

In order to be considered, this form **MUST** be filled out and returned to the church office **BEFORE** your event date & time will be reserved on our calendar.

St. Giles Presbyterian Church

5101 Oak Park Road Raleigh, NC 27612

919.787.4790 (p) 919.787.4796 (f)

Website: www.saintgiles.org

Email: office@saintgiles.org

The physical presence of the church in the community stands as a symbol of faith and hope. We aim to treat all who walk through our doors as honored guests in God's house. Our facilities are not available for political organizations or for fundraisers not related to St. Giles Presbyterian Church. The using group must be a non-profit organization whose purposes and activities contribute to the welfare of the community at large. It is strongly suggested that the using group has a member of the church to sponsor their organization and, if appropriate, to be present at the event as often as possible. Priority is given to St. Giles Presbyterian Church programs. All groups or individuals who wish to reserve space for non-St. Giles Presbyterian Church sponsored events must agree to the following policies:

- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- Children under the age of 18 must be supervised at all times.
- Alcoholic beverages, illegal substances, and weapons are not permitted in the buildings or on the grounds of the church and smoking **is only permitted outside** where there are proper receptacles for cigarette disposal. Do not smoke near entrances as the smell lingers indoors. ***Smoking at St. Giles is a privilege, not a right. Show respect and throw away cigarette butts properly. A fee will be charged if cigarette butts are found on the property.***
- Events may only be scheduled at times approved by staff and on a first come basis - Please honor the start and end times of your reservation.
- Furniture or equipment **cannot** be removed from the building which is contracted.
- Use of the kitchen is permitted only with prior approval as requested in the contract. This includes the use of the stove and any other appliances.
- Upon Departure:
 - Any furniture or equipment that has been rearranged needs to be returned to its original location and setup.
 - Users are expected to leave the building clean and in the same condition it was found prior to the event.
 - Users must remove all items associated with their program immediately following the event.

- You are responsible for leaving the kitchen clean after the event (floor, sinks, etc.). The thermostat will be adjusted accordingly (80° in the summer and 62° in the winter).
- Trash and recycle will be sorted into the proper bins; trash will be bagged and placed in the outdoor trash bins.
- All the lights (including those in the bathrooms) will be turned off.
- All doors will be locked and secured.
- Return key within 48 hours of the event.

Important Notes

- **Because of IRS regulations, only non-profit organizations may use church facilities, and must provide documentation of status and insurance. A certificate of insurance is required to be supplied by your insurance carrier naming St. Giles Presbyterian Church as a loss payee. Liability Insurance of at least \$250,000 is required to be in force at all times.**
- The user is held responsible for any damage done to church property, and the user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- The user will provide a \$150 refundable check for any damage caused that requires cleanup and/or custodial services (cigarette butts, carpet spills, overflowing garbage, broken equipment, etc.)
- ***Please be aware that events, even recurring or contracted ones, may be rescheduled at the discretion of St. Giles in order to accommodate Christian worship on days such as Ash Wednesday, Good Friday, etc., unforeseen events (such as death of a member), and other large church events.***
- *St. Giles reserves the right to cancel any organization's contract with thirty (30) days' notice.*

The Church Office is open Monday-Friday, 9am – 4pm, with the exception of the observance of holidays. In the case of an event outside of these hours, the user will designate a key holder to come to the office and pick up the key and sign a waiver. The key can be picked up 48 hours before the event and must be returned within 48 hours of the event taking place. A \$10 per day fee will be charged to the user if the key is not returned during the allotted time frame. If the key is lost, there will be a \$75 replacement fee.

Because the cost of maintaining our facilities is considerable, outside groups are ***asked to make donations*** as outlined in the contract form in order to cover the expense of heating, cooling, and normal wear and tear. Your cooperation with the proper thermostat adjustment and the turning off of electricity is important. The Property Committee, the Session, and the supervising Pastor are authorized to use discretionary judgment in making final determinations as to building usage and fees in any and all cases.

Approved by the session on: July 17, 2017
 Amended March 18, 2019
 Amended May 2, 2019

St. Giles Presbyterian Church Contract for Use of Facilities

FORM FOR FACILITIES USE

This following form must be filled out and provided to the church office before your request can be considered.

Date _____ **Are You a Non-Profit Organization?*** YES / NO

Name of Church Member Sponsoring Event _____

Name of Organization _____

Organization Mailing Address _____

Contact Person (1) _____

Phone Number _____ **Email** _____

Contact Person (2) _____

Phone Number _____ **Email** _____

Day(s) of Meeting _____

Time of Meeting _____

Recurring Event ____ Y/N

How Often Will You Meet _____

How Many People Will Attend this Event _____

Nature of Your Event (please explain your organization's purpose and what will take place during this event)

Key Holder Contact Information (if necessary or different from the person(s) above):

St. Giles Presbyterian Church Contract for Use of Facilities

- *** Because of IRS regulations, only non-profit organizations may use church facilities, and must provide documentation of status and insurance. A certificate of insurance is required to be supplied by your insurance carrier naming St. Giles Presbyterian Church as a loss payee. Liability Insurance of at least \$250,000 is required to be in force at all times.**

By signing this agreement, you acknowledge and accept the terms listed and consent to being the responsible party for the scheduled event:

Signature: _____ ***Date:*** _____

***Check the space your organization is requesting (suggested donation):**

_____ Fellowship Hall \$125 (Tables & Chairs, 120 people maximum)
use of kitchen ____ Y/N use of Appliances ____ Y/N

_____ Youth Center \$65 (30 people comfortably, tables, chairs, couches, small kitchen)
use of kitchen ____ Y/N use of Appliances ____ Y/N

_____ Adult Center 'A' \$30 (Couches & Chairs, 10-15 people comfortably)

_____ Adult Center 'C' \$30 (Tables & Chairs, Classroom Setting, 15-20 people comfortably)

_____ Adult Center Parlor \$20 (Plush Chairs, 8 people comfortably)

There is no custodial assistance for room set-up and teardown. See departure requirements above.

Please Make Checks Payable to St. Giles Presbyterian Church.