

**Facility Use Policy**  
**Collegiate Presbyterian Church**  
***Approved by the Session 8/24/2010***  
***Revised by the Session 9/25/2018***

The facilities of Collegiate Presbyterian Church (CPC) are made available for both church and community events. To insure that planned uses do not interfere with the primary missions of the church, these policies are instituted. Weddings and funerals are worship services and are guided by separate policies.

**General Policies**

- No use shall be contrary to the faith and mission of CPC.
- Smoking, alcoholic beverages, and illegal drugs are prohibited in all areas of the facility.
- The Session has oversight of all uses and has delegated authority in specific areas to the church staff and various committees. The office staff will coordinate requests.
- Special or unusual requests not covered by the following guidelines shall be referred to the Facility Administration Group who may act on the Session's behalf. The Clerk of Session, the President of the Board of Trustees, and Head of Staff or designee comprise this group.

**Fees and Deposits**

- Fees are charged for all except CPC or CPC-sponsored events. Rates are based on the expectation that groups may arrange the room for their needs and will restore it to the standard layout before leaving. In some situations, special setup and restoration may be available at an additional cost.
- Fees vary with the group requesting and the area used. A listing of fees is appended to this policy. Usage fees for non-profit groups are half of those for for-profit groups, representing a CPC mission contribution to community service. Members may request use of church space for personal or family events, and will pay only the custodial fees.
- In addition to these fees, charges may be assessed for extra services, work required to restore the area to its standard configuration, and for any damages.
- A deposit is required. This deposit will be refunded following the event, less any additional charges, and the requesting group is responsible for any charges in excess of the deposit.
- Fees may be modified or waived by the Facility Administration Group for certain non-profit community sponsored or university related groups.

**Scheduling**

- All requests shall be made to the church office on forms provided. Requests may be made up to one year in advance, but reservations will be tentative until 30 days before the event, subject to preemption in accord with the following priorities:
  1. CPC and Presbyterian Denomination events (no fee)
  2. CPC-sponsored events (no fee)
  3. CPC member personal events (custodial fees only)
  4. Non-profit groups (reduced fees)
  5. For-profit events (full fees)
- If a request is made to reserve a CPC facility for a date and time already scheduled by a CPC group, the affected CPC group should be consulted prior to any schedule changes.
- If a reservation is preempted, an effort will be made to accommodate it elsewhere in the church.
- All deposits and fees must be paid at least two weeks prior to the event.
- Special permission and arrangements are required for use of the facility after 11:00 p.m. or on Saturday evening.

**AV Equipment**

- With prior request, audio-video equipment may be used for CPC and CPC-sponsored events.
- Use by other events requires special permission.
- Additional fees may be required for use, setup and an operator.

### Area-Specific Policies

- Worship spaces – the **Sanctuary** and **Helser Chapel** – require the approval of the Worship Committee, and may not be used by for-profit events.
- In the **Social Hall**, only furniture with proper leg tips may be used, to protect the Labyrinth.
- **Sarah Barlow Lounge** users should anticipate some traffic through the area to other events in the building. Access to the elevator must not be blocked.
- The **Westgate Center** is primarily used as a fellowship and study space for university students. Requests that significantly impact this use may be denied. This area has an outside access, so if it is the only area of the church in use, the elevator may not be available unless specifically requested.
- The **CPCinema** is for use only by CPC and CPC-sponsored events.
- The **Child Care Room** and the **Nursery** require **(2)** adult supervisors when in use.
- The **Courtyard** requires approval of the Facility Committee.

### Kitchens

- Limited use of the kitchen to serve incidental refreshments is permitted without additional fee with the use of the spaces served by a kitchen – Social Hall and Westgate Center. The sink, refrigerator, and coffee maker may be used, but not the range, dishwasher, plates, cups, glasses, flatware, or other utensils. Disposable plates and cups are suggested.
- Non CPC groups must provide their own food, including coffee.
- Items requiring laundry such as tablecloths, towels, and dishcloths are for CPC use only.
- Special service items such as fine china and silver are to be used only for CPC receptions.
- Extended use of a kitchen for a non-CPC event requires an additional fee and permits use of all kitchen facilities except for items requiring laundry and special service items. Consultation with a representative of the Kitchen Committee is required before approval of the reservation. An on-site liaison approved by the Kitchen Committee is required during the use to help in finding needed items, to guide proper operation of equipment, to ensure that proper sanitation procedures are followed, and to see that all items are returned to their correct locations. This liaison is an additional cost beyond the rate for the kitchen. For groups using the facility on a recurring basis, the Kitchen Committee, after review of qualifications, may approve one of the using group's members to fill this role.
- All kitchen use shall follow the Guidelines for Using CPC Kitchens prepared by the Kitchen Committee, and complete checklist forms.
- In Sarah Barlow Kitchen, outside groups must provide your own coffee maker.

### User Responsibility

- A responsible representative of the group (named in the Facilities Use Agreement) must be present during the event.
- Return all furniture, equipment, and accessories to their standard locations unless another arrangement has been authorized or fees have been paid to cover the restoration.
- Leave the facilities in the same clean and orderly condition as they were found. This includes kitchens and lavatories. If any excessive janitorial work is necessary following use of the facility, a fee will be deducted from the deposit or assessed.
- Report equipment damaged, broken, or lost in connection with use of the facility. Repair or replacement costs will be deducted from the deposit and/or assessed.
- Groups not showing responsibility for proper use of the facility will not be granted further requests for use.

