

A GUIDE FOR



THE MAIN THING

We walk with the people of Santa Fe
so that together we will deeply believe
and share the Gospel of Jesus and be an
ever-growing faithful presence
to the city and beyond

Facilities Use Policy

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ADDITIONAL DOCUMENTS

- Guidelines for Use of Facilities by Members
- Guidelines for Use of Facilities by Non Members
- Facility Use Agreement
- Certification of Insurance Coverage
- Schedule of Facility Use Fees
- CCSF Facilities Use Request Form

PREFACE

The facilities of Christ Church Santa FE (CCSF) are dedicated to the glory of God and are for use by His people for ministry in His name. The leadership of the church is responsible for the development, use and care of the facilities in accomplishing the church's mission. It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ.

As stewards of the facilities given to us by God as a place of sanctuary and outreach to the community and world, the leadership of CCSF will consider permitting outside organizations and non-members to use these facilities -- providing the activity sponsored does not compromise the church's Mission Statement or the general provisions established for use and contained in this policy. Whenever our facilities are so engaged for approved activities, it is to His glory. The facilities should be treated with respect, care and prudence befitting its primary use as a place of worship.

POLICY STRUCTURE

The document references several related and supporting documents, primarily Guidelines, Procedures and Forms.

FACILITY USAGE REQUESTS AND PRIORITIES

Regular church activities take precedence over all other activities. Such church activities include, but are not limited to, weekly services, church-sanctioned Bible studies and small group meetings, meetings of the Session, Diaconate and church staff and other ministry activities associated with the membership of CCSF. Others seeking to utilize the facilities of this church must submit such requests in writing. These requests should provide information about the aims and objectives of the proposing organization, the duration and schedule of the need for facilities, the size of the group that will be on-site and other information that may be pertinent to the decision-making process. It is essential that the purpose and intent of these organizations is in harmony with the purpose and mission of CCSF.

USAGES THAT WOULD BE CONSIDERED

- Christian organizations
- Non-profit groups
- Educational groups
- Charitable groups
- Church Members and Regular Attendee functions
- Other as deemed appropriate by the leadership of the church

USAGES THAT WOULD NOT BE CONSIDERED

- Any of the foregoing or others, as deemed inappropriate by the leadership of the church of whose purpose or beliefs are not consistent with those of CCSF
- Commercial or for-profit group or individual activities
- Most revenue generating events
- Activities for personal benefit
- Meetings of Political organizations

PRIORITY GUIDELINES FOR FACILITIES USE

The following guidelines have been established to clearly delineate the hierarchy of use for these facilities and to resolve potential conflicts based on user requests:

1. CCSF regularly scheduled activities
2. CCSF sponsored special events for our members or outreach
3. CCSF church member events including weddings, funerals and other special occasion activities
4. Member approved non ministry activities and events
5. Non-member approved activities and events

The church office maintains an updated calendar of scheduled events and activities. In the case where a higher priority need arises, CCSF reserves the right to cancel lower priority activities

SCHEDULING

The CCSF office maintains a master calendar for the purpose of identifying and scheduling all activities and events. The facility may be reserved up to 6 months in advance of an approved event for a ministry of the church. Members' non-ministry events, Non Members or other organizations may submit written requests for reservations up to one-hundred-twenty (120) days in advance of an activity or event. The following checklist is designed to provide the necessary information:

1. Review the Guidelines for Facilities Use prior to formalizing request for use
2. Complete a "Facility Request Form" and return to the CCSF office.
3. A minimum of \$250 refundable security deposit may be required for all non-member applications and must accompany the completed Facility request Form.
4. Any additional fees or payments as provided in the approved "Schedule of Facility Use Fees" must be paid at least three (3) days prior to the scheduled event.
5. The event or activity will be placed on the Master Calendar once the request is approved. Requestors will be notified of the status of their request within seven (7) business days of the date the written request was received by the church office.
6. Proof of liability insurance will be required prior to approval of use request.
7. All groups will be required to execute a liability waiver for \$1M to indemnify CCSF, its officers and staff from any and all liability incurred in conjunction with their use of the facilities.
8. Each approved group or organization will be required to assign a specific individual as the point of contact for the church office. This person will be responsible for monetary restitution for breakage or damage.
9. Any events or activities advertised to be held at CCSF shall not imply the sponsorship of the church or membership of the church without the express written approval of the Session.

