



Facility Use Agreement

Welcome!

Welcome to all who have no church home, want to follow Christ, have doubts, or do not believe. Welcome to grandparents, mothers, fathers, and single people. Welcome to people of all colors, cultures, abilities, gender and relational identities, to old and young, to believers and questioners, and welcome to questioning believers. Welcome to those who attend in person, or connect with us online or through social media. We are all invited to live into God's grace, justice, and mercy.

We are delighted that you have considered SouthPark Christian Church for your event. In this packet, you will find information about our facility, pricing, and procedures to help plan your visit.

Please don't hesitate to contact us with any questions or concerns on how we can help make your event a success.

SouthPark Christian Church

6650 Park South Dr.
Charlotte, NC 28210
(704) 554-1066
officesouthparkchristian@gmail.com



southparkchristian.org/rent

Pricing Overview

<u>Space</u>	<u>Capacity</u>	<u>A/V Capabilities</u>	<u>Price</u>
Reception Hall	Approx. 1650 sqft 200 standing 150 chairs 90 chairs + tables	Ceiling speakers with microphone	\$250/hour, 2 hour minimum
Sanctuary/ Auditorium	200 seated	Podium microphone K. kawai black grand piano, Renaissance by Allen 2 manual organ with full pedal board	\$200/hour, 2 hour minimum

Additional Options

Commercial Kitchen

- Gas Stove and Oven
- Plenty of prep space for cooking or catering set up

\$200, flat rate

Nursery (Classroom 7)

- A quiet, comforting space for tutoring, teaching, learning, or classes.

\$50/hour

Reception Hall



Our Reception Hall is our flexible meeting space that can accommodate a wide variety of events, parties, and ceremonies. Adjacent is our commercial kitchen to conveniently prepare cooking and catered meals. The space is convenient to two bathrooms located in the hallway.

- Roughly 1,650 sqft
- Standing capacity: 200
- Chairs capacity: 150
- Chairs and Tables capacity: 90
- Ceiling speakers with microphone



Sanctuary/Auditorium



Our Sanctuary/Auditorium space is our comfortable proscenium worship space with classic church pews and a podium with a microphone. The space is immediately convenient to our accessibility parking, and includes our narthex space where your invitees may gather before your proceedings. The space features a prep area behind the proscenium where presenters may wait or prepare before entering. The space is convenient to two bathrooms located in the narthex.

The space has no additional integrated A/V capabilities, but you are welcome to bring external audio setup.

- Seated capacity: 200
- K. Kawai Black Grand Piano
- Renaissance by Allen 2-manual Organ with full pedal board



Commercial Kitchen



Our spacious commercial kitchen is attached to our Reception Hall and features a shuttered window to serve your guests from directly inside the food preparation area. The kitchen is equipped with a gas stove and oven, a refrigerator, and large-capacity sinks.



Nursery (Classroom 7)



Our Nursery is an engaging and safe enrichment space ideal for hosting childcare options at your event. It includes access to child bathrooms and sinks, as well as a diaper changing area. Our fenced outdoor playground is available through the glass doors along the back of the room.

Please note: SPCC is unable to provide childcare staff.



Outdoor Spaces



Our church sits on roughly 8 acres of property, and offers a variety of outdoor options available for use.

- a. **Patio** - immediately out the doors to our Reception Hall, offering space for additional tables and seating.
- b. **Memorial garden** - an intimate, tranquil reflection space
- c. **Side lawn** - a flexible grass space adjacent to our community garden.



Parking Lot



Church parking options consist of our main parking lot at the front of the church, containing 82 spots and 5 accessible spots, as well as our back parking lot behind the church containing 14 spots and 2 accessible spots. The back parking lot is convenient to our outdoor playground area, while the front parking lot accesses our Reception Hall and Sanctuary.

Our parking lot space can comfortably accommodate specialty vehicles such as food trucks, tour buses, and stretch limousines.