### Off-Premises Use of Equipment

- The chairs, tables, and other equipment are primarily for use in the church facility.
- When available, folding chairs and tables may be borrowed by CPC members for church-related or personal events outside the building. Plastic folding tables are not available for use. Other items may be borrowed only with the permission of the committee/group/staff responsible for the items.
- Borrowed items must be checked out with the church office before being taken and must be returned by 5:00 p.m. the following day.

Facility Use Fees  
 Collegiate Presbyterian Church, Ames, Iowa  
*Approved by the Session 8/24/2010*

Use of facilities for CPC events or CPC-sponsored events entail no fees.

For all other uses, a deposit of \$100 is required and the following usage fees apply:

Area Requested	Full fee (for profit)	Reduced fee (non-profit)	Notes
Sanctuary	N/A	\$150	Worship Comm. approval
Helser Chapel	N/A	\$50	Worship Comm. approval
Social Hall	\$300	\$150	Incl. limited kitchen use
Sarah Barlow Lounge	\$100	\$50	Incl. limited kitchen use
Westgate Center	\$200	\$100	Incl. limited kitchen use
Westgate Lower Level	\$100	\$50	
Social Hall Kitchen	\$200	\$100	Kitchen Comm. Approval
Sarah Barlow Kitchen	\$100	\$50	Kitchen Comm. Approval
Westgate Kitchen	\$100	\$50	Kitchen Comm. Approval
Classrooms Conference Rooms Child Care Rooms	\$50 per room	\$25 per room	\$50 minimum for events when building would not otherwise be open

The above fees reflect three hours of usage, including setup and restoration by using group. For every hour or portion thereof in excess of three hours, there will be an additional charge of 20% of the above rate.

Usual custodial services are included in these usage fees.

Fees for kitchen supervisor and AV equipment operator are \$10 per hour.

Facilities Use Request  
Collegiate Presbyterian Church, Ames, Iowa

**Requested Date:** \_\_\_\_\_ **Day of Week:** \_\_\_\_\_ **Estimated Attendance** \_\_\_\_\_

**Time** (including time for set-up and clean-up): From \_\_\_\_\_ to \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**Requesting Group**

\_\_\_\_\_

- CPC group
- CPC sponsored
- Non-profit group
- For-profit organiz.

**Requesting Individual**

\_\_\_\_\_

- CPC member
- Non-member

**Space(s) desired:**

Worship spaces:

- Sanctuary
- Helser Chapel

Social/Meeting spaces

- Social Hall
- Sarah Barlow Lounge
- Westgate Center

Kitchen (Extended use)

- Social Hall Kit.
- Sarah Barlow Kit.
- Westgate Kitchen

Other Spaces

- Westgate Lower Level
- CPC Cinema (CPC use only)
- Conference Room
- Classroom(s) (list) \_\_\_\_\_
- (Courtyard)
- Child Care Room
- Nursery

**Room Set-Up:**

- Standard/self configuration
- Extra furnishings required (set-up fee)
- Special (provide drawing, set-up fee)
- Will restore to standard
- Will configure for next use
- Will pay restore fee

**Contact Information**

Name \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

email (optional) \_\_\_\_\_

Signature of person responsible for arrangements: \_\_\_\_\_

**Other requirements and comments:** \_\_\_\_\_

\_\_\_\_\_

Facility Use Agreement  
Collegiate Presbyterian Church, Ames, Iowa

Fees for Facilities and Equipment as listed on reverse side \$ \_\_\_\_\_  
Special and additional services requested \$ \_\_\_\_\_  
Deposit - to be refunded after event, less additional charges \$ \_\_\_\_\_  
Total due two weeks before event \$ \_\_\_\_\_

Unless fee is received by \_\_\_\_\_ (date), the reservation will be cancelled.

I have read and agreed to the policies and understandings listed on both sides of this form. I understand that I am personally responsible for the group's/organization's adherence to these policies and for any additional fees or charges which may accrue in excess of the deposit.

Signature	Date
Print name	Phone
Address	email (optional)

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(Office Use)

Request received (date): \_\_\_\_\_  Entered on church calendar  
 Approvable as requested  
 Sent for approval to:  FA  WC  KC Approval(s)  granted  denied  
(Except for CPC events, approval is given 30 days before event) Approval due \_\_\_\_\_

Request denied (date): \_\_\_\_\_  Requestor Notified  
 Use not approved  Not available/preempted  Prior abuse

Request approved (date): \_\_\_\_\_  Requestor Notified

Deposit and fees received \$ \_\_\_\_\_ (date): \_\_\_\_\_  Check # \_\_\_\_\_  Cash

**After-event accounting:** Breakage/Damage/Loss \$ \_\_\_\_\_  
Custodial/Extra clean-up, restore time \$ \_\_\_\_\_  
Miscellaneous \$ \_\_\_\_\_  
Total additional charges \$ \_\_\_\_\_

Deposit returned \$ \_\_\_\_\_ (date): \_\_\_\_\_ To whom returned: \_\_\_\_\_

Excess additional charges \$ \_\_\_\_\_ Billed (date): \_\_\_\_\_ to \_\_\_\_\_

Payment of additional charges received (date): \_\_\_\_\_  Check # \_\_\_\_\_  Cash