

Recurring Event – Start Date: _____ End Date: _____

Note: Groups that schedule space for recurring events must resubmit a Reservation Request annually.

Event Times: _____ (a.m./p.m.) to _____ (a.m./p.m.) Allow for set-up and clean-up.

Expected total attendance # _____

Set-Up Request: Please attach diagram.

Tables: No ___ Yes ___ # _____

Rounds or Rectangles?

Chairs: No ___ Yes ___ # _____

Audio/Visual: No ___ Yes ___

Describe:

=====Information Below to be Completed by HPC Staff=====

Received by: _____ Date: _____

Notes:

Coordinating Council Decision: Approved / Declined Date: _____

Fee to be assessed for facility use: _____

Contact person notified of approved/declined status? YES Date _____ Initials _____

Received:

Proof of Insurance N/A Date: _____ Initials: _____

\$50 Deposit N/A Date: _____ Initials: _____

Added to Calendar: YES Date _____ Initials _____

Heritage Presbyterian Church – Room Reservation Policies

General Policies

1. The facilities shall generally be available to ministers, staff, church members, and community members who wish to support the activities of HPC and its mission in the community. Guest groups are defined as a group consisting of mostly non-members of HPC, that does not have a special status as an HPC related group as designated by the pastoral or program staff, and that does not have a historical relationship with HPC. Guest groups will be subject to the following policies:
 - a. Political candidates, entities, or interest groups are prohibited from using Church facilities.
 - b. Fundraisers for outside groups are prohibited.
2. All guest groups must be approved by the Coordinating Council and Pastor.
3. **Your deposit is the only way to reserve or hold a space.**
4. **All guest groups will provide a certificate of liability naming HPC as insured.**
5. Generally, guest groups will pay room use fees as outlined in the Fees Schedule.
6. Any group charging for tickets will pay a flat fee as outlined in the Fees Schedule.

Operating Policies

7. Use of the facilities must finish by 10:00 p.m. and the building must be vacated by 10:30 p.m.
8. No events of guest groups will be scheduled for a Sunday without the approval of the Pastor and Coordinating Council.
9. Smoking, vaping, use of any tobacco or cannabidiol product, or use of alcohol is prohibited in church facility.
10. No weapons are allowed in church facilities.
11. No individual or group may take church equipment off church premises.
12. Audio-visual equipment in Sanctuary may not be used without the involvement of the AV Team.
13. Serving meals is allowed only in the Community Room and Narthex. Snacks for meetings, small groups, or classes are allowed in other areas. Groups are expected to clean up the area they use and leave no food or beverages in the area when they depart.
14. With prior approval, guest groups and caterers will be allowed to use the kitchen facilities and charged a \$50 usage fee. The group using the kitchen is expected to clean the area and put away implements after use.
15. A \$100 cleaning fee will be charged to the renter after an event if the trash bins are not emptied, and/or if there is evidence of confetti or glitter.
16. Childcare will not be provided for guest groups but may groups hire individuals to provide childcare for their event. Groups using HPC will be expected to supervise any children involved in their event.

HERITAGE PRESBYTERIAN CHURCH for Guest Groups

A \$50 non-refundable deposit is required before your event will be placed on the master calendar (see Scheduling Facilities #5 below). The balance due is required one week before your event.

Sanctuary - \$150/Hour

Community Room (Weekdays) - \$35/Hour

Community Room – Weekends (Friday PM - Sunday) - \$50/Hour

Room (Rental for one room) - \$65/Day

Table Linen Rental (Optional) \$ 50

Set-Up & Custodian Costs - \$50/Hour

Kitchen Usage Fee - \$50

Concierge (If applicable) - \$20/Hour

Procedure for Scheduling Facilities

1. Your request for use of rooms will not be considered until you have submitted a complete Room Reservation Request (RRR) which is pages 1-2 of this document AND a \$50 non-refundable deposit.
2. Your RRR will be dated upon receipt. Requests for use of the same rooms on the same date will be prioritized based on whether the group members requesting the space are members of HPC and then the date the request was received.
3. If there are questions about your reservation form or any negotiations that need to happen concerning the needs of your group and the needs of HPC, the Site Coordinator will try to work these out with you before sending your request to the Coordinating Council.
4. A fee for your use of the facility will be determined. This fee will be based upon the fee schedule; however, you may propose an alternate fee, or the Coordinating Council may offer the space to you at a reduced fee.
5. **You will be expected to submit the following items to the Site Coordinator before your event is placed on the calendar thereby reserving space for your event:**
 - a. Proof of insurance (See General Policy #4 above.)

- b. A \$50 deposit, non-refundable up to 30 days before the event.
- c. Hold Harmless document signed.

I have read the attached policies and agree to all rules and regulations regarding the rental of the church facility.

Sign _____ Date _____