

Pinopolis Community Church
Procedure for Approval for use of Buildings and Grounds

Revised February 28, 2024

Application Information

- 1.1 Please read this section prior to filling out application.
 - 1.1.1 Only PCC members can make a reservation, and they must be at least 21 years of age. **Non-members must have a Church member to sponsor them and the sponsor must be present at event.** Any outside organization or persons using the facilities must believe in the basic principles of the Christian faith.
 - 1.1.2 This procedure is primarily for a onetime event. Multi-use events still should complete applications. Fee schedule does not apply.
 - 1.1.3 Requested date and time must be first cleared with the Church Secretary and does not guarantee approval. There are no minimum advance notification requirements. However, Trustees must have time to review as per paragraph 1.1.6. Rescheduling requires a re-submittal to Trustees.
 - 1.1.4 Church events have priority.
 - 1.1.5 Check with the church secretary to reserve the building and its availability for use.
 - 1.1.6 An application must be received within two weeks of the verbal request. Making a request to the Church Secretary is not a valid approval. A request is only valid when approved and signed by a Trustee and the Pastor. Church Secretary will provide a copy of this procedure to applicants. The date will not be scheduled until the application process is completed.
 - 1.1.7 Both buildings and grounds are SMOKE FREE ENVIRONMENTS.
 - 1.1.8 No pets are allowed in the buildings. However, service animals are permitted. Service animals must wear special collars and harnesses, licensed or certified and have identification papers.
 - 1.1.9 Smoking or alcohol is not allowed on church property. No jump castles or fireworks allowed. (This restriction is for non-church sponsored functions.) The applicant agrees attendees will play at their own risk when using the playground and observe playground posted rules.

Fee Schedule*

Each Main Hall Educational
Classroom and Kitchen Building

Security deposit (separate check from usage fees)		\$85.00		\$85.00		\$85.00
USAGE FEES						
Member’s request for immediate family (husband, wife and dependent minor children/grandchildren)		\$00.00		\$00.00		\$00.00
Members request for other non-church members (family and friends)		\$25.00		\$75.00		\$50.00
Member sponsored non-profit or civic organizations		\$25.00		\$100.00		\$75.00
Member sponsored profit organization		\$25.00		\$150.00		\$125.00

- 1.1 *Charges are per day of use. If additional days are needed for setup and/or cleanup, they must be indicated on the application and additional fees may apply. Charges are based on costs to maintain the facilities and utilities used. Please be observant of conserving use of utilities and other stewardship efforts of church assets.
- 1.2 Use of the Church’s kitchen paper products is not included in the fees. Applicants must provide their own.
- 1.3 *Use of the sound system, projector and screen are not part of this agreement and must be coordinated with the Trustees.*
- 1.4 No items (banners, photos etc.) are to be attached to the interior walls and all display and presentation items (including Audio and video) are subject to the approval of the Trustees and Pastor. *3m Command products may be used with specific approval by the Trustee.*
- 1.5 *Tables and chairs are to be folded and returned to closet with 10 tables out and with 6-8 chairs per table.*

2 Final Application Submittal Process

- 2.1 Application form must be completed and signed.
 - 2.1.1 The completed application must be returned with two separate checks (if applicable) made out to PCC for the amount of the building and security deposits.
 - 2.1.2 If date is available and confirmed by Church Secretary, applicant receives a copy of:
 - 2.1.2.1 Guidelines for Use
 - 2.1.2.2 Copy of approved Application
 - 2.1.2.3 Cleanup Checklists (separate attachment to this procedure)
- 2.2 Applicants will be notified immediately of any changes that will affect their booking and will be given the right to cancel without loss of deposit.
- 2.3 Concerns prior to event are to be directed to the Church Secretary.

