



**Morningside Presbyterian Church
1411 North Morningside Drive
Atlanta, GA 30306
Telephone: 404-876-7396**

BUILDING USE POLICY

FOR SCHEDULING

CHURCH AND NON-CHURCH EVENTS

Morningside Presbyterian Church

Facilities Usage

General:

1. In approving and scheduling events, first priority for usage of buildings and facilities shall be given to Morningside ministry groups and committees.
2. Equally important will be the scheduling of funeral/memorial services for church members and their families.
3. Second priority will be given to the scheduling of weddings for church members and their families.
4. Third priority will be given to requests from groups or institutions that are supported by Morningside Church. These requests will be required to adhere to the established policies herein.
5. Other religious, civic or community events may be allowed if approved by the Property Committee or Pastoral Staff. Outside groups will be subject to certain cost-recovery charges or fees. These charges or fees will include damage deposit, security, setup/breakdown labor, cleaning and utilities.
6. Generally, events will be scheduled on a first come, first served basis. Any exceptions shall require the expressed approval of the Senior Pastor.
7. In order to schedule an event, contact the church office. The office contact will check the calendar for availability and arrange for the facility use request forms to be sent.
8. If the new event causes a conflict with either a previously scheduled event or with an event in close proximity to the requested time, the Office Administrator is authorized to refuse to place the event on the calendar. The request will be placed on the agenda for the next staff meeting where the conflict will be resolved. Preference will be given to regular meeting times of standing committees, functions or other long-term external users of our facilities. Morningside will try to avoid circumstances where simultaneous events may be aimed at competing groups of people.
9. The purpose of the Session Room of Morningside is as place for gathering or meetings. It is also used to maintain historical and significant artifacts, the Senior Pastor's library and other contributed valuables.
10. All non-church related groups or individuals using Morningside facilities will pay, in advance, all applicable cost-recovery charges or fees. A list of these charges is included with the facility use request form. Fees are refundable upon cancellation of scheduled events by notifying Morningside in writing (letter, fax or email transmittals will be accepted from the event point of contact) within 48 hours of the scheduled event.
11. Alcohol and smoking are prohibited on Morningside property at all times.

FOR THOSE REQUESTING USE OF SPACE

MORNINGSIDE PRESBYTERIAN CHURCH

Event scheduling procedure

Please contact the church office administrator to determine facility availability and request the date for any church or non-church event.

When requesting a reservation for room space for an event, please do so by completing the attached set of forms as early as possible or a minimum of two weeks prior to the event.

If non-church related events, please return, by mail or fax, the completed forms for review of the request and confirmation of the event date.

You will be notified when approved and any questions should be resolved at that time. Your check for all fees should be mailed to arrive no later than one week prior to the scheduled event.

SCHEDULE OF ROOM CHARGES FOR NON-CHURCH USE

ALL REQUESTS MUST BE APPROVED BY THE FACILITIES MANAGER

Updated: 9-1-2011

PER EVENT, PER DAY

| | |
|------------------------|--|
| SANCTUARY | \$125.00 (Subject to approval by Pastor & Choirmaster) |
| FELLOWSHIP HALL | \$100.00 (Subject to approval by Pastor & Choirmaster) |
| MORNINGSIDE ROOM (107) | \$65.00 |
| SESSION ROOM | \$65.00 |
| ROOM 201 | \$50.00 |
| ROOM 001 (G-1) | \$50.00 |

NOTE:

All charges subject to waiver by Senior Pastor in special circumstances.

The above rates are for one-time events, approx. 2 hours or less. Rates for recurring events may be reduced, based on frequency, day, time-of-day and other considerations of use.

A damage deposit may be required, at the discretion of the Facility Manager, based on the nature of the space use.

ALCOHOL AND SMOKING ARE PROHIBITED ON CHURCH PROPERTY

All groups (except Morningside ministries) using the facilities after hours, may be required to pay additional appropriate fees for security, maintenance and/or clean-up, at the discretion of the Facility Manager.

Morningside Presbyterian Church

EVENT SCHEDULING FORM

MPC Office fax: (404) 876-2494

Date of request: _____
Date of event: _____ Recurring event? Y / N

Name of Group: _____
attending: _____

Start time: _____ am/pm End time: _____ am/pm

Room requested: Fellowship Hall Sanctuary 001 (G1)
 Session Room Room 201 Morningside Room (107)
 Other _____ Parking Lot

SET UP REQUESTED

(Use additional pages/diagrams to provide us with specific information)

tables _____ # chairs _____
Arrangement _____

AUDIO/VISUAL SUPPORT

TV _____ VCR/DVD _____ LCD projector _____ Projection screen _____
Podium _____ Sound system _____ Audio Recording? Y/N Video Recording? Y/N
#Microphones _____ Location of mics _____
Other: _____

CATERING REQUEST

Outside catered? Y/N Kitchen use? Y/N Stove use? Y/N Dish washer use? Y/N
Light fare _____ Hors d'Oeuvres _____ Hot meal _____ Other _____

EVENT CONTACT

Name: _____
Phone number: _____ Email: _____
Address: _____

REVIEW/APPROVAL

Property Chair (R) _____ Property Manager (A) _____ Office Mgr (R) _____
A/V support (R) _____ Kitchen (R) _____ Music Dir (R) _____

Event contact notified: Date: _____ Key/fob distributed to: _____

Morningside Presbyterian Church

Security and Reasonable Care Contract

The following contractual acknowledgement is an expression of good faith between:

Name: _____

Of: _____

Work telephone number: _____

Home telephone number: _____

Email address: _____

and

Morningside Presbyterian Church
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**Attached proof of liability insurance when submitting this form. This documentation must include the insurance agent's name, company name, policy number and contact phone number.

It is clearly understood that the above person, _____
is acknowledging responsibility for the security and reasonable care of the facilities of
Morningside Presbyterian Church to be used on (date) _____.

(Signature)

(Printed name)

Charges for this use: \$ _____ Initial: _____