

New Hope Presbyterian Church
4701 NC Route 86, Chapel Hill, NC 27514 919-942-4710

Application for Use of New Hope Presbyterian Church Facilities

We do not rent church facilities to for-profit groups or businesses.

Will money be collected at this event (e.g., donations, admission fees, etc.)? _____

What is the expected attendance? _____

Are decorations going to be used for this event? _____

Describe: _____

Do you need kitchen use? _____

What type of refreshments will be served? _____

Is this a one-time event or does your group need a regular meeting place? _____

Name _____

Organization _____

Address _____

Phone Number _____

Email _____

Date(s) and Time _____

Type of Function _____

Areas requested _____

Printed Name of Responsible Party _____

Signature of Responsible Party _____ **Date:** _____

For Church Use:

Date request received by staff: _____

Date approved/disapproved by Building and Grounds: _____

Date cleared through Session: _____

Date of Notification to Applicant with request for payment _____

Computed Cost from Fee Schedule _____

Church Contact Person _____ Phone _____

Date deposit returned/not returned (if not returned, state reason):

By initialing, you have read and agree to abide by NHPC building use policies. _____

Article X - Section 10.01 Policies: Building Usage

Non-Member Use of New Hope Presbyterian Church

Building Use Procedures

New Hope Church is blessed with facilities that are to be used for religious activities to the glory of God, and for other activities that meet the spiritual, intellectual and social needs of its members and the community. The cost of operation is borne by the church, except when usage is permitted for any organizations and non-member individuals.

All official activities of the church, e.g., meetings, meals, will be scheduled with the church secretary by the responsible church member. The church secretary is responsible for recording dates and times on the master calendar. Each standing meeting will have an assigned room and time and will be expected to use that room unless other arrangements have been made. Any conflicts or questions will be resolved by Buildings and Grounds.

Requests for building use by members of New Hope Church will be forwarded to Buildings and Grounds, and will be approved for use at no charge when suitable space is available. Members will be required to sign the building usage form, which will serve as confirmation of their reservation, and accept responsibilities as outlined therein. B&G will strive to accommodate member use of facilities, negotiating shared usage or alternate dates as needed.

Requests from non-members will be forwarded to Buildings and Grounds and will be subject to established usage fees. Non-members or organizations will be required to sign the building usage form, which will serve as confirmation of their reservation, and accept responsibilities outlined therein. All non-member usage requests will come before the session. Groups seeking regular usage of the building, such as Boy Scouts, Girl Scouts, and twelve-step groups, shall submit a building use form and seek approval of the session annually.

Following events (exclusive of regular church-related meetings) Buildings and Grounds will inspect the area(s) used.

Non-Member Use of New Hope Presbyterian Church

- An Application for usage must be filled out and returned to Church office.
- Charitable fund raising events must be approved by the session in advance.
- Fee for Church Sanctuary (Upstairs, access at front) facility usage: \$200
- Fee for Fellowship Hall(s)/Kitchen (Downstairs, access at rear) facility usage: \$200
- All fees to be paid in advance. Keys will not be loaned to non-members. A representative of the Buildings and Grounds Committee will open and close the building for each event.

- A security deposit of \$100 is required. The security deposit will be returned when key(s) returned and upon satisfactory inspection of premises.
- Some Facility use fees may be waived for charitable groups and church sponsored groups. This should be discussed with the Minister after application is submitted. Any changes in fee schedules will require approval by the Church Session. Keep in mind that we have certain fixed costs for the building use, cleaning, utilities and maintenance.
- Anyone wishing to use the piano or organ must obtain approval from the Director of Music.

Rules for All Groups Using Church Facilities

- No alcohol or smoking is allowed on Church Property.
- No food is allowed in the Sanctuary.
- Use of candles and open flames in the Church must be authorized by Church Staff.
- Please do not change/alter Church bulletin boards, table displays, or decorations.
- Please do not change thermostats. They have been appropriately preset for your event. Notify your Church contact if there are problems with the heating or air conditioning.
- Groups using the fellowship hall or kitchen should enter the rear of the building through the New Fellowship Hall.
- Use only the rooms in the Church that have been assigned to your group.
- Limit use of elevator to the elderly and handicapped persons in your group. Any child using the elevator should have adult supervision.
- Please provide your own paper/plastic products for dining. If using Church kitchen/cooking utensils, please clean and replace where you found them.
- Please clean up after event, **removing all trash** and unused food from the facility.
- Please lock all doors when event completed.

Use of the Sanctuary for Events Other Than Weddings/Funerals

New Hope Presbyterian Church recognizes the close ties between the arts and one's spiritual life. For this reason, the church occasionally makes its sanctuary available for artistic performances.

Anyone wishing to use the sanctuary for this purpose should fill out a building use request form and meet with the Pastor to discuss the event well in advance of the requested date. Additionally, the Director of Music must approve the use of existing musical instruments. A guest organist/musician may be asked to demonstrate competency in the proper use of New Hope's fine instruments. After the Pastor, the Director of Music, and the Worship Committee have given their approval and after the Building and Grounds Committee has confirmed that the space is free at the requested time and day, the request will go to the Session for final approval.

Decorations, Photography, and Recording

The beauty of New Hope's sanctuary resides in its simplicity and connection with God and nature. For this reason, the furnishings are normally to remain in place, with no additional decorations

added. Adjustments to this practice would need to be approved by the Pastor. The organizer of the event should inform guests about desires regarding photography.

If an organizer wishes to have the event recorded or videotaped, s/he should discuss this with the minister. Recording and videotaping from designated positions in the church is permitted. The minister will identify these positions. The organizer is responsible for providing recording/video equipment and someone to use the equipment.

Guidelines for Post Usage Inspection

- Check to see that all lights, including bathrooms, are turned off.
- Check to see that faucets and toilets are not running.
- Inspect the kitchen counters, sinks, stoves, etc., to ensure clean and turned off.
- Inspect refrigerator, storage areas, and waste cans for removal of trash and unused food.
- Replace the trash can liners in the waste cans.
- Check floors and carpets for debris
- Restore the chairs, tables, and other furniture to normal order.
- Check and lock all windows and doors.
- Report damages or additional cleaning as appropriate.
- Remove all trash.

Thermostat Information

All of the heating is controlled by programmable thermostats. They are programmed for 4 different periods of the day e.g., morning, afternoon, after dinner, night time. If you wish to increase or decrease the temperature, simply push the up and down arrows to the right of the thermostat. The thermostat will say “temporary”. You do not need to press “hold” to maintain the temperature you have set. The temperature you chose will stay until the next period. At that point the thermostat will automatically revert to its program. You can cause the system to revert to the program at the end of your meeting by pushing “run schedule,” the lower left. But if you do nothing, it will eventually fall back into its program. The one thing that you should not do is press “hold.”