3 Actions during and after event

- 3.1 Any incidents involving damages and/or physical injury to attendees must be reported to the Trustee signing the application.
- 3.2 The applicant and the Trustee are to do a walk through before and after the event and a Cleanup Checklist must be filled out and signed by both parties immediately following the event.
- 3.3 In any case, the applicant is responsible for the building and all damages incurred. If a Trustee is not present after the event, a Cleanup Checklist must be filled out and signed by the applicant.
- 3.4 If a refund of the deposit is refused by the Trustees the applicant has the right to appeal, to the Board of Trustees of Pinopolis Community Church, within ten days of the date of refusal.
- 3.5 In case of disputes on non-returned deposits or charges for damages incurred, the Board of Trustees will have final say.
- 3.6 Security deposits will be refunded to applicant after the Cleanup Checklist is approved by the Trustee of the month and turned into the Treasurer.

All Applicants agree to follow the directions of the Trustees, Representatives, and Pastor at all times during the use of facilities.

4 Trustee Responsibility

- 4.1 Church events require neither fees nor application for building use. Scouts are considered a Church event.
- 4.2 Fees and/or use of building for grandfathered events require voting by Trustees.
- 4.3 Fees can be waived by vote of Trustees such as for Church-sponsored organizations (i.e. Guardian Ad Litem's Angle Tree, etc). Applications still must be made.
- 4.4 Trustee of the Month is to review the application and determine if acceptable for meeting requirements and disposition on the application if approved for use. The Trustee of the Month will return signed form to the Church Secretary.
- 4.5 Trustee of the Month and applicant are expected to do a walk through before and after the event and a Cleanup Checklist must be filled out and signed by both parties after the event.
- 4.6 Trustee of the Month turns the Cleanup Checklist into the Church Secretary for return of cleaning deposit.

5 Secretary Responsibility

- 5.1 Upon receiving request, check availability of date and time.
- 5.2 Issue the Application and Guidelines for Use forms.
- 5.3 Pencil in requested date on church calendar. The date will not be scheduled until application process is completed.
- 5.4 When the completed application is returned with **two** separate checks (if applicable) made out to PCC for the amount of the building and security deposits, a copy of the application is forwarded to the Trustees.
- 5.5 Secretary will notify applicant when application is approved.
- 5.6 Secretary will schedule the event, file a copy of the application in the follow up file for the month of use and return the form to the applicant.
- 5.7 Church secretary will place the approved applications in the Trustee Chair's mailbox.

Application Form — may be electronically transmitted for approvals

REQUEST IS VALID ONLY ONCE SIGNED/APPROVED BY TRUSTEE

NOT APPLICABLE FOR WEDDING FUNCTIONS

Church Member Name
E-mail
Mailing address
Contact phone number(s)
Organization's Full Name
Type of Event
Date(s) of event
Need for set up days <i>or other requests</i>
Facility/rooms requested
Event Time
Number of people to attend
Deposit Fee: \$85
Usage Fee

The decision to rent/lease any church facilities rest solely upon the approval of the church Trustees and the Pastor. Further, the Applicant agrees by their signing of this application, that the use of said facilities may be rejected for **any reason**.

I have read and understand the Guidelines for Use

Signature of applicant	Date
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For Trustee Use

Application	Approved	Not approved	Deposit Received
Reason if not approved			
Walk through & final inspections	YES	NO	
Release of Deposits	YES	NO	
Signature of Trustee	Date		

**** Keep this page for when your event is over. Have the Trustee of the Month sign it, and return this form to the church office (along with any loaned keys, if applicable).**

Trustee of the Month: _____

Phone Number: _____

Cleanup Checklist-

Main Hall, Kitchen, Classrooms & Bathrooms:

- 6.1 Trash is picked up (including flower arrangements) & taken out.
- 6.2 No damage to furniture floors or walls (no tape or tacks).
- 6.3 Floors swept and mopped, if necessary.
- 6.4 Furniture and stage area returned as found.
- 6.5 Dirty towels are to be washed and returned by responsible member.
- 6.6 Tables, stove, counters and sinks cleaned.

Other

- 6.7 Lights, sound systems, gas log turned off.
- 6.8 Outside doors locked.

Report any problems to the Trustees or leave a message with the church office.

Signature of PCC member responsible _____

Signature of Trustee _____

Note of any problem or issues:

