



## Presbyterian Church of the Master

Senior Pastor John Gay

789 Northdale Blvd NW

Coon Rapids, MN 55448

763-755-2667

[pcomoffice@pcomn.org](mailto:pcomoffice@pcomn.org)

# Building Use Guidelines of Presbyterian Church of the Master



*We are a caring Christian fellowship open to the needs of the community and here to help you with your facility needs.*

## OUR CHURCH FACILITY

Our facility was remodeled in 2006. Features of our facilities are as follows:

- Air conditioning throughout the building
- Family Bathroom with changing table
- Handicapped accessible bathrooms
- Many handicapped parking spaces
- 5 bathrooms and 3 water fountains
- Sanctuary:
  - ✓ Large stage
  - ✓ Handicapped stage access
  - ✓ Stage lighting
  - ✓ Modern, Digital sound system
  - ✓ Padded chairs
  - ✓ Carpeting
  - ✓ Cry room attached (*about 12 chair capacity*)
  - ✓ Projector and screen
  - ✓ Seating capacity is approximately **200** guests
- Kitchen:
  - ✓ Hood and stainless counters.
  - ✓ Refrigerator and Freezer.
  - ✓ Double oven 6 burner stove with side griddle.
  - ✓ Bright lighting
  - ✓ Serving counter with access to fellowship hall (with roll down closing door)
- Large fellowship hall space:
  - ✓ With optional divider
  - ✓ Sound system
  - ✓ Grand serving counter (moveable) with AC outlets.
  - ✓ Seating capacity is approximately **200** guests
  - ✓ Stage area with stage lighting and available acoustic piano
  - ✓ Pull down screen and projector
- Meeting room and classroom space
- Larger gathering space in the entry area
- Large nursery with separate check in area
- Large outside worship area with available AC power and sound connections.
- Large brightly lit parking lot.
- Building was brought up to code at the time of remodel including fire suppression.

## GUIDELINES

*The Presbyterian Church of the Master asks that all attendees observe these guidelines:*

**ACCESS** – Building access will be provided by the Event Host.

**ALCOHOL** - Alcoholic beverages are not permitted on the premises. Use of alcoholic beverages before, during or after the event anywhere on the property could result in termination of your event. The Event Representative is responsible for informing attendees of this policy.

**CANDLE USE** – - No burning candle use anywhere in the building without prior consent of the Event Host prior to the event. Battery candles are recommended. *(Candles in candelabras and on celebration cakes are pre-approved)*

**CLEANUP** – Everything is to be put back in its prior place, all areas picked up, all garbage taken out to the dumpster, lights off and building locked up. If this policy is not followed, an additional custodial fee will be charged. *\*To be overseen by a church representative*

**DAMAGE** – Any damage to the building or property that occurs associated with the event, will be the financial responsibility of the renter of the facility.

**DECORATING** – No confetti or glitter in Sanctuary or on the tables at receptions. Thank you for your cooperation.

**EQUIPMENT** – Any equipment needs shall be discussed prior to the event.

**FOOD LEFTOVERS** - All leftover food and other items will be removed from the church premises immediately following the event. Any food or other items left at the church will be discarded unless other arrangements have been made in advance with the Event Host. If this policy is not followed, an additional custodial fee will be charged. *\*To be overseen by a church representative.*

**INJURY** – Injuries sustained during the event are covered under the church insurance policy

**LANGUAGE AND BEHAVIOR** - Participants and guests should observe proper etiquette and behavior. Foul language or poor behavior is not acceptable on our property.

**NURSERY** – Supervision is required for nursery use. Age is limited to children under 3 years old. Expectations are that the nursery will be returned to the same or better condition. Everything put back in its proper place. Soiled diapers disposed of properly.

**PARKING LOT** - Parking lot attendants and patrol is up to renter to provide if they deem it necessary.

**PETS** – No pets are allowed in the building *(service animals exempted)*.

**SMOKING** – Smoking, including e-cigs, is not permitted anywhere in the building or within 25 feet of any church entrance. If guests want to smoke outside, we ask that they dispose of their cigarettes in the provided ceramic sand containers.

