



Facility Use Policy

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Introduction

The mission of Pleasant Hill Presbyterian Church (PHPC) is to praise God and serve all; to be a welcoming, caring Christ-centered community that nurtures disciples of all ages through worship, outreach, Christian education and fellowship activities. The facilities are intended for the use of the congregation of Pleasant Hill Presbyterian Church in worshiping God and carrying out Christian ministries through activities of evangelism, education, stewardship, Christian social concern, health and welfare, and mission outreach. Pleasant Hill Presbyterian Church has an active ministry to children, youth, adults, and senior adults. PHPC is also committed to serve the community in a manner that will enrich and benefit the lives of the citizens of this community. PHPC welcomes the use of its facilities by its members, related church groups, community groups and agencies, and others whose objectives are deemed by PHPC's Session and Senior Pastor to be fitting with those of the congregation.

The grounds and facilities of PHPC belong to the Presbyterian Church (USA). The PC (USA) has entrusted them to the PHPC congregation for ministry with proper stewardship. PHPC does not "rent" out space; however use of the building, grounds, facilities and equipment does result in an expense to the Church. This policy details fees that will be used to defray this expense.

The Session is responsible for the oversight and management of the use of building facilities. No commitment for building use is finalized until the **Facility Use Agreement** has been completed and executed by the Session or its designee(s).

Pleasant Hill Presbyterian Church has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Non-member requests for facility use must be sponsored by a church member or the Pastor. First priority for facilities scheduling is the extensive programming offered to and by the congregation of Pleasant Hill Presbyterian Church. Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Pleasant Hill Presbyterian Church. No activities or advocacy may take place within our buildings or grounds that conflict with the policies and the practices of Pleasant Hill Presbyterian Church and The Presbyterian Church (USA). These policies, procedures, and rules supersede all others approved by the Session of Pleasant Hill Presbyterian Church and are in addition to those found in [The Book of Order](#). This document may be revised by the Session of Pleasant Hill Presbyterian Church as deemed necessary.

General Policies

For the purpose of this document, the Church Administrative Assistant shall be designated the **Business Manager** where specified below.

Groups Which Will Be Given Consideration for Facility Use

A group shall fall into one of these categories if its request for use of the building is to be considered:

1. **Church Related:**

- a. All programs and activities directly related to the groups and organizations of PHPC.
- b. All groups indirectly related to PHPC programs and supervised or sponsored by a staff member or PHPC.
- c. Weddings - Member or Nonmember (*see Wedding Information for specific details*)
- d. Receptions – Fellowship Hall (*see Wedding Information in the for specific details*)
- e. Memorial Services

2. **Outside Groups:**

- a. Service Groups - Examples include Christian ministry oriented organizations, Scouts, Duluth Coop, Rainbow Village, etc.
- b. Cultural and Educational Groups - Groups of a cultural or educational nature whose income may be from dues or fund raising but which are non-profit in nature and whose general practice and membership does not conflict with the purpose/ministry of the Presbyterian Church. Evaluation of such will be done by the Facilities Committee Chair (or his/her designee) in consultation with the Senior Pastor.
- c. Gatherings related to government – Examples include election polling place and incumbent public officials reporting to their constituents will be considered.
- d. Celebrations – Examples include wedding showers, baby showers, and anniversaries.
- e. Support Groups – Examples include Al-Anon or Nar-Anon
- f. Community Groups – Examples include Homeowners Associations, other churches, schools, etc.

All non-member requests must be sponsored by a church member or the Pastor, and indicated on the application form. Weddings require the use of a Wedding Coordinator as the sponsor.

Groups Which Will Not be Considered for Facility Use

- 1) Political Groups - Groups advocating election of specific public officials.
- 2) Groups with goals unsympathetic to the principles of Christianity
- 3) Groups violating principles of Book of Order of the Presbyterian (USA) Church.
- 4) Groups advocating revolution or overthrow of the government of the United States.
- 5) Fund-Raising Groups – Exception: Building usage will be allowed for fund raising events sponsored by groups that are attempting to fund Christian ministries. The Session in consultation with the Senior Pastor will do evaluation of such.