WEDDING ARRANGEMENTS

Wedding arrangements are to be made by contacting the church office. All necessary coordination for facilities, pastor services, music, flowers and decorations and refreshments will be completed through the Ministry Coordinator and/or the assigned Wedding Coordinator. Wedding information and a fee schedule for wedding services are set forth in a separate document, which is considered a part of the approved Facilities Use Policy of CCSF.

FUNERAL ARRANGEMENTS

Funeral Arrangements are to be made by contacting the church office. All necessary coordination for facilities, pastor services, music, flowers and decorations and refreshments will be completed through the Ministry Coordinator and/or Funeral Reception Coordinator.

GENERAL FACILITY USE PRINCIPLES

Persons, groups and organizations invited to utilize the facilities at CCSF should exercise the highest degree of care and respect for the facilities and equipment entrusted to their care. All facility users are expected to leave the facilities in a clean and acceptable condition. The following guidelines will be strictly administered:

1. No unauthorized fundraisers or retail sales.
2. After-hours access to facility is limited to staff and ministry leaders unless prior arrangements have been made.
3. Gambling or the use of drugs or alcohol are not permitted anywhere on church property.
4. Smoking is not permitted in enclosed areas, playground or sporting areas, on or around covered courtyards or within 25 feet of outside entrances and exits.
5. Media (movies, games, etc.) Movies must not be rated over PG 13. Games must be rated "E" and owned by the church. No outside games allowed in the church. No games on Sunday mornings. Variation from this requires prior approval/written permission from the Youth Council.
6. Vulgar or abusive language is not allowed.
7. All persons using the facilities are expected to conduct themselves in a manner consistent with the moral teachings of Jesus Christ and the church.
8. Children under fifteen (15) years of age must be supervised by an adult.
9. Pets are not permitted on church property. Service animals are welcomed.
10. Tape, tacks, pins, pushpins, nails glue and other penetrating objects are not be used on walls, woodwork or furniture anywhere in the building.
11. Use of candles or open flame is prohibited except for church services, weddings and funerals.
12. Equipment and furniture, including pianos, risers, tables, speakers, etc. should not be moved by the users of the facilities. Arrangements to move equipment and furniture will need to be coordinated in advance of the event. Fees may apply.
13. Equipment is not available for use away from the facility.
14. Use of sound, lighting and audio-visual equipment requires a staff technician for a fee as set forth in the "Schedule of Facility Use Fees."
15. All decorations must be removed immediately following the use of the facility.
16. All rooms are to be left clean and empty of materials.

All users of the facilities are expected to abide by these rules without exception. Any damage or loss which occurs during a specific event and attributed to the group using the facilities will be the financial responsibility of that group. Deposits for facilities use in excess of paid fees will be returned within seven (7) business days of the event after inspection by the church. Fee payments must be received by the church office by the due date or reservations will be cancelled. Deposits received for events cancelled within three (3) business days of the scheduled date will be forfeited.

OVERNIGHT ACTIVITY/PARKING

No overnight activity by a non-church organization will be allowed. Church ministry requests for overnight activities will be reviewed on a case by case basis.

No RV or other overnight parking is allowed for non-church members; members' request for parking will be reviewed on a case by case basis.

SECURITY

The safety and security of all persons attending activities at CCSF is absolutely imperative. A sexton or approved staff member is to be on premises for all events. The fee for sextons is included in the "Schedule of Facility Use Fees." Additional security may need to be arranged; additional fees will apply.