**TEMPERATURE** – Room temperatures will be set suitable for weather conditions in the areas rented.

## **TERMS OF USE**

- **FEES AND DEPOSIT** – Building usage fees have been agreed upon by our Office Administrator and the PCOM Property Committee (*and Session when required*). (See *PCOM Building Use Agreement* on the last page of this document for fee structure)
  - **Non-members** - A **50%** deposit is required to officially reserve the church by non PCOM members. The balance will be due 30 days *before* the event.
  - **PCOM Members** - A **\$50** deposit is required to officially reserve the date for the event at the church. The balance will be due 30 days *before* the event.
- **CANCELLATION BY OWNER** – If a scheduled event requires a cancellation, a written notice of cancellation will be given to the renter with a full refund.
- **CANCELLATION BY RENTER** – A written notice of cancellation needs to be received by the office **30** days prior to the event to receive a full refund of any deposit.
- **DAMAGE DURING THE EVENT** – Any damage to the building or equipment that occurs by anyone associated with the event will be financially covered by the renter. Any future scheduled events may be subject to cancellation.
- **FAILURE** to follow the guidelines will cause cancellation/termination of the event at PCOM.
- **PAYMENT** – Final payment is due 30 days before the event. If PCOM does not receive your complete timely payment you may lose your date to another event and you may need to reschedule. Under no circumstances will your event go forward before the complete payment is received.

**REPRESENTATIVE** – An Event Host (member of the PCOM Property Committee) or the Office Administrator will be your contacts. A church representative will be present at the event to help you where needed.

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**BUILDING USE AGREEMENT - Non-Member of PCOM**

Date(s) of use: \_\_\_\_\_

Time(s) of use: \_\_\_\_\_

Quantity	Rooms and Services	Non-Member	\$ Total
	Sanctuary & Cry Room	\$200	
	Fellowship Hall - both sides	\$150	
	Fellowship Hall - one side	\$100	
	Grounds/Outdoor Sanctuary	\$125	
	Kitchen- Cooking (full usage) (Dishwasher unavailable)	\$150	
	Kitchen - Service only (no Stove, Dishwasher, Dishes, Silver, Utensils, etc.)	\$75	
	Kids Room (Fireside Room)	\$100	
	Youth Room	\$75	
	Smaller Class Rooms	\$50 each	
	Nursery	\$50 each	
	Sound Technician*	\$50	
	Event Host* (Current min. wage & usually two hosts)	\$8/hr/host	
<b>Total</b>			

*\* To be paid to the person involved*

**Music Financial arrangements** are between the renter, soloists and organist.

**Minister Financial arrangements** are between the renter and clergy.

**Sound technician Financial arrangements** are between the renter and Technician.

**Event Host Donations** are between the renter and Host.

\_\_\_\_\_  
 (Event Representative)

\_\_\_\_\_  
 (Contact Phone)

\_\_\_\_\_  
 (Organization)

\_\_\_\_\_  
 (E-mail Address)

Check this box if the renter agrees to these guidelines, please sign below indicating that you (as representative) have read and fully understand these requirements. (A copy of this agreement will be kept on file in the Church Office)

\_\_\_\_\_  
 (Deposit Paid)

\_\_\_\_\_  
 (Balance Due)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (PCOM Representative)

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Time(s) of use: \_\_\_\_\_

Quantity	Rooms and Services	Member	\$ Total
	Sanctuary & Cry Room	\$100	
	Fellowship Hall - both sides	\$100	
	Fellowship Hall - one side	\$50	
	Grounds/Outdoor Sanctuary	\$50	
	Kitchen- Cooking (full usage) (Dishwasher unavailable)	Donation appreciated	
	Kitchen - Service only (no Stove, Dishwasher, Dishes, Silver, Utensils, etc.)	Donation appreciated	
	Kids Room (Fireside Room)	\$45	
	Youth Room	\$30	
	Smaller Class Rooms	\$30 each	
	Nursery	\$30	
	Sound Technician*	\$45	
	Event Host*	Donation appreciated	
<b>Total</b>			

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