

**ROCKFISH PRESBYTERIAN CHURCH
FACILITIES USE POLICY**

The Building Ministry Team, in coordination with the Church Administrator, may permit the use of specific church facilities and equipment to appropriate groups (i.e. religious, youth, civic, weddings, funerals) as provided below. The Church Administrator will notify one of the Building Ministry Team members when an event is scheduled. Guidelines for facilities use are applicable to all.

Only Session may approve requests for exceptions to the following policy and guidelines.

For Rockfish Presbyterian Church (RPC) Members and Friends of The Church:

No charge for weddings, receptions, funeral or memorial services using the sanctuary, social hall or other spaces.

- The fee for the Musician, if utilized, is \$150, paid by RPC.

No charge to groups (e.g. Scouts, Al-Anon, etc.) for use of facilities if group is sponsored by the church or church member(s).

Note: For all weddings, funeral and memorial services, as well as any large group functions requiring facilities clean-up, there may be a fee of \$50.00 for custodial service following the event.

For Non-RPC members:

Sanctuary Use (*see additional fee guidelines below):

Wedding (including rehearsal)	\$100
Memorial Service/Funeral	\$100
Concert	\$100

- The fee for the Pastor, if utilized, will be individually determined prior to the event
- The fee for the Musician, if utilized, is \$150.

Social Hall/Other Rooms/Pavilion Use (*see additional fee guidelines below):

Reception- with kitchen use	\$100
Memorial Service (with kitchen use)	\$ 50 (\$100)
Ski Groups	\$ 5 per person not to exceed \$100 (maximum capacity is 20)

Organizations

- Organizations that do not collect a fee and whose invitations are open to the community no charge
- Organizations that do collect a fee from the participants
 - Educational Offerings \$100/Course
 - Individual Events \$100
- Other Civic Organizations (scouts, AA 4H etc) \$10/session

Pavilion (with bathroom/kitchen use)	\$ 100
Key Deposit	\$ 25

***Custodial Service Fee:** For all weddings, funeral and memorial services, as well as any large group functions requiring facilities clean-up, there will be a fee of \$50.00 for custodial service following the event

Checks for payment of the above fees are to be made payable to "Rockfish Presbyterian Church" and submitted with the Facility Use Form to hold the date.

Keys and Key Deposit:

A key will be issued and signed out to the responsible party one week prior to the event. After coordination with the Church Administrator, the key can be picked up during office hours. The key must be returned to the Church Administrator during office work hours within a week of the event/activity. Key deposit will be refunded upon receipt of the key.

ROCKFISH PRESBYTERIAN CHURCH GUIDELINES FOR FACILITIES USE

Use of the facilities must be coordinated with the Church Administrator and so noted on the church calendar in the Church Administrator's office. Arrangements for obtaining entrance to the building must also be made with the Church Administrator. Call the Church Administrator at 434-361-1221 (Tuesday through Thursday 9 a.m. - 1 p.m.) to make these arrangements.

1. The capacity of the sanctuary is 200 people, including the balcony and overflow room upstairs. Please observe capacity limits.
2. Authorization to use facilities shall be coordinated so that there is no interference with church functions, which shall always have priority.
3. Confirmed use of the facility will only occur when the application form is received by the church.
4. The use of alcoholic beverages is prohibited on church property, including the grounds, pavilion, and cemetery. Smoking is prohibited inside the building, the pavilion, and around the immediate perimeter of the building.
5. Telephones in the church are for local calls only.
6. When leaving the premises, all lights, electrical appliances, water faucets, etc. must be turned off. All windows and all doors must be closed and locked. This is the responsibility of the user.
7. Facilities should be left at least as clean as when you found them. Tables, chairs, utensils, etc. should be left as found.
8. The sanctuary shall be used only for worship or musical purposes
9. Nothing is to be placed on the Communion table. If desired, the family may remove the Communion table and replace it with a table that can be used for their purposes, e.g., to display flowers or pictures.
10. RPC's non-commercial kitchen may be used for warming food. Each group using the kitchen must furnish all supplies necessary and leave the kitchen and its equipment clean and in working order.
11. Bag and remove all trash when leaving the church. Dumpster sites and directions are posted in the kitchen.
12. Any problems or questions pertaining to the above shall be referred to the list posted in the kitchen.
13. Unlock the sanctuary doors in the back and re-lock doors after use of sanctuary.
14. If you have been charged a cleaning fee, the custodial service will clean the facilities.
15. The RPC Member/Sponsor identified on the *Request for Facilities Use Form* will be responsible for opening and closing the facility, furniture set up and take-down, and ensuring the cleanup of the Sanctuary, Fellowship Hall, Meeting Rooms and/or Kitchen.
16. Piano tuning: RPC maintains a regular schedule of piano tuning. If an outside organization or individual believes that the piano needs tuning prior to their scheduled event, this request should be submitted to the church music director. If approved but timing falls outside of RPC's normal piano tuning schedule, then the cost to tune must be paid by the organization or individual making the special request.
17. Use of the church facilities for commercial or political purposes is not permitted.

**ROCKFISH PRESBYTERIAN CHURCH
REQUEST FOR FACILITIES USE FORM**

Name of Organization _____

RPC Member / Sponsor _____ Phone # _____

(Responsible for opening and closing the facility, furniture set up and take-down, and ensuring the cleanup of the Sanctuary, Fellowship Hall, Meeting Rooms and/or Kitchen.)