Availability of Building:

- 1) Church-related meetings shall be given first priority in building use.
- 2) The size of groups shall not exceed maximum occupancy that has been established by the Gwinnet County Fire Marshal for the various areas.
- 3) The facilities may be available for use on Monday - Thursday from 8:00 a.m. until 9:30 p.m. and on Friday/Saturday, 8:00 a.m. until 10:00 p.m. The facilities are not available for use on

Sundays mornings or Holidays. All exceptions to these times are to be approved by the Session.

Assignment of Facilities

- 1) Groups will be assigned to specific areas and will limit their activities to these areas.
- 2) Use of kitchen facilities is subject to prior approval by the Session and the Facility Manager. There will be no food preparation allowed in the kitchen areas.
- 3) All requests should be made through the church office at least one month in advance of the event and prior to the meeting date of the Session (second Sunday of each month).
- 4) PHPC reserves the right to rescind or reassign any reserved space.
- 5) Groups with recurring meeting

Responsibilities of Groups

- 1) For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
- 2) Every group or organization is required to abide by all PHPC guidelines, requirements, and other restrictions regarding usage of the church facilities.
- 3) Those using PHPC facilities agree to release, protect, defend, indemnify and hold harmless PHPC and its trustees, officers, employees, members and other representatives from and against all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising use facilities.
- 4) In the event of damage to the church facilities, those using any church facility shall accept the amount replacement costs as estimated, or otherwise determined, by the PHPC Session or their designee and shall pay the church for such repair and replacement costs upon demand.
- 5) For children and youth events or events, where multiple children will be present, the group or organization must provide adequate adult supervision for all usage.
- 6) The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
- 7) Provide own supplies (coffee, tea, sugar, paper products, etc.).
- 8) Beverages are NOT allowed in the sanctuary. Groups who stain the carpet with beverages or other materials WILL BE BILLED FOR THE CLEANING OR REPLACEMENT OF STAINED CARPET.
- 9) No storage space will be provided for outside groups without prior approval by the Business Manager and subject to availability.
- 10) Groups can only use specific rooms or outdoor areas assigned to them by the Business Manager.
- 11) Each outside group or organization maybe required to complete and deliver to the church office a signed agreement and certificate of insurance as required by the agreement.
- 12) The church reserves the right to schedule other activities and events in other parts of the church facilities.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

Facilities Assistant / Custodial

All events with over 25 people will require a trained facility assistant to be in attendance. This person will be paid in accordance with the **Schedule of Fees and Charges** with a three-hour minimum. This person will open and close the building and be available for assistance to the group or organization for the entire event/meeting. The person is either a staff member or lay member of the church and is the liaison between the church and those in charge of the event/meeting. This person is available to give instructions, as well as to assist in any way possible. The fee for this person includes one hour before the event/meeting is scheduled to begin and 30 minutes after the event/meeting is scheduled to end. This person is assigned by the Business Manager. Groups are to pay through the Church Business Manager.

Custodial services may be charged when set up is requested or tables and chairs need to be moved within the building to accommodate your needs. Custodial services may also be assessed if additional cleaning is required following your event. Please refer to the **Schedule of Fees and Charges**.

Note: If the event/meeting is sponsored by a Ministry of the Church, the Committee Chairperson, or his/her designee, will be the responsible person and no fee will be charged.

Insurance

Each outside group or organization may be required to furnish to PHPC a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.

Guidelines and Restrictions

- 1) The primary contact for the group is expected to read, sign and abide by the guidelines and restrictions listed in this document. The primary contact is responsible for enforcing the guidelines.
- 2) Fees and Security Deposit are to be fully paid 7 days in advance with the Business Manager. See page 24, entitled **Schedule of Fees and Charges**.
- 3) If a scheduling conflict should develop with a church program or ministry, the outside group may be asked to move to a different room, seek a different location or cancel the event or meeting. Fees and deposits will be returned if the event is canceled.
- 4) Because of limited space, furniture, or equipment, a request from any group may be denied.
- 5) There will be no permanently assigned rooms. Normally, rooms will be assigned on a first-come, first-served basis.
- 6) Anyone wishing to play the organ, piano or other church instruments must have prior approval by the Director of Music.
- 7) The following items must be complete and on file with the Business Manager:
 - a. Facilities Request Form and Security deposit- at time of request. Security deposit will not be refunded if room cancellation is not made 2 weeks prior to scheduled event.
 - b. Room Set-up Request, if required - 7 days before the event.
 - c. Required Fees - 7 days before the event.
- 8) The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.
- 9) To avoid scheduling conflicts, only the Business Manager will make entries on any portion of the Church scheduling calendar.

