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# Facility Use Policy

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## Introduction

We welcome you with open minds and hearts. We welcome everyone, and we wish to share the resources we have to further God's transforming love in the world and in the community around us, extending hospitality to all. We are pleased to invite church members, community organizations, and outside groups to use the property of Catonsville Presbyterian Church (CPC) in accordance with our Facility Use Policy ("Policy"). Priority is given to committees and programs of the church, including the Catonsville Presbyterian Church Family Child Care Center, which take precedence if a schedule conflict occurs. It is expected that all organizations and persons ("User Group") utilizing the facilities at CPC will treat the property and furnishings in a respectful manner and execute good stewardship and care.

Facility use requests must be made by application and will be reviewed on a first-come, first-served basis with priority given to committees and programs of CPC. At the time of application, the expressed purpose and intent for the facility use must be made known. The Session of CPC, the governing body of the church, will review and approve both one-time use requests and recurring requests for space.

The Buildings & Grounds Committee of CPC will assist the Session to address and resolve any issues that may arise during the User Group's occupation of designated space(s). The committee will annually review the User Groups' compliance with the terms and conditions associated with the then in-effect, long-term facility use agreements. Repeated non-compliance with the Terms of Facility Use as stated in the Policy may result in discontinuing and/or non-renewal of the covenant. Renewal of an agreement is not automatic and after issuance of a final warning, may be terminated by the Session if circumstances warrant.

## Reservations

### Rooms

Rooms may be reserved by church members and community organizations for meetings and events. Church members are not typically charged a fee unless the event is related to a wedding. Requests for rooms should be made at least (2) weeks in advance and no earlier than 3 months in advance of the event.

### Pavilion

The outdoor pavilion may be reserved up to 4 months to two (2) weeks in advance. The pavilion is available year-round.

## Application Process

Room and pavilion reservations may be made through the CPC website under Events & News where the Policy and Facility Use Application ("Application") can be downloaded and/or completed online at [catonsvillepres.org/events](https://catonsvillepres.org/events).

A facility use request is a multi-form package and requires the submission of several forms:

- Application
- Indemnity, Hold Harmless, and Insurance Agreement
- Facility Use Agreement (due within 5 business days of application approval)

Completed forms may be submitted:

- via the online application on the website
- via email to [office@catonsvillepres.org](mailto:office@catonsvillepres.org)
- via mail to the attention of the Clerk of Session at Catonsville Presbyterian Church, 1400 Frederick Road, Catonsville, MD 21228.

The Clerk of the Session will confirm receipt of the application via email within 3 business days. Applications will be reviewed on a first-come, first-served basis by the Session at their monthly meetings, at which time a decision will be made to approve or deny the request. The Clerk of the Session will communicate the decision via email.

Upon application approval, the church will send a Facility Use Agreement to the User Group representative to sign and return within 5 business days of approval notification. At this time, if your organization has liability insurance, please send a Certificate of Insurance naming Catonsville Presbyterian Church as an additional insured. Failure to provide a signed agreement by the deadline may result in the revocation of a facility use request approval.

## Rental Policies

- Tables and chairs are provided up to the number that are available in each room.
- Food or drink is not permitted in the sanctuary or France Room.
- Chairs are not permitted in the Gym.
- The sanctuary is equipped with 12 theatrical lights that are controlled by a console located in the balcony. Only a trained technician from CPC may operate the light system. If this light feature is requested by the User Group, and a resource is available, a fee of \$100 per event will be assessed. Prior approval from the Session is required.
- Rooms are rented in one-hour increments, half day (4 hours), and full day (8 hours) usage. The room use period must also include sufficient time for set-up and clean-up activities.
- The Session reserves the right to review fees with each application.

## Fees

The maintenance of church facilities is almost exclusively funded by the annual giving of its members. As such, the Session of CPC believes that certain outside groups should pay a reasonable fee to help defray the costs related to maintenance, utility, restroom, and custodial services. A rental fee schedule can be found under the Room and Pavilion Rental Information section of this Policy.

Based on the application certain events may require a security deposit, which will be returned after an assessment of the space/room(s) has been conducted.

Church-sponsored groups, support groups, mission partners, and church members are exempt from paying fees for their meetings at CPC.