Reason for Request (meeting, etc.) _____

Adult Leader(s) who will be in attendance during entire meeting/stay:

Name _____ Phone _____

Name _____ Phone _____

Requested for use:

Date: From _____ To _____ Time _____

Key to be picked up on: Date _____ Time _____

Key to be returned on: Date _____ Time _____

Facilities Use Fee \$ _____ (make check out to Rockfish Presbyterian Church)
(\$5 per person, not to exceed \$100.00 for ski groups. Maximum capacity is 20 people.)

Pastor _____

Organist/Musician \$150 _____ (Paid by RPC if member or friend of the church)

Key Deposit \$25.00 _____

Cleaning Fee* \$50.00 _____ (Separate Check)
(*Cleaning fee may not be required, depending on group size and nature of facilities use.)

Amount Received \$ _____ Date _____

Person Making Request:

I have read the Guidelines for Facilities Use and understand them fully.

Name (print) _____ Phone _____

Address _____

Signature _____

Approved _____ Date _____

FOR OFFICE USE ONLY

RPC Member _____yes _____no

Key issued _____ Key Returned _____

**ROCKFISH PRESBYTERIAN CHURCH
REQUEST FOR FACILITIES USE FORM FOR WEDDINGS**

RPC Member / Sponsor _____ Phone #: _____
(Responsible for opening and closing the facility, furniture set up and take-down, and ensuring the cleanup of the Sanctuary, Fellowship Hall, Meeting Rooms, and/or Kitchen.)

Bride's Name & Address _____
_____ Phone _____

Groom's Name & Address _____
_____ Phone _____

Minister's Name & Address _____
_____ Phone _____

Requested for use:

Rehearsal date requested _____ Time _____

Wedding date requested _____ Time _____

Key to be picked up on: Date _____ Time _____

Key to be returned on: Date _____ Time _____

Facilities Use Fee \$ _____

Pastor \$ _____

Organist/Musician \$150.00 _____ (Paid by RPC if member or friend of the church)

Key Deposit \$25.00 _____

Cleaning Fee \$50.00 _____ (Separate Check)

Amount Received \$ _____ Date _____ (make checks out to Rockfish Presbyterian Church)
Amount due with this Request for Facilities Use Form for Weddings to hold the date.

Person Making Request:

On behalf of the wedding party, I have read the Guidelines for Facilities Use and understand them fully.

Name (print) _____ Phone _____

Address _____

Signature _____

Approved _____ Date _____

FOR OFFICE USE ONLY

RPC Member _____ yes _____ no

Key issued _____ Key Returned _____

**ROCKFISH PRESBYTERIAN CHURCH
POLICY FOR FUNERAL AND MEMORIAL SERVICES**

A. Deceased is a member, former member, affiliate member, or friend of the congregation of RPC

Church Contacts and Pastoral Care

- In the event of a death of a member, former member, affiliate member, or friend of the congregation of RPC, the family or caregiver should contact the minister or interim pastor. If such clergy is unavailable, contact should be made with the Clerk of Session directly or through the church administrator.
- Pastoral care will be provided for the family of the deceased by an ordained minister for the counseling of the bereaved. The minister will advise the family concerning the arrangement of an appropriate worship service and will make suitable arrangements with them.
- Consultation with a funeral home will be the responsibility of the family.
- The family must fill out a *Request for Facility Use* form.

Church Facility and Music

- Use of the church facilities for funeral and memorial services is a vital ministry for the congregation; such use may be without cost to the family. (A clean-up fee of \$50 may be imposed.)
- The date and time of the service should to be coordinated with other necessary functions previously scheduled. Besides the availability of the minister, consent of the music director and participating musicians should be obtained.

Sanctuary Flowers

- Flower arrangements for the sanctuary will be the responsibility of the family.
- Nothing is to be placed on the Communion table. If desired, the family may remove the Communion table and replace it with a table that can be used for their purposes, e.g., to display flowers or pictures.

Refreshments or Meal Catering

- Refreshments (not a meal) may be served following the service if the family desires. The Congregational Life Ministry Team will be responsible for coordination and preparation.
- If the family wishes to have a meal following the service, they should make their own arrangements. The Fellowship Hall and Kitchen may be used for this purpose. Family should make arrangements for furniture set-up and take-down, and clean-up of the Fellowship Hall and Kitchen.

Use of Cemetery

- The family will be directed to the chairperson of the Cemetery Committee for information regarding possible use of the cemetery, including the cost of standard burial and cremation plots.

B. Deceased NOT a member, former member, affiliate member, or friend of the congregation of RPC

- When the deceased is not a member, former member, affiliate member, or friend of the congregation of RPC, procedures for contacting the minister and scheduling are the same as stated in Section A above.
- The family must fill out a *Request for Facility Use* form and will be responsible for the various costs as outlined in that policy.
- The RPC Member Sponsor identified on the *Request for Facilities Use Form* will be responsible for opening and closing the facility, furniture set up and take-down, and ensuring the cleanup of the Sanctuary, Fellowship Hall, Meeting Rooms, and/or Kitchen.
- If refreshments are desired after the service, these should be arranged by the family, not the Congregational Life Ministry Team.

C. Custodial service for all funeral and memorial services referenced above (A. and B.)

- The facility will be cleaned up after funeral and memorial services. The fee for this service is \$50.00.