

-PLEASE PRINT LEGIBLY-

Name of Event, Meeting, etc. _____

Description of Event: _____

Room(s) Requested: _____

How many attending?_____ **If a youth event, No. of adults (over 21) attending**_____

Day of Week Needed: ☐ Sun. ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Friday ☐ Sat

☐ One time usage ☐ Every week of month ☐ First week of month
☐ Second week of month ☐ Third week of month ☐ Fourth week of month
☐ Fifth week of month ☐ Every other week ☐ Other:

Starting Time: _____ ☐ A.M. **Ending Time:** _____ ☐ A.M.
☐ P.M. (No later than 9 pm) ☐ P.M. (No later than 10 pm)

Starting Date: _____ **Ending Date:** _____
Month Day Year Month Day Year

Responsible Party:

*Must be over 21
years old and
present during the
entire event*

Name

Phone

Email

Address

City

State

Zip

Member of SSPC? ☐ Yes ☐ No

I have read and agree to the Procedures, Guidelines and Fees form and I/we hereby release and hold harmless St. Simons Presbyterian Church from any bodily injury which I/we might sustain or property damage as a result of my/our use of said property. I also understand that, while every effort will be made to try and honor this reservation, a scheduled church function might cause my reservation to be moved to another room, postponed, or cancelled. I certify that this is a not-for-profit event.

Signature:_____ **Date:**_____

Please return this form and a copy of your current liability insurance certificate to the church office or via email to donna@sspres.org

ST. SIMONS PRESBYTERIAN CHURCH

Procedures, Guidelines and Fees for Use of Church Facilities

PROCEDURES

A. SSPC Organizations

1. Purpose – Ministry activity or business meetings that are part of the church organization.
2. Approval – Needed only for scheduling requirements by the Building Coordinator or Church Administrator Assistant.
3. Keys Issued only to staff and officers – The person authorized to hold the event/meeting is responsible for the security of the space and coordinating attendees entering and exiting the building.
4. Custodial Service – Included. Please fill out the Setup Request form if needed.
5. Fees – None.

B. SSPC Members

1. Purpose – For family-oriented activities such as showers, birthday parties, receptions, etc.
2. Approval – Must be approved by the Building Coordinator, and/or Session (as necessary).
3. Facilities Application – Must be completed.
4. Keys Issued only to staff and officers – The person authorized to hold the event/meeting is responsible for the security of the space and coordinating attendees entering and exiting the building.
5. Custodial Service – None. **Members are expected to set up, clean up, take out trash, and restore area to normal room arrangement.** A custodial and damage deposit equal to the room usage fee is required and must be paid in advance. The deposit will be refunded after church staff inspection approves the cleaning as acceptable, the room has been restored to normal arrangement, and no damage has been assessed. Responsible party will be billed for any additional damages or custodial services not covered by the deposit.
6. Fees – See *Facilities Room Fees & Request Form* (attached) for room fees and required deposits.

C. Non-SSPC Organizations and Individuals

1. Purpose - For not-for-profit groups seeking to build up the lives and the relationships within our community. Attach a statement of the organization's mission/purpose with completed application.
2. Approval - Must be approved by the Session. Proof of insurance must be submitted to Church Administrator Assistant prior to event.
3. Facilities Available - See attached list.

4. Facilities Request - Must be submitted 30 days prior to the event.
5. Custodial Service - None. Users must set up, clean up, take out trash, and restore area to normal room arrangement. **A custodial and damage deposit equal to the room usage fee is required and must be paid in advance.** The deposit will be refunded after church staff inspection approves the cleaning as acceptable, the room has been restored to normal arrangement, and no damage has been assessed. Responsible party will be billed for any additional damages or custodial services not covered by the deposit.
6. The kitchen may not be used for food preparation by non-SSPC groups.
7. Fees – See *Facilities Room Fees & Request Form* (attached) for room fees and required deposits.

GUIDELINES

1. Application forms for the use of church facilities are available in the church office and on the church website.
2. A copy of your current liability insurance certificate is required.
3. A St. Simons Presbyterian Church function or activity has first priority, even over already scheduled outside functions or activities.
4. Applications are processed by the church staff in accordance with the policies and procedures contained within these guidelines.
5. Your reservation is not confirmed until the application is approved by the Building Coordinator, and/or Session (as necessary).
6. Payment is required prior to the activity for which the reservation is made.
7. Regular users must renew applications by September 1 of each year.
8. All religious study materials to be used, sold or distributed by groups or individuals must be submitted to the church for approval.
9. Users shall refrain from language in radio, television, or other media announcements of meetings that might suggest that SSPC endorses the sponsor's activity.
10. All breakages and damage should be reported to the church office as soon as possible.
11. The responsible party agrees not to let another group or individual enter the building.
12. The entire campus is alcohol, tobacco, firearm, and illegal drug free.
13. The church facility is unavailable to for-profit activities or events.
14. For weddings refer to the Wedding Policy available on church website.
15. The kitchen may not be used for food preparation by non-SSPC groups.
16. Failure to comply with the above procedures will result in the immediate denial of future use.
17. The church has the right to revoke use at any time.

St. Simons Presbyterian Church
205 Kings Way, St. Simons Island, GA 31522
(912) 638-2220 FAX (912) 634-9196

FACILITIES ROOM FEES & REQUEST FORM

*** All room requests are contingent upon availability ***

<u>Fee</u>	<u>Room</u>	<u>Capacity</u>
\$75	Ashantilly Classroom	10-15 seated
\$75	John Law Conference Room	15-20 seated; conference table
\$100	Parlor	10-15 seated; game table; adjoining bathroom
\$100	Library	10-15 seated; small table in room
\$150	Britt Room	80 in rows; 45 seated at tables; 60-70 reception-style
\$150	Upper Room Conference Room	30 seated; conference table; adjoining mini-kitchen
\$200	Fellowship Hall	200 seated auditorium style; 180 at tables
\$200	Sanctuary	400 seated (<i>use of audiovisual equipment may require a technology fee of \$150 or more</i>)
\$100	Youth Suite – Activities Room only	
\$200	Youth Suite – Activities Room & Classrooms	
\$100	Gathering Room – may be used for recitals	

Available tables and chairs:

- _____ Round tables that seat 8 people - 18
- _____ Rectangular tables seating 6 people - 16
- _____ Chairs - 288
- _____ Grand piano (available for use in Britt Room, Gathering Room, or Fellowship Hall)

Custodial & Damage Deposit

In addition to the room usage fee, a custodial & damage deposit **equal to the room usage fee** is required and must be paid in advance. The deposit will be refunded **after** church staff inspection approves the cleaning as acceptable, the room has been restored to normal arrangement, and no damage has been assessed. Responsible party will be billed for any additional damages or custodial services not covered by the deposit.

Parking Monitor

If attendance is expected to be 100 or more, **a parking monitor fee of \$125** must also be paid in advance. Parking monitors will be arranged by church staff.