DISCLAIMER

Users of CCSF facilities will agree to release, protect, defend, indemnify and hold harmless CCSF, the Session, staff, members or other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses, including without limitation, reasonable attorney's fees and other legal costs, directly or indirectly arising out of their use of any of the CCSF facilities.

In the event of damage to the CCSF facilities, the responsible users will accept the amount of required repair and replacement costs as estimated, or otherwise determined, and shall pay CCSF for such repair and replacement costs upon request.

GUIDELINES FOR USE OF FACILITIES BY MEMBERS

NOTE: It is our custom to allow usage by member groups for ministry activities and approved non-ministry activities. We do not offer our facilities to member groups for fund-raising, for personal benefit, for non-ministry events in which a fee is charged, for commercial activities or political events.

- Compliance with the Guidelines for Use of Facilities is required prior to a specific request for facilities use/calendar bookings.
- Request for use of any and all facilities of Christ Church must be made in writing, using a CCSF Facilities Use Request Form. This includes the use of any part of church property, including buildings and parking lots.
- Request form is to be submitted to the Ministry Coordinator .
- No events will be approved which exceed the capacity of the facilities or parking lot.
- Smoking is prohibited in church buildings. Alcohol is prohibited in church buildings. Pets are prohibited from church buildings, and if on premises must be leashed and owner is responsible for cleaning up after animal.
- Children under age 15 shall be under adult supervision at all times, within the approved area of use, and are not allowed to run free.
- Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- The facilities must be left in good condition – cleaned up with garbage removed and lights turned off. Garbage is to be removed to the dumpster in the parking lot.
- Plans to move equipment and furnishings for an activity require contact and approval of the Ministry Coordinator & Sexton.
- Use of the sound equipment requires approval of the Ministry Coordinator who schedules the Sound Engineer. Fees for Engineer will be charged as necessary.
- Request for clearing dais will require the tear down/set up by a designated audio technician and will require reimbursement for time @ \$70 -140, depending on request.
- Use of either Kitchen, specifically use of the stove and ovens, requires approval of the Ministry Coordinator/Sexton.
- Accidents affecting persons or property must be reported immediately to the church office.
- Separate fees may apply for set-up, tear-down, clean-up and opening and closing after normal business hours. If nursery is required, workers can be scheduled based on the # of children and availability of licensed nursery workers -- a fee may be charged for this service. All checks for said fees are payable to Christ Church Santa Fe.

Hours of Operation Church Office and Church Tuesday, Wednesday, Friday 9-4 PM; Thursdays, 9 AM-8:30 PM; Sundays 8-1 PM; Dark Days: Mondays; Dark Evenings: Tuesday, Wednesday, Friday

GUIDELINES FOR USE OF FACILITIES FOR NON MEMBERS

NOTE: It is our custom to allow usage by groups which serve the community, for the purpose of building connections with them. We do not offer our facilities to outside groups for commercial or for-profit groups or individual activities, most revenue generating events, activities for personal benefit, or for meetings of political organizations.

- Compliance with the Guidelines for Use of Facilities is required prior to specific requests for facilities use/calendar bookings.
- Request for use of any and all facilities of Christ Church must be made in writing, using a Request for Use of Facilities Form. This includes the use of any part of church property, including buildings and parking lots.
- Request form is to be submitted to the Ministry Coordinator, Sylvia Sims at sylviasims@christchurchsantafe.org.
- No events will be approved which exceed the capacity of the facilities or parking lot.
- Smoking is prohibited in church buildings. Alcohol is prohibited in church buildings. Pets are prohibited from church buildings, and if on premises must be leashed and owner is responsible for cleaning up after animal.
- Children under age 15 shall be under adult supervision at all times, within the approved area of use, and are not allowed to run free.
- Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- The facilities must be left in good condition – cleaned up with garbage removed and lights turned off. Garbage is to be removed to the dumpster in the church parking lot.
- Plans to move equipment and furnishings for an activity require contact and approval of the Ministry Coordinator & Sexton.
- Use of the sound equipment requires approval of the Ministry Coordinator who schedules the Sound Engineer. Fees for Engineer will be charged as necessary.
- Request for clearing dais will require the tear down/set up by a designated audio technician and will require reimbursement for time @ \$70 -140, depending on technician.
- Use of either Kitchen, specifically use of the stove and ovens, requires approval of the Ministry Coordinator/Sexton.
- Accidents affecting persons or property must be reported immediately to the church office.
- Separate fees may apply for set-up, tear-down, clean-up and opening and closing after normal business hours. If nursery is required, workers can be scheduled based on the # of children and availability of licensed nursery workers -- a fee may be charged for this service. All checks for said fees are payable to Christ Church Santa Fe.

