehearsal time is within normal business hours.
- ◆ If there is a fee for admission to the event, the performers or their agents will assume all responsibility for collecting ticket money or any other consideration for such performances. Memorial Presbyterian Church assumes no responsibility for the loss, theft or other disposition of funds or goods collected in such cases.
- ◆ Any request for use of the piano or organ must be reviewed by the Music Department for approval.

Fireside Room

- ◆ There will no decorations or display material adhered or affixed to the walls.
- ◆ Furniture cannot be removed from the room.
- ◆ Any additional furniture moved into the room must be returned to its original location after the event.
- ◆ Any request for use of the piano must be reviewed by the Music Department for approval.
- ◆ Food preparation must occur in the kitchenette.
- ◆ In the kitchenette, all countertops and inside of the microwave must be cleaned with a wet cloth and dried.
- ◆ In the Fireside Room, the large table top must be cleaned with a wet cloth and dried. All smaller table surfaces must be cleaned of clutter and any spills wiped up.
- ◆ Serving of dark-colored beverages (e.g. cherry or grape drink) is discouraged because they stain the carpet and are difficult to remove.
- ◆ No food is to be left behind. All garbage and/or recyclable items from the event must be removed from the building and placed in the appropriate receptacle within the dumpster enclosure.

Fellowship Hall

- ◆ When the kitchen will be used for actual cooking (more than just serving), the applicant will meet with a staff member prior to the event to be instructed on the proper use and cleanup of the kitchen and kitchen equipment.
- ◆ All tabletops and counters must be cleaned with a wet cloth and dried.
- ◆ Additional chairs and tables that were removed from the storage closet for the event must be returned to the closet.
- ◆ Sound system is available with advance arrangements and/or training.
- ◆ No food is to be left behind. All garbage and/or recyclable items from the event must be removed from the building and placed in the appropriate receptacle within the dumpster enclosure.

Classrooms

- ◆ Only use the tackable walls, with thumbtacks (not tape!), to display material in the classrooms.
- ◆ Do not write on the paper when it is attached to the wall; it will leak through and damage the tackable walls.
- ◆ If you have items to display NOT on the tackable walls, use some sort of Command™ adhesive rather than tape. All display material and adhesive must be removed from the walls following the event.
- ◆ All furniture that is removed or brought in must be returned to its original location.
- ◆ All tabletops and counters must be cleaned with a wet cloth and dried.

REQUEST FOR USE OF CHURCH FACILITIES

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Please complete this form and return it to the church office. After approval, a copy will be returned to the applicant. It is assumed that the applicant has read, understands and agrees to abide by the Building Use Policy before submitting request.

Date of Application _____

Name of Organization _____

In which Category do you believe your group fits: #1____ #2____ #3____ #4____

Name of Applicant (please print)_____

If applicable, who is your MPC sponsor: _____

Day and Date of Use _____

Time of Use: From _____ To _____

Room(s) Requested _____

Number of People _____

Set-up/Equipment Needs: Computer Projector _____ Screen _____ Laptop _____ Sound System_____

In Fellowship Hall: Round tables_____ Long Tables _____

Sanctuary/Fireside Room: Piano_____ Organ _____

Comments on set-up_____

Signature of Applicant _____

Address _____

Telephone Number _____

Email Address _____

Date of Approval _____

Total Fee to be Paid _____ Amount Paid _____ Date Paid _____

Fees, if paid by check, should be made payable to Memorial Presbyterian Church and submitted to the church office.

Original – Office Files Copy – Applicant