- 10) Under no circumstance is food or drink to be carried and consumed in the Sanctuary.
(Exceptions to this policy include bread and grape juice for Communion as well as water for worship leaders during services).
- 13) Sound and video equipment in the Sanctuary must be operated by church technicians approved and trained by the Facilities Manager. Charges for technicians are listed in the **Schedule of Fees and Charges**. Technicians are to be paid through the Business Manager.
- 14) Church equipment, e.g. TV/VCR, projectors, screens and/or sound equipment is subject to availability and approval and must be included in the agreement.
- 15) Any property left on the premises by those using the facilities shall, after a period of thirty (30) days from the last usage, be deemed abandoned and shall become the property of the church.
- 16) No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Business Manager.
- 17) If any decorations are used, they shall not be installed with nails, tacks or any other means that will leave holes or other damage to walls, etc.
- 18) General lighting for the Sanctuary, one stand microphone and house lights are included in the agreement - if required. A minimum of one technician will be required for all programs, activities and events that need these services.
- 19) The church reserves the right to schedule other activities and events in other parts of the building.
- 20) Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
- 21) USERS ARE EXPECTED TO LEAVE THE FACILITIES IN GOOD CLEAN CONDITION. Trash should be placed in the receptacles provided.
- 22) The church shall provide insurance covering property and groups under its control. All other groups should provide to the Business Manager a hold harmless agreement or a certificate of insurance.
- 23) Church equipment, e.g., tables, chairs, kitchen equipment, musical instruments, audio-visual equipment, is not loaned out. Church equipment is not to be removed from the church premises without prior consent of the Business Manager and a signed affidavit assuming responsibility for lost or damaged equipment.
- 24) Animals should not be brought into any part of the church building. (Exceptions may be made on church sponsored ministries or for animals necessary for assistance to a handicapped person.)
- 25) Members scheduling facilities for private, non-ministry events (birthday parties, wedding anniversaries, etc.) may be charged a use fee.
- 26) Ongoing use (i.e. weekly or monthly meetings) is at the discretion of the Session and shall be reviewed annually.

Fire and Safety

- 1) Attendance must not exceed the capacity agreed upon for any space in this agreement. The decision of the Business Manager on all safety issues shall be final.
- 2) **Smoking is prohibited in all church buildings at all times.** Smoking is allowed outside and all cigarette butts must be placed in appropriate containers and not discarded on the grass, sidewalk or parking lot.

- 3) **No alcoholic beverages, drugs or firearms are permitted in or on the PHPC property.**
- 4) No paints, tapes or glues may be used, nor carpentry, electrical or other construction work done on the premises without prior clearance with the Business Manager.
- 5) All scenery or props must be free-standing. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to have been made fire retardant.
- 6) No oil base paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar table) may be used on the church premises, without the approval of the Business Manager.

COVID-19

Pleasant Hill Presbyterian has been affected by the ongoing pandemic and has adjusted facility usage to comply with statutory directives. These policies can be found on the [Pleasant Hill Presbyterian website](#) under the section labeled During Covid-19. These will be updated and additional content made available as we refine our return to worship and other gathering procedures.

- 1) [Guiding Principles](#)
- 2) [Frequently Asked Questions](#) (FAQ's)
- 3) [Outdoor Small Group Gathering](#)
- 4) Memorial Service Guidelines

Use of the Kitchen

The kitchen at Pleasant Hill Presbyterian Church is not licensed to operate as a Food Service Establishment. The licensing and regulation of kitchens is controlled by the Department of Health for the storage, preparation and serving of food for public consumption. For this reason, use of the kitchen is restricted for food assembly and plating.

- It is not available for food preparation use by non-church groups.
- Kitchen appliances may be utilized to maintain food at temperature.
- Kitchen equipment/accessories may be utilized but must be washed and returned to their places.
- Food may only be stored in the kitchen for use on the same day of an event.
- You must supply your own consumables (plates, utensils, napkins, cups, etc.).
- The contents and equipment in the pantry are not available for use by outside groups.
- All leftovers must be removed.

Any additional clean up in the kitchen area and/or use of church supplies will result in additional fees. These fees are based on the total number of attendees *irrespective of what was actually used or cleaning activity* and custodial charges.

