

Building Use

at

Central Presbyterian Church

201 Washington Street SW, Atlanta, GA 30303 | cpcatlanta.org



July 2024

Statement of Purpose and Practice

Central Presbyterian Church's facilities and properties are, first and foremost, places of worship entrusted to the watch care and safekeeping of the congregation. Significant financial resources have been invested in the church's facilities by generous contributions from its members—both past and present. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the Central's ministries' objectives and goals;
- Such facilities are properly protected against loss or misuse;
- Wise stewardship is being obtained through energy conservation, cost reductions, and safety measures; and
- The life of the facilities is extended through a proper maintenance program.

*“Within your temple, O God, we meditate on your unfailing love.”
Psalm 48:9*

A Ministry of Space

As a part of its ministry of space, Central Presbyterian Church (“Central”) opens its facilities to both members of its congregation for church-related meetings and activities as well as to groups outside the church for meetings, lodging, and events. All events that are not a part of Central's direct ministry require extra work on the part of the custodial staff, including set-up, break-down, clean-up, etc. They also impact the church's utilities. Therefore, Central will attempt to recover these costs through deposits and fees assessed for the usage of Central's facilities.

General Policy

1. In approving and scheduling events, church program activities, which are an integral part of Central's ministry and mission, will receive priority over outside organizations requesting the use of the buildings and facilities.
2. Other religious, civic, or community groups will be allowed to use Central's facilities if approval is granted from the Event Coordinator and Pastoral Staff. These requests will be required to adhere to the established administrative process and will be subject to the current fee structure (see *Forms* at the end of this booklet).
3. All outside organization events will be scheduled on a first-come, first-served basis.
4. Central will provide security for all events, and the cost will be included in the usage fees.
5. All outside organizations or individuals, including weddings and receptions, must pay the required fees in advance. Outside organizations or individuals must pay fifty percent (50%) of the applicable usage fee as a deposit at the time of execution of the Facilities Agreement (see *Forms* at the end of this booklet), and the balance is due fourteen (14) days prior to the event. If the agreement is executed within thirty (30) days of the event, one hundred percent (100%) of the usage fee shall be submitted as a deposit at the time of execution of the Facilities Agreement.

6. Upon execution of the Facilities Agreement and the outside organization or individual's payment of 50% of the usage fee, Central will agree and commit to reserving the space exclusively for the outside organization or individual for the date and times specified in the Facilities Agreement.
7. Rescheduling of the chosen date will be allowed at no charge if the new requested date is available.
8. The 50% payment of the usage fee will be refundable, less a cancellation fee, if Central is notified in writing (email) by an outside organization or individual. Telephone calls will not be deemed an acceptable means of cancellation. The outside organization or individual will pay Central a cancellation fee as follows:
 - Cancellation prior to 30 days of event date: \$200.00
 - Cancellation less than 30 days of event date: \$500.00
9. Central may cancel room reservations due to weather or other unforeseen circumstances, and the fees will be fully refunded.
10. Outside organizations must provide documentation that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from the use of Central's facilities and will have Central named as an Additional Insured on the organization's insurance policy and will provide a Certificate of Insurance (COI) to Central (see *Forms* at the end of this booklet).

Procedures for Outside Use of Central Facilities

All requests for use of the Central's facilities are to be made through the "Event Request" feature of Central's website calendar (<https://cpcatlanta.org/connect/calendar>). This feature is linked to the electronic calendaring system (eSpace). This feature will prevent double-booking and provide the administrative staff with the information needed to complete the event set-up. The calendaring system will generate an event request email notification to the administrative staff for review before the event is approved and confirmed. Any additional information needed by the staff should be obtained by contacting the person making the request ("Event Contact"). If the event involves the use of the audio system in the sanctuary or other audio/video requests such as streaming, the Communications Director must give approval of the date/time to ensure someone on the communications staff will be available to operate the system. Once all details are confirmed, the Facilities Use Agreement and invoice will be completed and forwarded to the outside organization's contact. The Communications staff and/or Event Coordinator will be responsible for contacting the outside organization to discuss the audio/video details of the event.

