

Buildings Use Policy

Policy: P-2

A Buildings and Grounds Elder or the Pastor must approve any group requesting the use of Kanapaha Presbyterian Church's facilities.

The following fee schedule will apply:

Members using the facilities are responsible for any damages incurred or inadequate clean up. If a member of the church rents the facilities on behalf of a non-member, they may do so at a rate of \$200 (\$150.00 for a group of 25 or fewer and 3 hours or less) and must be present and responsible for the event, acting as the on-site Buildings and Grounds representative. The \$200 fee for members (\$150.00 for a group of 25 or fewer and 3 hours or less) may be modified by the Session on a case-by-case basis.

Buildings Use Fees:

	Sanctuary	Deposit	Memorial Hall	Deposit	Projector/ Sound Equipment	Deposit
Non-members First 5 Hours*	\$450.00	\$250.00	\$550.00	\$250.00	\$100.00	\$50.00
Non-Members Each succeeding hour	\$50.00	N/A	\$50.00	N/A	N/A	N/A
Members	\$200.00	N/A	\$200.00	N/A	\$50.00	N/A
Non- Profit Organizations	\$125.00	\$125.00	\$150.00	\$125.00	\$75.00	\$30.00
Groups of 25 or fewer, 3 hours or less*	\$150.00	\$125.00	\$150.00	\$125.00	\$75.00	\$30.00

*A Buildings and Grounds representative will be onsite during the building's use. A \$10/hour fee will be added to cover the representative's time.

All Fees must be paid 10 days prior to the reserved date.

The following rules apply to the use of any of our facilities.

1. At least one member of the renting population is to be designated as the rental designee responsible for overseeing compliance with this agreement.
2. Kanapaha Presbyterian Church's facilities are non-smoking. Alcoholic beverages will be allowed only in the instance of wine or champagne used for wedding toasting. No other Alcoholic beverages will be served on church property. In no case are alcoholic beverages to be served to or consumed by minors. Violations of these policies may result in forfeiture of the deposit.
3. All furniture and accessories are to be restored to their original state. Tables used are to be wiped clean. Baskets, centerpieces, announcement holders and other materials are to

be returned to each table. The kitchen is to be left clean. All trash, including that in the kitchen and restrooms, is to be bagged and removed to outside garbage container. If trash will not fit in the outside bin, the yellow waste services trash bags provided must be used and placed next to the outside trash receptacle. The grounds around the buildings and parking lot must be free from debris. **Non-member renters are responsible for providing All Table linens.**

4. The rest rooms are to be cleaned and trash containers emptied.
5. All decorations, balloons, etc. are to be removed.
6. If sound equipment is used, it is to be restored to its original state.
7. Air conditioning and/or heating and all lights are to be turned off; all doors are to be locked following the building use. This is the responsibility of the KPC on-site representative except in cases where there is no KPC on-site representative, then the Renter is charged with this responsibility (see #8).
8. A Buildings and Grounds representative will be on site during the building use. A B&G Elder or Pastor may determine that a KPC on-site rep is not necessary. In such cases, the Renter is responsible for turning off heat/AC, turning off lights, locking up and making sure all items on the End of Event Checklist have been taken care of.
9. The Buildings and Grounds Elder will determine the amount of the deposit to be returned less additional charges based upon the following scale:
 - a. Furniture and accessories not restored to original state: \$0 to \$100.00 determined by effort required on the part of church personnel;
 - b. Kitchen and/or rest rooms not cleaned and floors not swept: \$0 to \$100.00 determined by effort required on the part of church personnel;
 - c. Sound equipment not restored to original state: \$100.00;
 - d. Damage to the facility or any of the appurtenances: Cost to repair plus \$100;
 - e. Any other non-compliance: \$0 to \$100.00 determined by effort required on the part of church personnel.
10. The Designee and the KPC on-site representative will jointly complete and sign the attached checklist at the end of the event. The KPC on-site rep will leave the completed, signed check list on the KPC Secretary's desk for review by a B&G Elder.

Revised: 2/18/2025

Session approved: 2/18/2025

**END OF EVENT CHECKLIST
FOR COMPLIANCE WITH RENTAL AGREEMENT AND
REFUND OF DEPOSIT**

The following checklist must be completed by the KPC on-site representative at the end of the event and signed by the Renter. Exceptions should be noted as needed on the back, and may result in the forfeiture of all or part of the Renter’s deposit.

Check Off ✓	CLEAN UP RESPONSIBILITIES	EXCEPTIONS Number & Note on Back
	TABLES returned to original set-up	
	CHAIRS returned to original set-up (round and half tables: five chairs/table facing front; Two long tables: four chairs /side and two on end facing front)	
	Other furniture and equipment returned to original set-up (altar, musical equipment, A/V equipment, podium, trees, etc.)	
	Centerpieces, attendance/envelope baskets, clear plastic announcement holders and other materials returned to each table.	
	RESTROOMS are clean and trash removed.	
	SOUND SYSTEM including equipment returned to original settings and placement (if applicable)	
	KITCHEN is clean including floor.	
	TRASH is bagged and removed to designated outside garbage container. Trash that will not fit in the outside bin, is to be placed in yellow waste services trash bags provided and placed next to outside bin.	
	RECYCLABLE items collected and placed in designated outside container.	
	FLOORS in Fellowship Hall and Kitchen are swept; free of debris and food.	
	DECORATIONS have been removed, including balloons, leaving no marks on walls or windows.	
	GROUND inc. parking lot: All trash has been picked up	