The gathering area at the entrance to the Fellowship Hall may be used as a reception and check in area for events. If you plan on utilizing the equipment and surfaces for food/drink, this area should be included in your request; you will not have exclusive use of this area in the event there are other activities and events at the church.

Use of Nursery

The Nursery can be reserved for childcare.

- 1) AT NO TIME WILL CHILDREN BE ALLOWED IN THE NURSERY OR PLAYGROUND WITHOUT APPROPRIATE ADULT SUPERVISION
- 2) Childcare services are **not** included when reserving the nursery.
 - a. Childcare services can be arranged through PHPC, but there is no guarantee of provider availability for your event
- 3) Any group using the nursery to care for children that are not from the same household must adhere to Pleasant Hill Presbyterian Church's [Child Protection Policy](#) Section 6.0 pertaining to the nursery (copy available online groups requesting use of nursery). Groups may provide their own policy which meets or exceeds the minimum standards in the PHPC policy.
- 4) Food, other than dry cereals, crackers, or pretzels is not to be eaten in the nursery. Beverages are to be consumed from covered containers.
- 5) The nursery is to be left in the condition it is found. Toys need to be picked up and put away.
- 6) Soiled diapers shall be placed in a bag and disposed in the waste receptacles in the nursery restroom.
- 7) Sick children should never be brought to the nursery.

Facility Use Process



1) Step 1 Submit Request

Requests to schedule an event are to be submitted to the church Office by filling out the **Facility Use Request** form and **Set Up Request** form. These forms are available on the web site pleasanthillpc.org and at the church office. It should be emailed or delivered to the church office office@pleasanthillpc.org

A request may not be submitted earlier than 6 months prior to the event unless a member of the Ministerial Staff has approved it.

When a facility usage request is initially submitted, it is considered a request for approval and a review of the schedule for available times and dates. (A tentative date may be placed on the master calendar subject to approval.)

2) Request Review

After the Business Manager, has received the request it will be checked against the master calendar for “date availability”. If the space and dates are available, the request will be sent to the Facility Manager for a logistical review. The Facility Manager may contact the person submitting the request for additional information.

If the Business Manager has determined that the space request is not available, the person submitting the request will be contacted for possible alternate dates.

3) Approval of Request

The Facility Manager will review the request with the necessary staff members, and contact the person submitting the request with the Church’s Facility Use Request decision. If accepted, a Facility Use Policy will be sent to the requesting party.

4) Submit Facility Use Agreement

The **Facility Use Agreement** must be returned to the Business Manager to confirm the use of the space. It must be returned at least 5 working days prior to the event. At this time, all fees will need to be paid to PHPC and the event will be placed on the master calendar. Your reservation for the use of the facility is not complete until the Facility Use Agreement and any fees are received by the Business Manager.

Appendix – Part 1

Wedding Policy and Agreement

This section is included for Weddings as a standalone section, it still requires the use of the other parts of the appendices.

Wedding Policy and Agreement

Welcome

Thank you for considering Pleasant Hill Presbyterian Church (PHPC) of Duluth, Georgia as a venue choice for your wedding day! With a beautiful sanctuary and grounds, and a maximum capacity of 600 guests, we are the perfect place for a memorable wedding.

There are no prerequisites for getting married at our church. We provide a staff of open and engaging ministers, wonderful musicians, a sound technician and a PHPC Wedding Coordinator who are dedicated to ensuring a quality wedding.

Wedding Package

- ☐ Wedding ceremony space for a 4-hour block of time on Saturday mornings or afternoons. (This is ample time for setup, ceremony, photos, and removal of personal items.)
- ☐ Rehearsal space is a one-hour block of time on Friday afternoons before the wedding day. (Rehearsals cannot be scheduled later than 7:00 pm.)
- ☐ Ministers who may officiate in your ceremony (rehearsal and wedding)
- ☐ A PHPC Wedding Coordinator will be available during the rehearsal time and the wedding day.
- ☐ A Sound Technician will be available during the rehearsal time and wedding day.
- ☐ A Pianist/Organist will be available during the rehearsal time and wedding day.
- ☐ A Bride's Room and dressing space for the Groom and groomsmen.
- ☐ Free parking is available.