### Rental Fee Schedule

Prices effective May 1, 2022

|                             | ROOM                     | SIZE      | CAPACITY | RATE/HR | HALF DAY | FULL DAY |
|-----------------------------|--------------------------|-----------|----------|---------|----------|----------|
| <b>1<sup>st</sup> Floor</b> | Library                  | 19' x 25' | 40       | \$20    | \$60     | \$120    |
|                             | France Room              | 19' x 25' | 20       | \$20    | \$60     | \$120    |
|                             | Sanctuary*†              | 43' x 64' | 250      | \$100   | \$300    | \$600    |
|                             | Fellowship Hall*         | 36' x 56' | 200      | \$50    | \$150    | \$300    |
| <b>2<sup>nd</sup> Floor</b> | High School Youth Room   | 19' x 25' | 20       | \$20    | \$60     | \$120    |
|                             | Middle School Youth Room | 19' x 25' | 20       | \$20    | \$60     | \$120    |
| <b>Basement</b>             | Gym                      | 30' x 56' | 40       | \$50    | \$150    | \$300    |
| <b>Outdoors</b>             | Pavilion                 | 24' x 36' | 100      | \$40    | \$120    | \$240    |

\* Additional fees may apply.

† Additional fees related to weddings can be found in the CPC Wedding Brochure.

## Payments

To hold a reservation, payment must be received within 14 calendar days of the email approval notification and no later than 7 calendar days before the reservation date. A credit card payment may be submitted with the online application, or a check may be mailed or delivered in person to the church office. If payment is made by check, note the group name and reservation date(s) on the check. Once payment is made, an email confirmation to include the date and time of the facility reservation will be sent to the applicant.

A full refund of fees will be given if a written cancellation is received 14 calendar days in advance of the rental date. Cancellations may be emailed to [office@catonsvillepres.org](mailto:office@catonsvillepres.org).

## Key Fob Access

The church building and office are secured by a key fob access control system. The security and safety of the church building and the people who use it is based upon the collective obligation of User Groups to secure and manage key fobs. CPC takes this responsibility seriously and will assess fees for User Groups that lose key fobs. A schedule of key fob fees is found under the Room and Pavilion Rental Information section of this Policy. The repeated failure of User Groups to safeguard key fobs may result in the revocation of a Facility Use Agreement.

The following fees will apply if a key fob is lost or unreturned to the church office.

| Lost Key Fob Fees          |                            |                       |
|----------------------------|----------------------------|-----------------------|
| 1 <sup>st</sup> Occurrence | 2 <sup>nd</sup> Occurrence | 3+ Occurrences (each) |
| \$25                       | \$30                       | \$40                  |

## Special Notes

### Master Calendar

All church activities and reservations are scheduled on the master church calendar once the application has been approved. This calendar may be accessed on the church website at [catonsvillepres.org/events](http://catonsvillepres.org/events).

### Large Functions

Certain large functions or events (receptions, community meetings) will require a monetary security/cleaning deposit paid in cash or check at the time the function or event is scheduled. This deposit will be used to defray the cost of any damages incurred and any special or additional cleaning that might be required. This deposit shall be returned, less any expenses, as soon as practical after the function or event. Any expense for damage or cleaning incurred that surpasses the amount of the deposit is the responsibility of the User Group.

### Weddings

The staff of Catonsville Presbyterian Church welcomes the opportunity to share with you in the planning of your marriage service. You can find a Wedding Brochure on the church website at [catonsvillepres.org/events](http://catonsvillepres.org/events). To request a date and time for the rehearsal and the wedding, as well as to discuss fees and numerous other aspects of your wedding, you will need to meet with a member of the Wedding Committee. Please contact [office@catonsvillepres.org](mailto:office@catonsvillepres.org) to schedule an appointment.

## Terms of Facilities Use

### General

Catonsville Presbyterian Church reserves the right to deny or cancel any Application or Facility Use Agreement (“Agreement”) for any reasonable cause or violation of this Policy. Every attempt will be made to give the applicant adequate notice of Application denial or Agreement cancellation.

If a schedule conflict occurs, priority is given to committees and programs of the church, including the CPC Family Child Care Center. On such occasion, the User Group will be assigned to another space/room(s) or will need to cancel/postpone the function if a suitable space/room is not available. CPC will refund any rental fees paid by the User Group if the function must be cancelled.

Approval of the use of the CPC grounds and facilities does not constitute or imply endorsement of a User Group, their mission, or their positions. User Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activity or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

User Group may rearrange tables and/or chairs within a space/room(s). Prior approval from the Session is required to move property in the sanctuary.

All User Groups using the CPC facilities are expected to leave the space/room(s) or pavilion reasonably clean and restored to its original condition upon leaving. This includes returning furniture to its original placement. Users must remove all items associated with their program immediately following the event. Extraordinary cleaning expenses and any cost of repairs for damage incurred shall be the responsibility of the User Group.