Hours of Operation Church Office and Church Tuesday, Wednesday, Friday 9-4 PM; Thursdays, 9 AM-8:30 PM; Sundays 8-1 PM; Dark Days: Mondays; Dark Evenings: Tuesday, Wednesday, Friday

FACILITY USE AGREEMENT

Event: _____ Event Dates & Times: _____

Facilities: _____

The undersigned, organizer of the Event, hereby agrees as follows in favor of Christ Church Santa Fe ("CCSF"). Capitalized terms used above shall have the same meanings in this Agreement. Also, as used in this Agreement, "Property" shall mean the church, educational, administration areas, parking areas, grounds, and all other areas, structures and facilities at the CCSF property (including but not limited to the Facilities) located at 1213 Don Gaspar Ave, Santa Fe, New Mexico 87505.

The undersigned has requested permission of CCSF to use the Facilities for the Event during the Event Date(s) and Times. In consideration of CCSF granting to the undersigned the License (hereinafter defined) without charge, the undersigned agrees as follows on behalf of itself, and on behalf of the Participants (hereinafter defined), to the maximum extent permitted by applicable law, and as if the Participants were expressly hereinafter named in the following provisions as so agreeing:

1. The undersigned agrees to observe, and to cause its guests, invitees, licensees and contractors, and all other Event participants (all of the foregoing being individually and collectively called the "Participants") to observe at all times, the Facility Use Policy attached as Exhibit "A" and incorporated herein, and any other rules imposed at any time by notice from CCSF (the "Rules"), and to limit their use of the Property to use in accordance with the License.

2. The undersigned acknowledges that the License is subject to the Policy and Rules, and may be revoked at any time at the sole discretion of CCSF, whether with or without cause, by oral or written notice to the undersigned. Upon termination of the License, the undersigned shall immediately deliver all keys, access cards and other items furnished by CCSF in connection with the Event.

3. The undersigned acknowledges and agrees that use of the Property may involve risk of serious bodily injury or even death and that CCSF shall have no responsibility to make the Property safe for use by the Participants, nor to warn Participants of unsafe conditions. **THE UNDERSIGNED ACKNOWLEDGES AND AGREES THAT THE USE OF THE PROPERTY DURING OR IN CONNECTION WITH THE EVENT OR ANY RELATED ACTIVITIES IS COMPLETELY AT THE PARTICIPANTS' OWN RISK, AND IN ITS "AS IS, WHERE IS" CONDITION AND "WITH ALL FAULTS", AND WITHOUT ANY REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, ON THE PART OF CCSF, OR ANY OTHER PERSON OR ENTITY, CONCERNING THE CONDITION OF THE PROPERTY OR ANY OTHER MATTER WHATSOEVER, WHETHER RELATED OR UNRELATED.** Without limiting the preceding sentence, the undersigned also acknowledges and agrees that CCSF shall not be obligated to provide any personnel (such as but not limited to security personnel) to assist, supervise, advise, manage or in any way control or oversee the Event or the Property during or in connection with the Event or any related activities.