Policies and Procedures

General Policy Statement:

SPCC encourages the use of its property and facilities for meetings and special events outside those scheduled as church functions; however, SPCC activities and events take priority over outside scheduled events. Members and non-members may obtain access to building facilities for meetings and group activities for service groups, youth organizations, and other specialty groups as long as the group and its activity is pre-approved and the group respects church property and facility usage policies.

Events should be scheduled according to the usage guidelines as described herein. In general, the scheduling of facilities is done on a first-come, first served basis. Events and activities must be scheduled at least thirty (30) days in advance. It is understood that certain events, such as funerals, weddings, and annual church events, will take precedence over any and all scheduled events.

Use of the church by non-SPCC groups will be reviewed and decided upon by the Property Committee chairperson and/or the Board chairperson.

As an Open and Affirming Congregation of the Christian Church (Disciples of Christ), SouthPark Christian Church does not discriminate against any individual or group of people based on gender, gender identity, sexual orientation, race, ethnicity, religious affiliation, socio-economic status, family/marital status, or physical and intellectual abilities. As such, we expect any outside group using our space to respect and adhere to our non-discrimination policies while using our space. To this end, we do not allow any political campaign events to be held in our space nor any event that seeks to endorse or promote one particular political candidate or party over another. If you have any questions, please feel free to contact the church office.

General Use Policies:

1. All events, other than emergency church functions and regularly scheduled church functions, require scheduling through the church office AND the approval of a Property Chairperson and the Board of Directors Chairperson, through the official SPCC Facility Use Request Form. Information regarding the request will be forwarded to the Property Committee, Chairman of the Board, the Minister, and the custodial staff. Events are to be scheduled at least thirty (30) days in advance of the requested date.
2. Reparations for damage to the property are the responsibility of the organization/individual(s) making the request through the Facility Use Request Form.
3. SPCC will not be responsible for individual property lost, stolen, or damaged at SPCC.
4. No alcohol, tobacco, or illegal substance use is permitted on church property.
5. Any furniture/equipment moved and the setup must be approved by the Property Chair. All items must be returned to its original position or to the appropriate storage area.
6. All trash containers should be emptied after any events and the trash must be placed in the outside receptacle.
7. Adequate supervision must be provided for all events held at SPCC and rooms not reserved are off limits. All minor children are to be under direct supervision of an adult at all times. A SPCC Property Steward will open the building, inspect the premises with each event coordinator before & after the event and lock the doors after the event.
8. Individually held candles are not allowed for non-SPCC sponsored events.
9. Access is restricted to the specific room(s) of the facilities or grounds areas as designated on the SPCC Facility Use Request Form. Use of access doors, adjacent hallways, and rest rooms are included in the permitted use (if kitchen use is requested, there will be additional fees assessed; please see Kitchen Use Policy, attached).
10. Permission must be obtained during initial planning for use of decorations (other than normal table decorations), signs, banners, or anything that does not already exist in or on the church facilities or grounds. Under no circumstances shall nails, screws, or fasteners of any type be used without prior permission. Failure to comply with this requirement will require assessment of additional fees.
11. Thermostats shall not be operated without permission and instruction. Excessive use of heating and cooling equipment is subject to assessment of additional fees.
12. The Property Steward will adjust the thermostat setting prior to the event. Standard temperature setting is 70 degrees – 74 degrees.
13. Vehicles are not permitted on areas outside the parking lot without prior express authorization. In the parking lot, vehicles should be parked in designated spaces with observance of parking areas for the handicapped, as well as passenger loading. Use of the parking lot areas for public or non-SPCC parking of vehicles is not permitted without prior express authorization.
14. Payment of any required fee and/or deposit must be submitted two weeks before the event in order to finalize scheduling of the event. The deposit will be returned following a satisfactory inspection by the Property Steward following each event. Event coordinator(s) understand that any unsatisfactory review may be cause for any or all of the deposit to be retained for repairs, replacement of supplies and items, etc.
15. A copy of the requesting group's primary insurance form *must be submitted with the application* before application will be approved.
16. Items, such as tables, chairs, personal care items, etc., with exception of Choir's bell tables are available for loan. Table linens & kitchen items are NOT available for loan. Items MUST be checked out through the church office with permission from the Property Committee. *Members* will sign the items out via the designated log. *Non-members* must complete the Equipment Request Form. Deposit may be required. Organization/Individual will be responsible for replacement or damage/lost fee.