The User Group must use the space/room(s) or pavilion assigned to it at the appointed time. Do not switch rooms or transfer furniture among rooms. The facilities may only be used for the purposes stated on the Application and for the dates and times stated on the Application. Any changes must be approved by Session at least (2) weeks in advance of the facility use date.

The noise level of the User Group must be considerate of all other groups in the church and on all church property. Disruptive behavior will not be tolerated and could result in the revocation of the User Group’s Agreement to use the facilities.

Thermostat temperature settings are to be untouched. If the AC or the heat is on, windows are to be closed. If there are problems, the Sexton should be informed. All mechanical or electrical problems, regardless of type, are to be reported immediately to the church office or to the Sexton.

The applicant must be present at all times during facility use. That individual is responsible for the supervision and control of the User Group while using the facility.

The maximum length that may be granted for space/room(s) use is one year. The User Group must submit a new application annually to request approval for the continued use of space/room(s).

## **Rules of Conduct**

The following rules must be observed. Specific rules may be added.

- Tobacco products are prohibited on church property.
- Alcohol, drugs, and weapons are prohibited on church property.
- All trash must be disposed in the garbage receptacles provided.
- No harassment or bullying
- No inappropriate or indecent conduct, language, or clothing
- No parking in unauthorized areas
- No defacing of church property (indoors or outdoors)
- No conduct that may jeopardize the safety of others
- No use of charcoal or gas grills in the pavilion. Grills may be used in the parking lot next to the church garage.
- Apart from service animals, pets are not permitted in the church building or in the playground. Pets in outdoor areas must be on a leash. Owner is responsible for cleaning up after their pet(s).

## **Food and Drink**

User Group acknowledges that food and drink are not permitted in the sanctuary and France Room. Use of the kitchen requires the presence of a Certified Kitchen Manager licensed by Baltimore County. If food and drink are offered in other parts of the rented space/room(s), the User Group is responsible for bringing all utensils, pots, coffee makers, foods, ingredients, table coverings, cups, dishes, towels, etc. that are used.

User Group may employ a caterer to provide food and drink services with the use of the kitchen, on the condition that a Certified Kitchen Manager is present.

When serving is completed, the User Group or caterer is responsible for the total cleanup of the kitchen and/or space/room(s), removing all leftovers and leaving the tables, chairs, and floor clean. Recyclable items may be placed in the special containers in the kitchen that are appropriately labeled as recyclable collection. Leftover liquids of all kinds (lemonade, coffee, etc.) are to be dumped in the sink in the kitchen.

## **Decorations**

No decorating is permitted in the hallways. Any kind of tape used on walls or woodwork within a room must have prior approval. All such decorations must be removed immediately and completely following the event. Any outdoor signs must be approved by the Session. Other means of advertising in the church (bulletin inserts, announcements, posters, etc.) must be approved by an appropriate church committee.



## **Use of Sanctuary**

Church property shall not be moved without prior permission by the Session of CPC. This includes the communion table or the baptismal font. Any property moved will be returned to its original position at the conclusion of the activity.

The balcony is not open or available to User Groups.

Group-provided sound, recording, or video equipment may not be attached to the sanctuary's sound system through cables or connectors without prior approval of the Session.

The sanctuary is equipped with 12 theatrical lights that are controlled by a console located in the balcony. If User Group wishes to use the enhanced lighting, approval must be granted by the Session. Only a trained technician from CPC may operate the light system. Additional fees will apply.

## **Weddings**

Arrangements for floral decorations are to be made with the florist of choice. Simplicity is suggested, with a minimum of decorations. No more than two floral arrangements shall be in the chancel. A single floral display may be used. Ribbon or simple floral arrangements may be used to mark pews. Sprays may be put on candelabras.

Masking tape may be used if needed, but no nails, thumbtacks, wire, or cellophane tape are to be placed on the furnishings.

## **Start and End Times**

### **Church Building**

The church building is available for meetings, events, and rentals, Monday – Friday, after the CPC Family Child Care Center has closed at 6:00 PM. The building must be vacated by 10:00 PM. On Saturdays, the building is available 8:00 AM – 4:00 PM.

### **Pavilion**

The pavilion is available, Monday – Friday, from 6:00 PM – 9:00 PM. On Saturdays, the building is available 8:00 AM – 9:00 PM.

## **Political Activities**

No property, facilities, or equipment belonging to the church shall be used by any person or organization for partisan political activities. Solicitation for distribution of politically related handbills or advertisements on church grounds is not permitted.