FACILITY USE AGREEMENT

4. The undersigned hereby **FOREVER RELEASES, WAIVES AND DISCHARGES CCSF** and its members, officers, employees, elders, deacons, trustees, agents, representatives and contractors (individually and collectively, the "Released Parties") of and from any and all losses, damages and expenses, and any and all claims, demands, actions and suits, on account of or relating in any way to, directly or indirectly, any injury or illness or death sustained by the Participants or any loss of or damage to the Participants' property, occurring while the Participants are using the Property during or in connection with the Event or any related activities, or otherwise arising from the Event or related activities, in each case **EVEN IF ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASED PARTIES.**

5. The undersigned also hereby agrees to **INDEMNIFY, DEFEND WITH COUNSEL SELECTED BY CCSF, AND HOLD HARMLESS** the Released Parties from and against any and all claims, demands, actions, suits, liabilities, losses, costs and expenses of any kind or nature whatsoever (including without limitation claims against the Released Parties for any personal injuries or wrongful death, or property loss, damage or theft), incurred by the Participants and occurring while the Participants are using the Property in connection with the Event or any related activities, or otherwise arising from the Event or any related activities, in each case **EVEN IF ARISING FROM THE NEGLIGENCE (WHETHER GROSS OR SIMPLE) OR STRICT LIABILITY OF ANY OF THE RELEASED PARTIES.**

6. The undersigned agrees, within ten (10) days of demand by CCSF, to repair or replace, or cause to be repaired or replaced, to the satisfaction of CCSF any portion of the Property, or any other property or assets of CCSF or any of the Released Parties, which may be damaged, lost or stolen during or in connection with, or arising from, the Event or any related activities.

7. The undersigned shall carry or cause to be carried such liability and other insurance as CCSF may require in connection with the Event (which insurance shall name CCSF as an additional insured), and shall provide written proof thereof to CCSF upon request.

8. The undersigned agrees in favor of CCSF that the undersigned shall take all steps necessary to cause the Participants to be fully bound by terms of this Agreement; and to provide evidence thereof to CCSF upon request.

9. This Agreement shall benefit CCSF and the Released Parties, and shall bind the undersigned and the Participants jointly and severally. All notices hereunder must be in writing and shall be effective upon receipt or refusal to accept delivery. All notices to CCSF must be sent to 1213 Don Gaspar Ave, Santa Fe, New Mexico, 87505, and all notices to the undersigned shall be sent to the address of the undersigned set forth below. This Agreement may not be amended orally but only in writing signed by CCSF and the undersigned. This Agreement, and the Policy and Rules, constitute the entire agreement concerning the subject matter hereof, and supersede any prior

FACILITY USE AGREEMENT

or contemporaneous oral or written agreements regarding such matter. This Agreement shall be enforceable to the maximum extent permitted by applicable law. If any provision of this Agreement shall be invalid, illegal or unenforceable in any respect under applicable law, the validity, legality and unenforceable of the remaining provisions shall not be affected or impaired hereby. This Agreement shall be governed by the laws of the State of New Mexico.

Name: _____

Address: _____

Telephone: _____

EXHIBIT:
A - Policy

CERTIFICATION OF INSURANCE COVERAGE

On behalf of _____(organization name),
I certify that as of the date of the event at Christ Church Santa Fe (CCSF) our organization has the following insurance coverage, and that any claims for injury or damage to person, property or equipment that occurs while our organization holds its event at CCSF will be submitted to the below insurance company for payment:

Insurance Company: _____

Agent/Broker Name: _____

Agent/Broker Phone No: _____

Policy Number: _____

Policy Effective Dates: _____

Liability Insurance Limits: _____

Property/Equip. Ins. Limits _____

Workers Compensation Ins. Limits: _____

Date

Signature

Printed Name

Title

SCHEDULE OF FACILITY USE FEES

Facilities Fees: All rooms should be left in order, as clean as they were found. Fees will apply for both members and non members if clean up is required. May require personnel fees as well - please see below		
AREA	MEMBER USAGE	NON MEMBER USAGE
Sanctuary	Free	\$500
Chapel	Free	\$250
Chapel Atrium	Free	\$200
Commons	Free	\$175
Plaza	Free	\$375
Small Kitchen	Free	\$125
Main Kitchen	Free	\$250
Classrooms	Free	\$125
Library	Free	\$125
Theater	Free	\$500
Piano Retuning Fee -piano may not be moved; if it is moved a retuning fee is required	\$250	\$250

