

# Second Presbyterian Church

## Guidelines for Use of Church Facilities by External Organizations

### Requesting Use of Church Facilities

Second Presbyterian Church (SPC) allows outside groups to use its facilities but requires them to be sponsored by an active member of the church. Make your request by filling out the attached form (either electronically or on paper), and submitting it to the church office. Our office administrator will email you to acknowledge having received the request, which will serve as the date of request. The requestor should be an officially designated representative of the organization.

You will need to provide the following:

- Description of the event(s) including any use of church musical instruments
- Date(s)
- Total event time (including rehearsals, set up time, receptions, clean-up time, etc.)
- Room(s) to be used
- Requested set-up (tables, chairs, AV equipment, etc.)
- Certificate of insurance coverage by the Responsible Organization

Requests from groups seeking to use the church for the first time should be submitted 90 days in advance of the first use. Decisions will be made within 45 days or less.

### Approval Process

- Second Presbyterian's Board of Trustees evaluates all requests on their own merit during its monthly meetings held on the second Tuesday of the month.
- **Requests to use church musical instruments:** Any requests such as concerts or recitals that include the use of church musical instruments (pianos or organ) require an additional approval by the Director of Music, Philip Olsen.

### Fees

- Fees are determined by rooms selected and length of use. See separate rate sheet.
- **Fee Waivers:** A waiver of fees may be considered, but it must be approved by the Church Trustees.
- **Custodial Fees:** In addition to the room rental fee, custodial fees of \$35/hour, including set-up and clean-up time, are to be paid for all events and are not subject to reduction or waiver.
- **Additional Expenses & Repairs:** Any additional expenses related to custodial services, the moving or tuning of instruments, as well as any damage to any facility, instrument, or supporting equipment are the responsibility of the user. Any such charges are not included as part of a usage fee waiver. Second Presbyterian reserves the right to engage any outside vendor required to perform these additional services or repairs, but the user may hire a firm or individual to perform the work with the written consent of the Board of Trustees or Director of Music. The user must pay any such expenses within 30 days of being notified by Second Presbyterian that such a charge has been incurred.

## Payment

- Payment for events is due 30 days in advance.
- Monthly rental payments are due by the 5<sup>th</sup> of each month.
- Make checks payable to Second Presbyterian Church. Mail to:

Office Administrator  
Second Presbyterian Church  
4200 Saint Paul St.  
Baltimore, MD 21218

## Usage Guidelines

- **Limitations of Use:** Use of the church's facilities is limited to the specific areas identified in the request. All other areas and property are off-limits.
- **Equipment Instructions:** The user agrees to abide by all instructions made by Second Presbyterian regarding the placement, storage, or use of any equipment or instrument (whether communicated in writing or verbally).
- **Liability & Certificate of Insurance:** The user accepts full and complete liability for any and all damage or injury to any party or property. This includes public liability for any participant in the user's events, any employee of the user or SPC involved in any aspect of the usage, any and all damage to persons or property arising out of usage. The user shall furnish a current certificate of insurance for all such liabilities in an amount acceptable to SPC, with "Second Presbyterian Church, 4200 St. Paul Street, Baltimore, MD 21218" listed as an additional insured.
- **Church Member Sponsor:** Any request for usage requires the sponsorship of the user by an active member of SPC (the church sponsor). The church sponsor acts as a guide for the user in the appropriate and respectful use of SPC's worship space and liturgical furniture, oversee the use of the church facilities by the user, and will accompany the user at all times while he or she has access to the building. The church sponsor will also be responsible for unlocking doors to the church for the user and for securing the church upon conclusion of the event.
  - **Recurring Events:** If the event is a recurring one, e.g., weekly or monthly meetings, the church sponsor for the event must be in attendance for the first 4 events. Attendance thereafter is optional with the approval of the Trustees or Worship Committee.
- **Church Event Sponsorship:** Approval of the user by the Trustees or Worship Committee does not constitute sponsorship by the church of the user's event. You must obtain additional permission from the Church Session or relevant Council for the Second to be listed as a sponsor on any event promotional materials. Any other event or activity subject to this policy shall not state or imply in any way that SPC sponsors, approves, or supports the activity.
- **Acknowledgment of Church Donation:** In the event that SPC agrees to waive any fees or expenses, the user must acknowledge the financial contribution in writing.
  - SPC will record the contribution as donation to the user, and will determine the amount of this donation.
  - The user is responsible for all appropriate documentation of the contribution, including the generation and filing of any and all tax documents.

- SPC's contribution should be acknowledged in all promotional materials issued by the user and at the beginning of any public event held by the user.

The Trustees or Worship Committee may rescind approval of an event if the sponsor is not able or willing to fulfill his or her duties, or if the person or entity the sponsor represents does not abide by the Church's policies or instructions. This right includes the overt authority to cancel, halt, or interrupt any activity at any time.