Policies and Procedures

a. Deposit fee:

A deposit of \$300 will be made in advance should the premises not be in the condition as it was originally was. Please clean up all food and drink items and remove trash to cans.

b. Alcohol on premises:

Alcohol is not permitted on church property.

c. Weapons on premises:

Weaponry, such as live steel, firearms, crossbow/archery instruments, airsoft guns, and paintball guns are not permitted on church property.

d. Smoking/Vaping on premises:

Smoking/vaping is permitted outdoors only, and must be more than 6 feet away from all entrance doors. Please discard cigarette butts safely, and take trash with you.

e. Decorations/Confetti:

Use of decorations and confetti are permitted on church property, but must be thoroughly cleaned up following your event. Please only plan for decorations and confetti you will be able to fully collect after your event.

f. Live animals:

With the exceptions of trained and registered service and emotional support animals, all others must remain outside. All animals must be leashed, and please clean up after pet/s should they use the grass area.

g. Political content:

While SPCC is a designated Mecklenburg County voting center, the Church does not support/endorse candidates that are running for current positions. Political signs are not allowed anywhere on Church property. Furthermore, the Church cannot be used as a rally center for supporters of a candidate.

h. Fire/Fireworks:

The use of fireworks, smoke bombs or open flame is not permitted on church property.

i. Cancellations/Rescheduling policy:

SPCC holds the right to cancel contract with given notice. All deposits will be refunded due to inclement weather with the possibility of rescheduling.

j. Noise policy

Any outdoor noise (DJs, speakers, bands, etc.) must be silenced past residential quiet hours of 7 pm.

k. Timeframe

All events must adhere to timeframe/s agreed upon with no event exceeding past 11 pm.

Policies and Procedures - Kitchen

Section 1: Codes Compliance

- a. The fans and the lights must be on whenever the gas stove/oven is being used.

Section 2: Clean-Up

- a. Please leave all property of the facility in the manner you found it. If you dirty it, wash it and put it away.
- b. Garbage must be placed in plastic bags and then removed to the OUTSIDE containers.
- c. Do not leave food in the refrigerator.
- d. Leftover food should be taken home or it will be discarded.
- e. If the coffee maker is used, clean the discharge unit above the filter and clean the pots after use. If you use filters, please replace with new ones. Please provide your own coffee.
- f. Stove tops, ovens, microwave, counters, and sinks should be left CLEAN and DRY.
- g. Sweep kitchen floor.
- h. After eating in the Reception Hall, sweep and dry-mop the floor and put away any tables that were set out for this occasion.
- i. Do not use tablecloths or other SPCC items unless approved in advance by the Property Committee and the minister.

Section 3: Supplies

- a. Any group/organization OTHER THAN SPCC members and for SPCC-sponsored events will need to provide the following supplies for their own use:

- Dishwasher detergent
- Garbage bags
- Towels
- Paper or glass products (cups, plates, napkins, etc.)
- Dish-drying cloths
- Eating utensils if using plasticware

Section 4: General

If a fire extinguisher is used, you are responsible for refill or replacement, and must alert the church Property Steward as to the reason for its use. Remember to turn off the stove, turn down the heat, or turn up the A/C as mandated, and leave the facility the way you found it. Please note that NO kitchen supplies, including (but not limited to) cookware, utensils, cups and glasses, cleaners, ingredients, etc. are to be removed from the church by members OR nonmembers.

Notes