On the day of the meeting, the Event Coordinator will arrive at least 30 minutes prior to the start time to ensure the lights are on, any extra room set-ups are in place (registration or food tables, etc.), and the guest event coordinators are greeted at the door. The Central Event Coordinator will monitor the event to ensure everything is going as planned. At the end of the event, the Central's Event Coordinator will be available to review the meeting with the organization's coordinator to ensure the facility is left in good order and to encourage the organization to set a date for next year's meeting.

Prohibited Activities

1. There will be no posting signs, affixing signs, or distributing signs or notices on church property without the permission/approval of the Church Administrator.
2. No member of the renting organization or any person(s) using the rented space shall cause or permit anything to be done to the premises, furniture, fixtures, or equipment to be injured, marred, or defaced.
3. No member of the renting organization shall drive, or permit to be driven, nails, hooks, tacks, staples, or screws into any part of the building, furniture, fixtures, or equipment, and will not make or allow to be made any alterations of any part of the building, furniture, fixtures, or equipment.
4. Outside organizations or individuals may not sell tickets for events held on church property without the expressed permission of the Executive Assistant & Event Coordinator and/or Pastoral Staff.
5. Central is a smoke-free facility.
6. No candles or any type of flame are allowed by outside organizations.
7. No weapons of any kind are allowed on the church campus.



Costs for Use of Facilities

Room	Rental Fee	Other
Sanctuary (seats 650)	Non-members \$1,050.00 for the minimum of 2 hours, additional hours or fractions thereof, are \$525.00	<ul style="list-style-type: none"> • No food or drinks allowed. • Use of the sound system and/or video capabilities is not included in the room rent; a Sound Technician is required to use it. Rental is subject to a Technician(s) being available, see Audio and Streaming information below for additional costs. • Use of a Central laptop computer with auxiliary speakers, a network connection, a projector, and a screen is included in the room rent. • Failure to return all components of this system will result in your being billed for their replacement.
Chapel (seats 80)	\$100.00/hour	<ul style="list-style-type: none"> • No food or drinks allowed. • There is no sound system or AV capabilities. • Use of a Central laptop computer with auxiliary speakers, a network connection, a projector, and a screen is included in the room rent. • Failure to return all components of this system will result in your being billed for their replacement.
Tull Fellowship Hall (maximum seating 200)	\$150.00/hour	<ul style="list-style-type: none"> • Use of the sound system is included in the room rent for the use of up to 4 handheld microphones. • Use of a Central laptop computer with auxiliary speakers, a network connection, a projector, and a screen is included in the room rent. • Failure to return all components of this system will result in your being billed for their replacement.
Taylor Conference Room (seats 20)	\$50.00/hour \$200.00/day plus	<ul style="list-style-type: none"> • There is no sound system. • Use of a Central laptop computer with auxiliary speakers, a network connection, a projector, and a screen is included in the room rent. • Failure to return all components of this system will result in your being billed for their replacement.
Brotherhood Classroom (seats 40)	\$50.00/hour \$200.00/day plus	<ul style="list-style-type: none"> • There is no sound system. • Use of a Central laptop computer with auxiliary speakers, a network connection, a projector, and a screen is included in the room rent.

Room	Rental Fee	Other
		<ul style="list-style-type: none"> Failure to return all components of this system will result in your being billed for their replacement.
Parlor (seats 30)	\$50.00/hour \$200.00/day plus	<ul style="list-style-type: none"> There is no sound system. Use of a Central laptop computer with auxiliary speakers, a network connection, a projector, and a screen is included in the room rent. Failure to return all components of this system will result in your being billed for their replacement.
Greene Room (seats 20)	\$50.00/hour \$200.00/day plus	<ul style="list-style-type: none"> There is no sound system. Use of a Central laptop computer with auxiliary speakers, a network connection, a projector, and a screen is included in the room rent. Failure to return all components of this system will result in your being billed for their replacement.
Janitorial Fee (for All Spaces)	\$75 custodial fee (Note: this amount is a minimum; final fee will be assessed based on the number of participants)	
Security	\$30/hour with a four (4) hour minimum	

Audio and Streaming Services

Central is pleased to offer the following services in the Sanctuary and Tull Fellowship Hall. When submitted, Central's Communications Director, Mark Wallace Maguire, will contact you confirm the arrangements.

