

Rotterdam Community Center Space Use Policy

This chapter of the *Community Center Operations Manual* describes how facilities are to be used in the Rotterdam Community Center once a space has been reserved.

Space Use Regulations

Facilities at the Community Center are available to organizations subject to the following regulations:

1. The beliefs and practices of the organization must not be discriminatory or contrary to the spirit of the congregation or the laws of the community, state, or nation.
2. Wine and beer may only be served at events in accordance with all local, state and federal laws if a member of the staff is present. Wine, beer, and other alcohol may be served at catered events in accordance with all local, state and federal laws at the church by a caterer that is appropriately licensed.
3. Demonstrations may not be conducted with fire, explosives, firearms or weapons of any kind, or caustic or volatile materials or any other materials that may be dangerous to life or property.
4. Smoking of any product (cigarettes, vapes, pipes, cigars, e-cigarettes, etc.) is not allowed inside the community center at any time
5. A designated smoking area is located outside on the back side of the Community Center. Smoking products must be fully extinguished and placed them in the receptacle provided. Cigarette butts should not be left on the ground. Smoking is not allowed near the front entrance at any time.
6. Using recreational marijuana in any form or using illegal substances at any programming at the Community Center is forbidden.
7. Displays shall not be affixed to any building surface without prior permission from the Community Center Coordinator.
8. Adequate adult supervision must be provided for children, youth and vulnerable adults using the Community Center. Messiah's *Safe Church Policy* and "Chapter 5" of the *Community Center Operations Manual* must be observed.
9. Organizations using the property will assume full responsibility for damage done during their occupancy and will be expected to reimburse the congregation for repairs or unusual cleaning.
10. Any group using the facility is responsible to clean the space(s) they have used, remove all trash to the approved outdoor trash receptacles, clean all surfaces, sweep and/or mop floors as needed. All food and beverages must be removed from the facility unless the group/program has a designated storage area approved in line with "Chapter 7" of the *Community Center Operations Manual*.
11. All materials and equipment used by a group must be removed from the facility unless a designated storage space has been approved in line with "Chapter 7" of the *Community Center Operations Manual*.
12. Special permission will be required from Messiah's Parish Musician for use of Community Center owned musical instruments.

13. Special permission will be required from the Community Center Coordinator for use of the Community Center's sound system or related equipment.
14. Community Partner Organizations and Outside Groups are required to provide a Certificate of Liability Insurance showing insurance coverage for their members during the time that their group meets on Community Center Property. This certificate should provide a minimum of \$1,000,000 liability insurance protection. This requirement does not apply to one time weddings, funerals or similar events. This requirement does not apply to Community Partner Organizations designated by vote of the Congregation or Congregation Council as "ministries of the congregation."

Payment of Fees

Fees for using space at the Community Center provide a key revenue stream for both maintaining operations and making capital improvements to the Community Center. Fees are charged to all Community Partner Organizations and Outside Groups as described below unless prior approval has been given by the Executive Director in consultation with the Advisory Board Chair. In the event of alternative arrangements, the Executive Director or Advisory Board Chair will notify the Advisory Board members in a timely manner.

For one time events, 25% of the total space use event fee is due to the Community Center Coordinator to reserve a space while the remaining balance is due before the event begins.

For reoccurring events, the first month's fee is due to the Community Center Coordinator to reserve a space and subsequently due to the Community Center Coordinator by the last day of the month to pay for the following month's space use.

Fee Schedule for One Time Events

- Performance Hall: \$250
- Fellowship Hall: \$150
- Kitchen: \$100
- Davis Room: \$75
- Recording Studio: \$75
- Conference Room: \$75
- Lobby: \$50
- Small Downstairs Rooms: \$50 each

In the event that more than one room is rented, fees will be as follows:

- Performance Hall, Fellowship Hall and Kitchen: \$400
- Performance Hall with Fellowship Hall: \$300
- Performance Hall with Kitchen: \$300

Note: When renting any of the spaces at the Community Center, access to sound and video equipment is NOT included. Rental of equipment and services will be at an additional rate, with prior approval from audio-visual personnel, as follows:

- Use of projector, screen and sound system: \$400 additional fee, with cost of \$50 per hour for audio visual personnel
- Use of sound system (non-movie): \$50 per hour for audio visual personnel

Fee Schedule for Reoccurring Programming (all spaces excluding small downstairs rooms)

Community Partner Organizations with less than twenty-five members:

\$50 / month

Community Partner Organizations with more than twenty-five members:

\$100 / month

Community Partner Organizations with more than fifty members:

\$200 / month

Space use fees for reoccurring programming with entities other than Community Partner Organizations will be negotiated on a case by case basis by the Executive Director and approval by the Advisory Board and Congregation Council.