Ministers

If you choose to use a PHPC ministers, at least one month prior to the wedding, the couple must schedule a meeting with the minister to work out the details of their ceremony service. The PHPC Wedding Coordinator will assist the couple with scheduling this meeting.

Should you already have an established relationship with another ordained minister, he/she may officiate your wedding.

Wedding Rehearsal

A one-hour rehearsal is included in the price for this venue. You are responsible for ensuring all members of the wedding party, including but not limited to, musicians, soloists, pastor(s), wedding director and translator (if applicable) are in attendance and on time to avoid additional overtime fees. At the rehearsal, and to avoid any confusion on the wedding day, it is important that all details and decisions be discussed with the Wedding Coordinator in attendance. If you have a printed bulletin for the wedding, please bring it to the rehearsal. Further, it is recommended that if you are using our church ministers, please bring your marriage license to the rehearsal.

Outside Musicians/Vocalists

Outside musicians or vocalists are permitted to perform and pre-recorded music is allowed. At least 30 days prior to the wedding schedule an appointment with the Sound Technician and/or PHPC musicians to work out all details of the music program to be presented. Please be sure the PHPC Wedding Coordinator is informed of your plans. If additional time is needed for musicians/soloists to practice prior to the wedding, please be sure the PHPC Wedding Coordinator is informed. Additional overtime fees for the Sound Technician, PHPC musician(s)

and/or the PHPC Wedding Coordinator may be required. Anyone wishing to play the organ, piano or other church instruments must have prior approval by the Director of Music.

Scheduling your wedding and reserving the church

All weddings are scheduled and confirmed through the PHPC Wedding Coordinator. You may call the church office, 770-497-0233, to get the PHPC Wedding Coordinator's contact information.

The PHPC Wedding Coordinator will confirm with the bride that the rehearsal & wedding date/time(s) are scheduled and confirmed on the Church Calendar. (see also Payment of Fees section below.)

Payment of Fees

Receipt of your wedding fees and a signed agreement are required before your event is "confirmed" on the Church calendar. The PHPC Wedding Coordinator has the option to assist the couple with setting up a payment plan (if needed). The wedding date is not "confirmed" on the Church calendar until the fees are paid in full.

Any balance still outstanding 60 days prior to the wedding date must be paid in full at that time or the wedding will be removed from the Church calendar.

Cancellations/Refunds

Please let the PHPC office and PHPC Wedding Coordinator know as soon as possible if a cancellation is necessary so that the Church can reschedule the space if needed.

Should you decide to cancel your wedding at PHPC (within 60 days of the wedding date), you will forfeit any fees paid.

If you cancel earlier than 60 days prior to the wedding, any fees will be refunded. Any costs already incurred by the Church for services rendered for the wedding will be deducted from your fees refund.

Overtime/Damages

If you should go over the scheduled time reserved for the rehearsal, wedding or reception (if applicable), there is an additional facility fee for each 30-minute block of time. The wedding party is responsible for any damages/loss of church property, furniture and buildings deemed to have happened while the wedding rehearsal, wedding, or reception is taking place. Any damage/loss to church property will be the financial responsibility of the wedding party signatory on the agreement.

Any additional overtime fees and/or any damage fees will be billed separately.

Responsibilities of all groups using our church facilities

Conduct while in the Lord's house must always be in keeping with Christian standards. Smoking, drugs and/or alcoholic beverages are not permitted inside or outside anywhere on the church property.

Defacement of walls, woodwork, floors, or other parts of the building through the use of nails, thumbtacks, screws, wax, grease, etc. is strictly prohibited. (Check with PHPC Wedding Coordinator.) A more comprehensive list of group responsibilities can be found in the Facility Use Policy under Responsibilities of Groups.

For fire safety reasons, the use of aisle rug, runner or cloth(s) (for bride to walk on) is not permitted. Also, rice, birdseed, confetti, or real flower petals are not permitted inside or outside the church. Artificial flower petals may be used inside the church and bubbles may be used outside the church.

Under no circumstance is food or drink to be carried and consumed in the Sanctuary. (Exceptions to this policy include bread and grape juice for Communion as well as water for worship leaders during services).

Photography

Assigned photographer(s) are allowed to take pictures during the ceremony but we discourage flash pictures during the ceremony. The photographer(s) should be in place at least 30 minutes before guests are seated.

