



GUIDELINES FOR USE OF FACILITIES

To make your use of our facilities a more pleasant and productive experience, please become familiar with the following important guidelines. It is the responsibility of the designated meeting or event coordinator to assure that all participants understand and follow these guidelines.

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- A) ADULT SUPERVISION:** At least one adult must be present at all times.
- B) ASSIGNED SPACE / OTHER USERS:** Users should occupy only the space(s) to which they have been assigned. Your use of the building may not be exclusive; other individuals or groups may be using the building at the same time as yours. Please be courteous and show mutual respect for those concurrently occupying the building with you.
- C) ASSISTANCE DURING YOUR EVENT:** Facilities, Audio / Visual, and Information Technology staff are on-duty in the building during the day and may be contacted by calling the Chapel Office at 867-8530. After hours, please contact Peter Grimes (561-8779).
- D) BUILDING ACCESS & SECURITY:** The meeting or event coordinator will coordinate with the Chapel office any necessary arrangements for having the facility open at the time of the event. Keys / Magnet Entry Cards must be signed in and out from the Chapel office. The Chapel is secured and monitored by an alarm system that includes door contacts, motion detectors and other sensors. The event coordinator is responsible to ensure that they understand how to arm and disarm the system if they are deemed responsible for that action due to their event's nature. In the case of ANY alarm going off or any fire / security / medical emergency, please contact Peter Grimes (561-8779) or David Taylor (814-6968) immediately. All users must ensure that the building is secured after their event unless the building is still in use with another event.

- E) BUILDING SCHEDULING:** PCC facilities must only be used for activities sponsored by PCC or approved by the PCC Board of Elders. All activities held at Peninsula Community Chapel must be scheduled through the Chapel office. No events may be scheduled otherwise. Meetings, parties, and activities that result in personal financial gain or that are not directly related to the tax-exempt purposes of the church are not be allowed at our facilities.
- F) BUILDING USAGE FEES:** Any relevant fees (weddings only) must be paid through the Chapel office at the time the event is scheduled. If after two weeks from the time the event date is reserved the total fees have not been paid, your date will be removed from the Chapel calendar.
- a. Groups permitted to use the facilities at no charge:
 - i. The following are considered to have primary scheduling rights:
 1. All PCC ministries.
 2. Official Summit Christian Academy activities.
 3. NILD therapists working with SCA and/or PCC students.
 - ii. Non-member individuals and groups may be allowed to use the Chapel facilities provided that they are non-profit and/or ministry related and provide the necessary insurance coverage.
- G) BLOCKING DOORS OPEN:** Exterior or fire doors are NEVER to be left held or propped open or panic hardware placed in an open “unlocked” position for ANY reason by anyone other than Chapel Facilities personnel. Defeating the fire wall protection & security system in this manner could result in serious safety risks for occupants of the building and/or damage to Chapel property. General rule of thumb – if a door does not have a kick-down door stop installed, it should never be propped open.
- H) CANCELLATIONS:** In the event that a group scheduled to use the facilities needs to cancel their event or meeting, they must notify the Chapel office within 24 hours of the decision to cancel.
- I) CHILDREN:** We love your children and welcome them. For their safety and well-being, all children must be under the supervision of their parents or other designated adult(s) at all times and are not to be permitted to roam freely on Chapel property.
- J) CHILDREN’S AREAS & CHILDCARE:** When using designated children’s areas for childcare for your event, all relevant PCC Children’s Ministry policies and procedures must be followed including adult supervision ratios, labor laws, etc. Copies of these policies and procedures are available from the Children’s Ministry (KidzMin) department.
- K) CONDUCT TOWARD MINORS:** All persons making use of Chapel facilities must strictly adhere to its policies regarding proper conduct and moral behavior toward minors. No minor is to be left alone with an adult other than his/her parent at any time. Further details are available upon request.
- L) DAMAGE TO PROPERTY / FAULTY EQUIPMENT:** Users are responsible for any damage done to Chapel property associated with the scheduled event. Users also assume liability for injuries to persons attending the event and for damages or loss of user’s property. Any equipment found out of order or any damage to the property must be reported to the Chapel office as soon as is reasonably possible.
- M) EXTENUATING CIRCUMSTANCES:** PCC reserves the right to cancel any meeting or event in order to host a funeral or other emergency need.
- N) HOUSEKEEPING:** Users are expected to leave the building reasonably clean and remove all items (including leftover food and dishware brought by your group) associated with their program immediately following the event. Trash cans should be emptied and tables and chairs wiped down as necessary. A dumpster and recycling bin are located at the rear of the building. See the “Facilities Clean-Up & Lock-Up Checklist” for all required duties in this area.
- O) INDEMNIFICATION:** Outside group users shall provide sufficient liability insurance coverage to fully protect itself from any liability that may arise and shall assume full liability for injuries occurring to any persons who are on the property as a result of the user's program. For each event (or series of events), all outside groups must provide a Certificate of Insurance naming Peninsula Community Chapel as additionally insured for protection against property damage or liability for accidents that might occur on Chapel property. A copy of the group’s policy, with PCC’s inclusion, must be submitted to the Chapel office no later than ten (10) days before the event.