## **Supervision of Children and Youth**

Youth under the age of 18 must be accompanied by adult supervisors at all times. The use of skateboards, rollerblades, skates, scooters, and bicycles in the church building and on church grounds is prohibited.

## **Parking**

CPC offers two parking lots for members and guests to use. The large parking lot is located on the south side of the church adjacent to the playground and can be accessed by Frederick Road.

The small parking lot is located to the east of the church and can also be accessed by Frederick Road.

### **Security & Safety**

CPC works to maintain a safe and secure environment of the facility; however, it is the responsibility of the User Group to safeguard their personal property and valuables. The church is not responsible for theft or damage to personal property.

### **Key Fob Admittance**

The church building and office are secured by a key fob access control system. User Groups that are approved for facility use or rental requests will be issued a key fob to access the church building, and in the case of the pavilion, access to the church office for bathroom use. All User Groups are responsible for safeguarding the key fob and returning it to the church office. Additional fees will apply if a key fob is lost or unreturned.

# Available Rooms & Pavilion

## Library

First Floor



19' x 25'

Up to 40 people

## France Room

First Floor



19' x 25'

Up to 20 people

## Fellowship Hall & Kitchen

First Floor



36' x 56'

Up to 200 people

## Middle School Room

Second Floor



19' x 25'

Up to 20 people

## High School Room

Second Floor



19' x 25'

Up to 20 people

## Gymnasium

Basement



19' x 25'

Up to 40 people

## Pavilion

Outdoors, adjacent to playground



19' x 25'

Up to 100 people

Pavilion includes 7 tables (2 children, 1 wheelchair-accessible), 8 outlets, and 3 ceiling fans.