Decorations

Special care should be taken to see that decorations do not hide or obscure any Christian symbols which are a part of the place of Worship. Furnishings may NOT be removed. Candelabras and candles may be used, but non-drip candles are required. Their placement should be discussed with the PHPC Wedding Coordinator.

Flowers may not be affixed to walls or furniture by tacks, nails, wire, staples, or scotch tape. Flowers are to be removed immediately after the wedding unless previous arrangements have been made with the PHPC Wedding Coordinator to leave a floral arrangement for the next PHPC Worship Service. The florist, or other person specified by the bride, is responsible for collecting all of the decorations at the end of the wedding ceremony.

Reception

☐ For afternoon weddings only, reception space is available (fees apply) for a 3-hour block of time (6:00 to 9:00 pm). Set-up time may be scheduled with the PHPC Reception Coordinator and take-down must complete by the end of the reserved time.

- ☐ Tables & chairs for up to 250 guests are available (table cloths are not provided).
- ☐ A kitchen area is provided for CATERED MEALS only (no cooking).

The caterer and/or specified members of the bridal party may do the set-up and take-down of tables/chairs and the decorations for same. (PHPC provides the table/chair set-up and take-down service, if requested. PHPC does not do the decorations.)

General Vendor Rules

- ☐ All set-up and take-down must be done within the specified time block per the couple's facility agreement.
- ☐ Vendors must make arrangements for delivery and pickup through the PHPC Reception Coordinator.
- ☐ Smoking and alcohol consumption by vendors is strictly prohibited in the building and on the church grounds.
- ☐ All vendors must dress appropriately (no jeans, please)

Responsibility for Damage or Personal Injury

The responsible person for the wedding party signing this agreement and using our facility assumes total responsibility for any claims, property damage, or personal injury from the use of the building and agrees to indemnify and hold harmless Pleasant Hill Presbyterian Church (PHPC) from any such claims.

Right to Terminate

Pleasant Hill Presbyterian Church reserves the right to terminate the use of its facility by any group. PHPC will communicate with the wedding party as far in advance as possible. It is the desire of PHPC that this right be used only in exceptional circumstances and only after careful and thorough evaluation.

Agreement for Weddings

The following items must be completed to reserve your wedding date.

- ☐ **Wedding Policy and Agreement** pages must be initialed and submitted with the **Facility Use Request**
- ☐ Facility Use Request your sponsor will be the Wedding Coordinator.
- ☐ Set Up Request if applicable for receptions and any additional equipment required.
- ☐ Facility Use Agreement
- ☐ Schedule of Fees and Charges must be paid in full within 60 days of any Wedding event. Items required for your Wedding are shown in italics in the **Schedule of Fees and Charges**. The bride's room and choir room are available for your use are part of a Wedding event. If you require the use of additional space, please consult with your Wedding Coordinator.

Wedding Information

Wedding Information Sheet	
Bride	Groom
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Cell Phone:	Cell Phone:
Home/Work Phone:	Home/Work Phone:
Member PHPC: [] YES [] NO	Member PHPC: [] YES [] NO
Parent Names:	Parent Names:
Church Membership:	Church Membership:
Rehearsal Date/Time:	
Rehearsal Dinner Location:	
Wedding Date/Time:	
Reception Location:	
Number of Guests:	
Name of Person Performing Ceremony:	
Phone # of Person Performing Ceremony:	

Wedding Information Sheet	
Address of Person Performing Ceremony:	
List all those for whom a microphone is needed:	
Special Lighting (describe):	
Using Unity Candle? (Not provided by PHPC)	[] YES [] NO
Using Kneeling Bench? (Not provided by PHPC)	[] YES [] NO
List Name/Address/Cell Phone Bridal Wedding Coordinator?	
List Name/Address/Cell Phone Florist?	
List Name/Address/Cell Phone of Photographer?	
List Name/Address/Cell Phone of Videographer?	
List Names/Cell Phones of Pianist-Organist?	
List Names/Cell Phones of Soloists?	

Appendix – Part 2

Facility Use Request

Set Up Request

Facility Use Agreement

Schedule of Fees and Charges

Facility Use Request

3700 Pleasant Hill Road Duluth, Georgia 30096 | 770-497-0233 | office@pleasanthillpc.org

The Pleasant Hill Presbyterian Church insurance policy covers only church activities under the control of the church. Non-church groups/individuals using the church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the Pleasant Hill Presbyterian Church.

