

**Community Church of the Monterey Peninsula**  
**Facilities Usage Guidelines**  
**May 2010**

1. GENERAL GUIDELINES

- a. All requests for facility use, except for weddings, are to be submitted to the Church Secretary in writing using the "Request for Non-Wedding Use of Church Premises," attached.  
**Receptions/Events have a separate fee schedule (see Section B).** Weddings are handled using a separate fee schedule and different form (contact the Church secretary).
- b. Fees should be received at least two weeks before scheduled use. Fees will not be asked of members (a voluntary donation is suggested). If a deposit is required to reserve space, it is due at the time of the reservation. (See Section B for Reception/Events deposits and fees.)
- c. Use which does not conform to this policy must be approved by the Board of Governors on a case-by-case basis. Such non-conforming use can only be approved for non-members if sponsored by a member. The Board may waive all or part of the suggested fee if it is felt that the congregation and the Church will benefit. Decisions by the Board are final.
- d. The use may not in any way directly or indirectly discredit the Church, or our beliefs, or interfere with normal scheduled use of the Church.
- e. Facilities are to be left as they were prior to the use. See Section B for specific rules for Receptions/Events. For all other use, users shall be responsible for proper use of the facilities: cleaning, and restoring furniture arrangement; closing and locking all doors, windows and gates; turning off lights, heat, etc. The fee for food events includes a charge for normal clean-up. Damage repair or excessive clean-up is to be done at the expense of the users.
- f. Smoking is prohibited inside the buildings. Alcoholic beverages permitted only in connection with receptions/events.
- g. When applicable, users are responsible for making arrangements to pick up and return the key. A fee of \$50 will be charged for a lost key.
- h. Users normally may not occupy area before or after scheduled use. If you need access in advance or afterwards to remove decorations, check with the Church secretary. All decorations must be removed the day of the event.

A. NON-RECEPTION FACILITIES USAGE

1. THE SANCTUARY

For non-wedding use, a fee of \$200 is required for three hours, plus \$50 for each additional hour. No food or beverages, except the elements of communion, shall be consumed in the Sanctuary. Capacity of the Sanctuary is 275.

## 2. THE OUTCALT CHAPEL

For non-wedding use, a fee of \$75 is required for two hours, plus \$25 for each additional hour. No food or beverages, except the elements of communion, shall be consumed in the Chapel. Capacity is 50.

## 3. WOODHULL HALL (for Receptions and Events, see Section B, below)

Capacity of Woodhull Hall is 160. Use of Woodhull Hall does not include use of the Broaddus Meeting Room.

If no food is served, a fee of \$200 is required for three hours, plus \$50 for each additional hour. If food is to be served, see Section B, below.

## 5. THE BROADDUS MEETING ROOM

A fee of \$20 is required for a meeting. Capacity of the room is 10. Unless specifically requested, use of the Broaddus Room does not include use of Woodhull Hall.

## 6. THE LIBRARY

The library is primarily for use by members and their families. The capacity of the room is 20. Occasionally, with approval of the Board, the Library may be used by non-members; a fee of \$40 is required. The adjoining office area may not be used; no office equipment may be used. A coffeemaker and microwave are available for light refreshments.

## 6. ELKINTON CLASSROOM AREA

For non-members, a fee of \$50 is required for three hours, plus \$20 for each additional hour. The classroom has a capacity of about 20.

## 7. THE GROUNDS OF THE CHURCH

- a. The Labyrinth is a community resource and is always available free to the public. It is recommended that planned uses be scheduled with the Church Secretary to avoid conflicts with church functions and other users. While there is no charge, donations are welcome to help with landscaping, gardening care, etc.
- b. Other grounds of the Church may be rented for picnics and similar functions. Fees will be determined by the Board, depending on the area to be used.

**B. USE OF WOODHULL HALL FOR RECEPTIONS/EVENTS**

- a. A fee of \$800 is required for four hours, plus \$100 for each additional hour. 150 is due at the time the reservation is made, with the balance due two weeks before the event. This covers the use of Woodhull Hall including the Culinary Center, Broaddus Room, and restrooms. Other areas, such as the Rose Garden, may be included without extra charge if requested in advance. The CCMP Event Coordinator will be on site during the entire event to facilitate usage of the sound system, culinary center, security systems, etc. The services of the Event Coordinator and normal cleaning services are included in the usage fee.
- b. A refundable damage deposit of \$250 is required at the time of booking. After the kitchen and hall are inspected by a delegated representative of the church, the deposit will be refunded less any repair required.
- c. For every event, the user must show evidence of \$1,000,000 liability insurance (one-day event coverage is available online, e.g. WedSafe.com). If alcohol will be SOLD, as at a fundraiser, a liquor license must be purchased by the user for the event.

Receptions/Events Fee Schedule

Four hours includes \$150 deposit required at reservation and Event Coordinator services	\$ 800
Refundable damage deposit	\$ 250
Additional hours @ \$100/hour	\$_____
Total	\$_____

**Community Church of the Monterey Peninsula  
Request for Non-Wedding use of Church Premises**

Submit form in person to the Church secretary, or by fax 831-624-8927, or by mail. Attach Evidence of insurance, liquor license if needed, etc. Please allow as much time as possible.

**Requesting group/individual** \_\_\_\_\_

**Mailing address** \_\_\_\_\_

**Contact person** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Other phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Date (time) of proposed use** \_\_\_\_\_

**Purpose** \_\_\_\_\_

**Area to be used** \_\_\_\_\_

**Estimated number of people** \_\_\_\_\_ **Will food be served?** \_\_\_\_\_ **Alcohol?** \_\_\_\_\_

**Special requests/equipment** \_\_\_\_\_

**CCMP sponsor (if needed)** \_\_\_\_\_ **Phone** \_\_\_\_\_

For office use only: **Date received** \_\_\_\_\_ **Schedule conflict?** \_\_\_\_\_

**Approved Denied Comments** \_\_\_\_\_

**Comments** \_\_\_\_\_

**Signatures (date)** \_\_\_\_\_ **Church Secretary**

\_\_\_\_\_ **Sec'y Board of Govs (if nec)**

\_\_\_\_\_ **Property Steward (if nec)**

**Fee/Donation required \$** \_\_\_\_\_ **Received** \_\_\_\_\_

**Reservation Deposit \$** \_\_\_\_\_ **Rec'd** \_\_\_\_\_

**Damage Deposit \$** \_\_\_\_\_ **Rec'd** \_\_\_\_\_ **Refunded \$** \_\_\_\_\_ **Date** \_\_\_\_\_

**Inspection** \_\_\_\_\_