## Sanctuary

First Floor

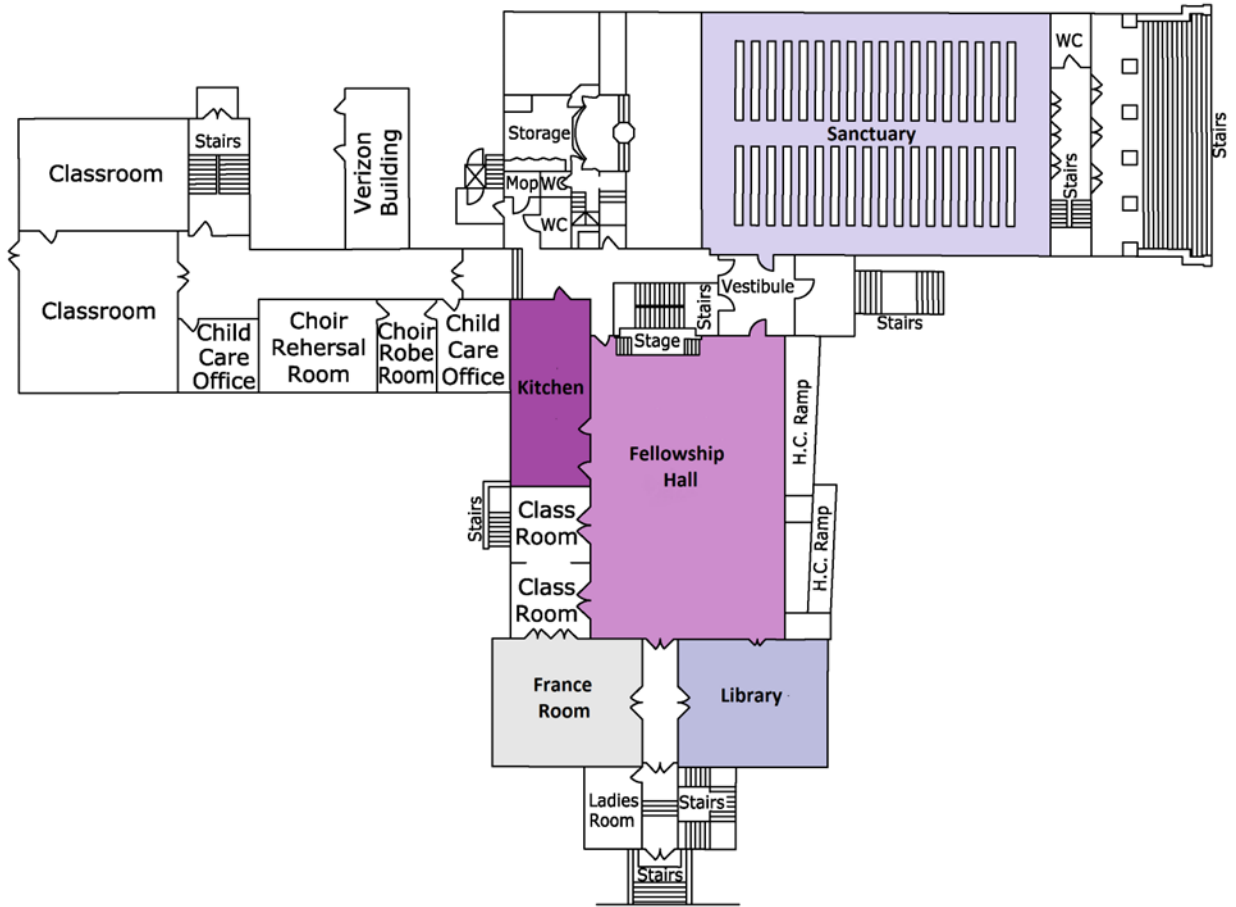


43' x 64'

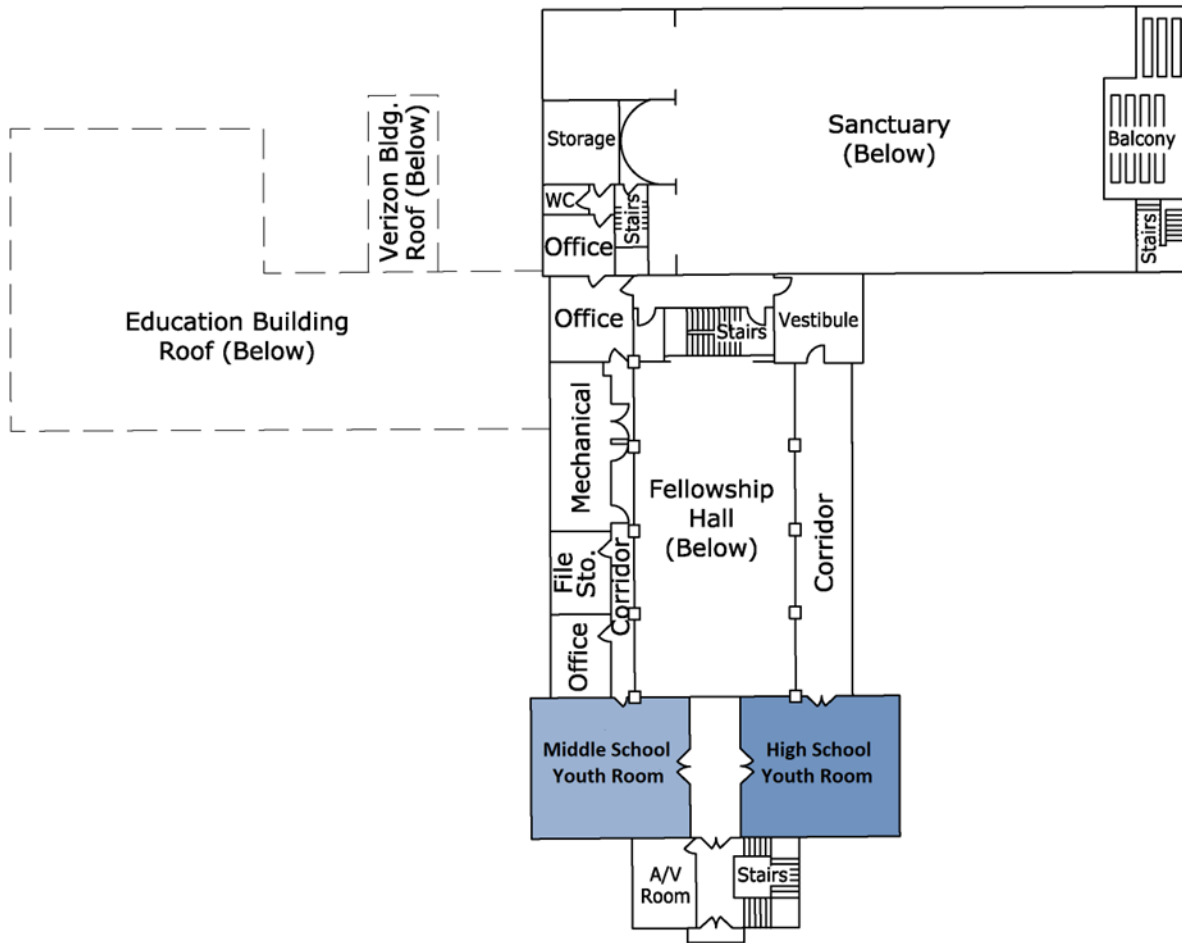
Up to 250 people

# Floor Plans

## First Floor



## Second Floor



# Basement