Contact Information

Application Date: _____

Contact Name	_____		
Email	_____		
Street	_____		
City	_____	Postal Code	_____
Mobile	_____	Phone	_____

Event Information

Sponsoring Organization			
PHPC Event		☐ Yes	☐ No
501(c)3 Non-Profit	☐ Yes	☐ No	☐ Not Sure
Event Description			
This is a	☐ One Time	☐ Recurring	
Date Requested		Start Time:	End Time:
Space/Rooms	☐ Fellowship Hall	☐ Small Fellowship	☐ Classroom (West)
	☐ Sanctuary	☐ Education Bldg	☐ Nursery
	☐ Brides Room	☐ Kitchen	☐ Specify
Set Up Requested	☐ Tables	☐ Chairs	☐ Projector/screen
If applicable sketch Room Set Up on Set up request page	☐ Partitions	☐ Specify	☐ Specify
No of Attendees	Adults:	Children:	
Food/Beverages	☐ Yes	☐ No	
If yes, describe			

Office

The Business Manager will process the request for use of church facilities and will compute the application fees. Permission to hold the activity or event will be subject to the approval of the Session and the availability of space and equipment. Special consideration will be given to requests endorsed by one of the various ministry areas of the church.

☐ Approved	☐ Not Approved	Note:	
Approved By		Date Approved	
Notified Approval		Calendar Entry Date	

Set Up Request

Event Name			
Contact Person		Phone	
Day/Date:		Start/End Time	
Rooms Assigned			
Group Size:	Tables:	Chairs:	Podium: Yes/No
Equipment	☐ TV/DVD	☐ Projector/Screen	☐ Extension Cord
	☐ Power Strip	☐ Mics	☐ TV/DVD
	☐ Specify	☐ Specify	☐ Specify
Other Instructions Please be specific			

Diagram Desired Room Arrangement

Facility Use Agreement

3700 Pleasant Hill Road Duluth, Georgia 30096 | 770-497-0233 | office@pleasanthillpc.org

The Pleasant Hill Presbyterian Church insurance policy covers only church activities under the control of the church. Non-church groups/individuals using the church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the Pleasant Hill Presbyterian Church.

This Agreement entered into this _____ day of _____ (month) of the year _____, by and between Pleasant Hill Presbyterian Church ("Church", aka PHPC) and

Name of Individual/Organization: _____ ("User")

WHEREAS, Church is the owner of a building located at 3700 Pleasant Hill Rd, Duluth, GA 30096

WHEREAS, User desires to use such facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

- 1) Church shall make available to User (description of facilities):

 From _____ To _____ (dates and times)

- 2) User agrees to use utmost care in the use of facilities and agrees to protect, indemnify and hold Church, its officers and staff harmless from any and all claims, liabilities, damages or rights of action including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent therefore (hereinafter "the facilities").
- 3) User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of Church to insure the User's use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.
- 4) User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in Church's locale; User will not engage in any activities in violation of such laws, ordinances, rules and regulations.
- 5) User shall have a written policy or adopt the PHPC policy which is intended to protect the safety of children, youth and persons at risk. It shall be User's duty and responsibility to implement and administer all aspects of its Policy and PHPC shall have no direct responsibility therefore.
- 6) User acknowledges receipt of and willingness to comply with all rules and regulations regarding the use of the facilities as set forth in the Facilities Use Policy by the Session. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by Session and shall pay for such repair and replacement costs.

Signed _____	Signed _____
PHPC Representative	User Representative
Printed Name _____	Printed Name _____
Date _____	Date _____
Pleasant Hill Presbyterian Church	Street _____
3700 Pleasant Hill Rd	City. State Zip _____
Duluth, GA 30096	Phone # _____
Report all facility problems or emergencies to the Facilities Manager	

All facility use is based on the condition that the premises are left in clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition*, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Any damages to the facilities or equipment should be reported as soon as possible to the church office.