The Sanctuary

We can provide streaming of all events/meetings held in our sanctuary.

Audio/Streaming: \$525 (Flat Rate)

Audio: \$150/hr. (minimum of 2 hours; will be adjusted to the length of the event)

Tull Fellowship Hall

Audio

No additional charge; options include up to 4 hand-held mics, mic stand(s) and lecturn.

Overhead Projection

We can provide a laptop/projector; your organization will need to bring its presentation on a flash drive. We have both a portable screen and a fixed screen; use depends on the orientation of the meeting.



201 Washington Street, SW | Atlanta, GA 30303 | 404-659-0274
www.cpcatlanta.org | office@cpcatlanta.org

FACILITIES USE AGREEMENT

This agreement by and between Central Presbyterian Church at 201 Washington Street, S.W., Atlanta, Georgia (“Central”) and _____ (“Renter”) will take effect on **(DATE)**, during the times of **(HOURS)**.

Whereas Central owns the building located at 201 Washington Street, S.W., Atlanta, Georgia, which is normally used for ministry, and the Renter desires to use (SPACE DESCRIPTION) for the purpose of an event/meeting, Central has agreed to allow the Renter to use the building for their event/meeting, provided that the following terms and conditions are met.

IT IS, THEREFORE, AGREED BY AND BETWEEN THE PARTIES:

1. Central hereby agrees to permit the Renter to use the facilities described above. Melissa C. Johnson is the contact person for Central, and **(Renter Contact)** is the contact person for the Renter to coordinate the details of usage.
2. The Renter must pay fifty percent (50%) of the applicable usage fee as detailed on the attached invoice, as a deposit at the time of execution of this Facilities Agreement. The balance is due fourteen (14) days prior to the event. If the agreement is executed within thirty (30) days of the event, one hundred percent (100%) of the usage fee shall be submitted as a deposit at the time of execution of this Facilities Agreement.
3. Upon execution of this Facilities Agreement and the outside organization or individual’s payment of 50% of the usage fee, Central will agree and commit to reserving the space exclusively for the outside organization or individual for the date and times specified above.
4. Rescheduling of the chosen date will be allowed at no charge if the new requested date is available.
5. The 50% payment of the usage fee will be refundable, less a cancellation fee, if Central is notified in writing (email) by an outside organization or individual. Telephone calls will not be deemed an acceptable means of cancellation. The outside organization or individual will pay Central a cancellation fee as follows:
 - a. Cancellation prior to 30 days of event date: \$200.00
 - b. Cancellation less than 30 days of event date: \$500.00
6. Central may cancel room reservations due to weather or other unforeseen circumstances, and the fees will be fully refunded.
7. The Renter agrees to pay Central for the use of its facilities, services (security, audio-visual, etc.), and equipment **(USAGE FEE)**. The invoice for this amount is attached and becomes a part of this

contract. Checks should be made payable to *Central Presbyterian Church*. Electronic payments may be made on the CPC website <https://onrealm.org/cpcatlanta/give/events>.

