

COVENANT PRESBYTERIAN CHURCH
40 Ohio Street
Racine, Wisconsin, 53405
262-634-4597
email: kmiler@covpres.org
www.covpres.org

POLICY GUIDELINES RELATING TO THE USE OF SPACE

TRUSTEES

Trustees are responsible to regulate the use of the facilities' space in cooperation with the staff and members of Covenant.

WHO MAY RESERVE SPACE

The on-going programs of Covenant will have first priority in considering space use.

Other religious affiliated groups will be allotted space when available.

Community groups will be considered on an individual basis at the time of request.

Covenant does not provide space use for private business endeavors, this does not preclude not for profit organizations from collecting fees to pay for speakers or project materials

The pastors may schedule single event meetings by checking with the church calendar.

Space Use Forms will be used to inform the church office and Trustees.

Use of space by other clergy or chaplains require approval by one of the pastors of Covenant.

The Trustees of Covenant Presbyterian Church reserve the right to deny the use of church property.

WEDDINGS & FUNERALS

Covenant's pastors may schedule weddings, wedding rehearsals and funerals by checking with the church calendar.

WELSH HALL/KITCHEN

Use of Welsh Hall and kitchen facilities requires users to restore it to original configuration and in a neat and clean condition.

APPLICATIONS FOR SPACE USE

Applications may be made with the Ministry Assistant at 262-634-4597. Her usual office hours are 9:00 to 3:00.

WHO MAY APPROVE THE APPLICATION

The Ministry Assistant or a pastor may approve the application.

SPACE REQUEST FORMS

The space request form serves a dual purpose. For the pastors it is a space use form which will present pertinent information for others involved in the program events. For others, the space request form is a request to use services or space at Covenant if scheduling can be arranged.

All groups, individuals or staff wishing to use space will fill out and submit the required space forms. Religious affiliated groups must be sponsored by a church group which will provide the responsible person-in-charge. Established fees may be charged.

Community groups should submit Space Request Forms at least two weeks in advance of publicizing the event. Established fees will be charged.

Space Request Forms must be on file in the church office. Persons or groups without approved supervision or property request forms will be asked to leave the church facility.

Year-long space use agreements are reviewed annually on June 30.

FEES

There are no usage fees for members of Covenant. Non-member users of Covenant shall contribute a minimum of \$25.00 per usage of church facilities. The fee will be based on the number of people and the facilities used.

There are no usage fees for funerals.

In cases of frequent use i.e. more than once a week, a different fee may be negotiated.

OTHER RULES AND REGULATIONS

The entire church property is an alcohol-free environment and the church facility itself is a smoke-free environment.

While the staff and members respect all space use agreements, the ministers reserve the right to pre-empt any agreement for special services of worship e.g. weddings and funerals. Notice will be given as far in advance as possible.

Rooms and furnishings must be returned to their "church" configuration after usage.

SPACE REQUEST FORM

COVENANT PRESBYTERIAN CHURCH
40 Ohio Street, Racine, WI 53405
262-634-4597

Date of Event: _____ On-Going Event: _____

Organization making request: _____

Person in charge/responsible: _____

Address: _____ Phone (Home/Work) _____ / _____

Purpose: _____

Time (Start/End): _____ / _____

Number of Persons Expected: _____

Space Requested:

___ Sanctuary (Organ ___ Piano ___)

___ Welsh Hall (Kitchen ___)

___ Providence Room

___ Kitchen

___ Children's classrooms

___ Nursery

___ TV/VCR

___ Other _____

Fee(s) for use of this space is: _____

Custodial Service Requested: The church maintains basic custodial services only, and trash must be properly disposed in the dumpster in the northeast corner of the parking lot by person/group using facilities.

Responsible Person In Charge will open and close all doors (unlock and lock if necessary) and close windows, turn lights on/off, arrange rooms and return the room to its original configuration. This requires immediate supervision of the program by person in charge.

Covenant Presbyterian Church shall have no obligation to you, your guests, or others who are in the building at the time you are using it for the loss of personal property, for personal injury, or for other loss or damage which you, your guests, or other may suffer while on property owned by Covenant Presbyterian Church.

You agree that your activities shall not, in any way, disrupt or interfere with regularly scheduled church activities being conducted in the building and that your activities will not materially affect the utility, maintenance, or upkeep costs for the building.

Covenant Presbyterian Church reserves the right, at any time, to suspend or terminate this license to use the church property for any reason.

You agree to indemnify and hold Covenant Presbyterian Church harmless from any and all claims, costs, losses, or damages arising out of your use of the church property regardless of who asserts said claims.

Signature of requesting Responsible Person in Charge: _____
Date: _____

Signature of Covenant Presbyterian Church representative approving request: _____
Date: _____

Arrangement for Loan of Keys: _____
Key Provided? _____ To Whom? _____

(If you are not given the loan of a key, the building will be opened before your use and closed after your use by a Covenant Presbyterian Church representative.)

Comments:

THIS FACILITY IS A SMOKE-FREE ENVIRONMENT
THIS CHURCH CAMPUS IS AN ALCOHOL-FREE ENVIRONMENT