At the conclusion of the event, the requestor/sponsor is responsible for the following:

- 1) Return the set-up of the room to the condition found upon arrival.
- 2) All dry erase boards should be wiped clean. Children should not be allowed to draw on these boards.
- 3) Tables and chairs are to be put back in place if they are moved.
- 4) Tabletops should be wiped clean of food and trash.
- 5) Any liquid spills shall be wiped up. If the kitchen was used, it shall be left in a clean condition and the kitchen check list posted. Broom and mops can be found in the Custodial Closet (located between the restrooms in the Fellowship Hall or the Men's Restroom in the Sanctuary).
- 6) After your meeting please place the plastic bag of trash in the proper receptacle.
 - a. For rooms that are used upstairs in the education building place your bags in the large gray trash can located in the lower stairwell.
 - b. Rooms in the lower level should use the large trashcans located outside the back door in the kitchen, or in the dumpster.
- 7) All leftover food, paper products, etc. shall be properly disposed of in trash bags and placed in trash containers in the Church parking lot.
- 8) All windows in the room used shall be closed and locked,
- 9) All lights in room used, bathrooms, and hallways shall be turned off.
- 10) All decorations (if any) shall be taken down and properly disposed of.
- 11) The individual in charge shall be the last of the group to leave the building.

*For events incurring a Custodial Fee, these activities will be performed by our cleaning services.

PHPC Contacts

Business Manger		770-497-0233	office@pleasanthillpc.org
Facilities		770-497-0233	adnan@pleasanthillpc.org
Coordinator			
Wedding	Shannon	770-497-0233	
Coordinator	Hudson/Julie Smith		

Fees and Charges

Schedule of Fees and Charges

Location	Church Related/Sponsored	Outside Groups Member Fee (Member must be present)	Outside Groups Non-member Fee
<i>Sanctuary</i>	N/A	\$400.00	\$1,000.00
Prayer Chapel	N/A	\$100.00	\$200.00
Fellowship Hall	N/A	\$300.00	\$800.00
Kitchen	N/A	\$300.00	\$800.00
Small Fellowship Hall	N/A	\$100.00	\$200.00
West Classrooms (1/2 day)	N/A	\$20.00	\$25.00
West Classrooms	N/A	\$25.00	\$50.00
<i>Brides Room</i>	N/A	\$25.00	\$50.00
Nursery (1)	N/A	\$25.00	\$30.00
Youth Room	N/A	\$35.00	\$60.00
Education Bldg Classrooms	N/A	\$40.00	\$75.00
AV Equipment (2)	N/A	\$15.00	\$20.00
Additional Usage (3)	N/A	\$75.00/30 min	\$75.00/30 min
Service Providers			
Pastor Wedding	N/A	Suggested \$300.00	Suggested \$300.00
Pastor Memorial	Honorarium	Honorarium	Suggested \$150.00
Facility Assistant	N/A	\$25.00/hr	\$25.00/hr
<i>Wedding Coordinator</i>	N/A	\$300.00	\$300.00
Reception Coordinator	N/A	\$300.00	\$300.00
<i>Custodial (Set Up/Clean) (4)</i>	N/A	\$150.00	\$150.00
Custodial (additional)	N/A	\$50-\$150/hr	\$50-\$150/hr
Child Care (per provider)	\$25.00/hr	\$25.00/hr	\$25.00/hr
Organist/Musician	N/A	\$300.00	\$300.00
Security Deposit	N/A	\$50.00	\$200.00
<i>Sound Tech Wedding (5)</i>	N/A	\$150.00	\$150.00
Sound Tech Additional (5)	\$25.00/hr	\$25.00/hr	\$35.00/hr
Room Use Fees	\$	\$	\$
Staff & Service Providers	\$	\$	\$
Security Deposit	\$	\$	\$
Total Fees and Charges	\$	\$	\$
Balance Due		\$	\$

(1) Use of Nursery to care for children from multiple households requires adherence to the Child Protection Policy

(2) AV Fee required for use of TV, DVD, Projector, etc.

(3) Minimum hourly charge for going beyond scheduled time

(4) Per area – i.e. use of the Sanctuary and Fellowship Hall incurs two custodial fees for a total of \$300.00.

(5) Sound and lighting operator to be provided by the church

Final Payment is due at least 7 days prior to the event, weddings fees are due 60 days prior to your event. Make checks payable to Pleasant Hill Presbyterian Church

Changes

Date	Made By	Change
08/10/2021	Colin Ching	Approved by the Session
10/10/2021	Colin Ching	Modification of Fee Schedule for pastor wedding
	Colin Ching	