8. The Renter promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from the Renter's use of Central Presbyterian Church's building. The Renter will have Central named as an Additional Insured on Renter's policy and will provide a Certificate of Insurance (COI) to Central.
9. **No dates will be confirmed until Central receives the 50% deposit, this signed Facilities Use Agreement, and the Certificate of Insurance.**
10. Renter agrees to abide by all rules for the use of the building as described as follows:
 - a. There will be no posting signs, affixing signs, or distributing signs or notices on church property without the permission/approval of the Church Administrator.
 - b. No member of the renting organization or any person(s) using the rented space shall cause or permit anything to be done to the premises, furniture, fixtures, or equipment to be injured, marred, or defaced.
 - c. No member of the renting organization shall drive, or permit to be driven, nails, hooks, tacks, staples, or screws into any part of the building, furniture, fixtures, or equipment, and will not make or allow to be made any alterations of any part of the building, furniture, fixtures, or equipment.
 - d. The Renter may not sell tickets for the event/meeting in this Facilities Agreement without the permission of the Event Coordinator and/or Pastoral Staff.
 - e. Central is a smoke-free facility.
 - f. No candles or any type of flame are allowed within the facility.
 - g. No weapons of any kind are allowed within or on the Central campus.
11. **Central has no parking facilities.** The alley behind the church may be used for loading and unloading **only**. (Note: Any vehicle blocking the alley is subject to ticketing or towing at the owner's expense.) Central is convenient to both the Georgia State and Five Points MARTA stations and several municipal parking facilities in the area.
12. The Renter understands and agrees that neither Central nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use the facility, building, and grounds as well as all appliances and fixtures in the activity, Renter hereby assumes all risk in connection with

participation in the activity. Renter further releases Central, its trustees, employees, agents, or representatives for any damage which may occur while participating in the activity. Renter further agrees to save and hold harmless Central, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion with the activity. Renter also authorizes Central, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

- 13. The Renter agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the building that the Renter will use, including entrances and exits.
- 14. The Renter agrees to observe and abide by all laws, ordinances and statutes of the United States, State of Georgia, and all municipal governments.
- 15. The Renter agrees to abide by the pandemic protocols of Central Presbyterian Church. No exceptions will be made.
- 16. Central reserves the right to dismiss any group not in compliance with this Agreement or any persons who have misrepresented themselves in any way.
- 17. Both parties agree that this document contains all agreements between the parties unless expressly stated herein.

Organization Representative:

Central Presbyterian Church Representative:

Name Printed

Name Printed

Signature

Signature

Date: _____

Date: _____

Clergy Approval, if Applicable:

Signature _____

Date _____



201 Washington Street, SW | Atlanta, GA 30303 | 404-659-0274
www.cpcatlanta.org | office@cpcatlanta.org

FACILITIES USE INVOICE

Invoice Date:

Invoice No.:

Event:

To:

Event Date:

Description	Hours	Rate	Amount
Room(s) description	0.00	\$0.00	\$0.00
Security	0.00	\$0.00	\$0.00
Custodian		\$75.00	\$ 75.00
A/V Charges			
		TOTAL	\$0.00

Make all checks payable to: Central Presbyterian Church

Or pay online at: <https://onrealm.org/cpcatlanta/give/events>



CERTIFICATE OF INSURANCE REQUEST FORM

It is the policy of Central Presbyterian Church to require all contractors, service companies and outside groups using the church facilities to provide proof of general liability and workers' compensation insurance.

The appropriate form should be attached to this sheet, prior to any work or event occurring, naming this church as an additional insured.

Name of contractor/organization: _____

Address: _____

Phone Number: _____

Contact Person: _____

Title: _____

Description of activity/job/event: _____

Approximately how many people will be involved in the activity/job/event? _____

What types of activities will be included in this event? (i.e., dancing, construction, climbing ladders, use of power tools, meetings, etc.) _____

Amount of coverage: _____ Name of insurer: _____

Phone number of insurer: _____ Policy expiration date: _____

Do you have an umbrella form? _____ Yes _____ No

Are all workers included under your worker's compensation policy? _____ Yes _____ No

Is Central Presbyterian Church named as an "additional insured"? _____ Yes _____ No

Signature _____ Today's date _____

.....

For CPC use:

I have reviewed the attached paperwork and have approved the above-named agency/group/business to use the church facility for the purpose described above.

Name: _____ Title: _____