Personnel Fees: All fees are paid through Christ Church Santa Fe-- Every Event Requires a Sexton to be on Site		
DESCRIPTION	MEMBER USAGE	NON MEMBER USAGE
Open/Lock Fees after hours Charged from end of business day 4 PM	\$50/hour	\$50/hour
Audio Technician - required if sound is requested -- only authorized technicians allowed at sound board	\$50/hour	\$50/hour
Clear/Reset Dais of musical Instruments/Altar Table/Podium	\$100	\$250
Commons Clean Up	\$100	\$50 minimum/\$50 per hr
Chapel Atrium Clean Up	\$100	\$200
Plaza Clean Up	\$100	\$100 minimum/\$50 per hr
Outreach Kitchen Clean up	\$50	\$50 minimum/\$50 per hr
Main Kitchen Clean Up	\$100	\$75 minimum/\$50 per hr
Classroom/Library Clean up	\$50	\$50 minimum/\$50 per hr
Musicians	Variable need quote	Variable need quote
Nursery Attendants (2 Approved workers required)	\$40/hr	\$40/hr

CCSF FACILITIES USE REQUEST FORM

Event Name:	
Group Name/Responsible Party:	
Contact Person/Name:	
Phone:	Fax:
Email:	
Mailing Address:	
Date Requested:	Location/Room Requested:
Estimated Attendance:	
Event Start Time:	End Time:
Time:	Access
Set Up Date Requested:	
Set Up Start Time:	End Time:
Same Day Tear Down Time Required:	
Available Facilities/Capacity:	
<input type="checkbox"/> WAC/400 <input type="checkbox"/> Plaza/Cap 200- 300 varies with configuration <input type="checkbox"/> Commons/SRO 225, Banquet 100 <input type="checkbox"/> Chapel/Cap 70 <input type="checkbox"/> Chapel Atrium/Cap 40-50 <input type="checkbox"/> Coffee Bar/Commons <input type="checkbox"/> Small Kitchen <input type="checkbox"/> Large Kitchen <input type="checkbox"/> Parking Lot	<input type="checkbox"/> Theater/Cap 140 <input type="checkbox"/> Library/Meeting Room/Cap 16 <input type="checkbox"/> Andes (no decals) 30 <input type="checkbox"/> Everest (panda) 30 <input type="checkbox"/> Kilimanjaro (giraffe) 30 <input type="checkbox"/> Nursery # Kids Ages <input type="checkbox"/> Baldy Pre-School 30 <input type="checkbox"/> McKinley (large) 20 <input type="checkbox"/> Alps (small) 10 <input type="checkbox"/> Education Atrium 40 <input type="checkbox"/> Coyote 30 <input type="checkbox"/> Blackbird
Equipment/Resource Request	Audio Requirements/Tech:
Banquet Tables 8' 5 #	
Banquet Tables 6' 5 #	Video Requirements/Tech:
Rounds 30 11 Maple #	
Rounds 30 10 Grey #	Piano:
Chairs 200 #	

CCSF FACILITIES USE REQUEST FORM

Easels 14 # White Boards 1 mobil # Theater Special Request	WAC Dais Special Request: Chapel Dais Special Request:	
Outside Vendor Info (Caterers, rentals, AV, etc) - Use back for additional		
Company Name:	Contact:	Phone:

Notes:

LATEST UPDATE: 7.30.14



1213 Don Gaspar Ave.
Santa Fe, NM 87505