- P) POSTING OF MATERIALS / DISPLAY OF DECORATIONS:** All publicity to be posted inside, outside or on the grounds of the Chapel must first be approved by the Chapel office before being posted. It is advised that publicity designs are submitted to the Chapel office before publicity is ordered to ensure conformity to Chapel guidelines concerning quality, size, etc. No signs, flyers, notices, etc. should be posted on the walls or doors of the building either inside or outside at any time without permission (including handmade signs). All signs displayed inside or outside should be coordinated through the Chapel office and properly displayed so as not to damage building finishes. Existing bulletin boards shall be the primary location of signs, flyers, notices, etc. but may not serve every need. If other locations are approved, nails, pins, duct tape, scotch tape, packing tape, or anything that can cause damage to finishes are not to be used. Only “white-tack” adhesive putty, painter’s tape, and 3M wall-safe attachment accessories may be used on building surfaces. Decorations may only be displayed with prior permission. Decoration of common areas (large meeting rooms and corridors) may ONLY be done following submission and approval of a detailed plan indicating type, placement (location), and proposed installation methods. Plans should be submitted to the Chapel Office NO LATER than 10 days prior to the event.
- Q) PRODUCTION SERVICES (LIGHTING & AUDIO):** Requirements for production services (sound, lighting, staging, etc.) should be requested at the time of reservation and coordinated in advance with Peter Grimes (Director of Facilities & Production). All Chapel production equipment must be used with proper instruction or by a qualified staff member. Please contact the Chapel office directly with any questions.
- R) ROOM SETUP:** Room setup is generally the responsibility of the group using the space. Any special setup needs must be communicated to the Chapel office at least 10 days in advance and will be addressed by the Facilities Manager as deemed necessary. Areas of use must be restored to their original condition after the event.
- S) SERVING FOOD:** All plans for the serving of food should be reviewed as part of the Facilities Request process. Dining or the serving of food is limited to pre-approved designated areas. The Chapel kitchen is a warming kitchen only and any cooking action that would result in grease laden vapors is strictly prohibited by code.
- T) SEVERE WEATHER:** PCC reserves the right to close the building during severe weather and thereby canceling any events during that period.
- U) SOLICITATION:** Fellowship directories will not be used for solicitation. Only those groups led or sponsored by an existing Chapel ministry will be given exposure in regular Chapel publications and announcements.
- V) TEMPERATURE:** Space temperatures are preset to provide a normal year-round comfort range and are not adjusted except in unique circumstances. Room thermostats should not be adjusted by event coordinators or participants.
- W) UNACCEPTABLE BEHAVIOR:** The use of tobacco, alcoholic beverages and/or illegal substances by users of the facility are prohibited in the building or on the grounds of the Chapel. Profanity, obscene and disruptive behavior will not be allowed within the facilities and grounds of the Chapel. The possession of firearms, concealed or otherwise, is strictly forbidden on Chapel property.
- X) WEDDINGS:** Weddings are only accommodated for Chapel Members. A wedding planning guide is available from the Chapel office and on our website. All policies and related charges are outlined in the guide.

Questions on this policy should be directed to the Chapel office or the Director of Facilities. For a full and comprehensive explanation of guidelines and policies related to the use of our facilities, please consult the Peninsula Community’s Policy and Procedures Manual: Section IV, General Administration, Facilities (*coming soon*).