



# Alpharetta Presbyterian Church Facility Use Policy

This manual is the property of  
Alpharetta Presbyterian Church  
180 Academy Street  
Alpharetta, Georgia 30009  
Phone (770) 751-0033.

FINAL SESSION APPROVED v6.0, Revised June 17, 2021

## Contents

- A. Executive Summary..... 2
- B. Guiding Principles ..... 2
- C. General Use Policy and Priorities..... 3
- D. Available Facilities..... 4
- E. Facility Fire Safety & Building Security..... 5
- F. Offsite Property Use Policy ..... 6
- G. Child and Youth Safety Policies and Procedures..... 7
- H. Facility Use Guidelines ..... 7
- I. APC Parking Lot Guidelines ..... 11
- J. Facility Use Application Process..... 12
- K. Fee Schedule ..... 13
- Appendix A – Facility Use Request and Agreement..... 14
- Appendix B – Child and Youth Safety Policy Agreement and Signature ..... 15
- Appendix C – Access Card Request Form..... 17
- Appendix D – Request Application Check List..... 18
- Appendix E – After the Event Check List for Applicant ..... 19



## A. Executive Summary

Alpharetta Presbyterian Church (APC) supports a wide array of activities, meetings, and functions for member, non-profit, childcare, and outreach organizations. This includes an active community theater, day school, scout home, recovery group meetings, civic organizations all in addition to being a center of worship, spiritual growth and youth ministry for its congregation. The result is that APC's facilities are in constant use seven days a week both day and night.

The purpose of the Facility Use Policy is to communicate processes and procedures necessary to be good stewards of God's facility that is in such heavy demand. This stewardship has many dimensions but it primarily involves providing a safe and well-maintained facility that allows the church to carry out its mission.

The policy is not intended to be a deterrent or obstacle to use of the facilities; in fact, it is quite the opposite. We are delighted that APC is woven into the fabric of the local community and believe this is a vital part of our mission. The policy is simply intended to clearly communicate how the facility can be used and any associated expectations and requirements.

The key principles of the policy that everyone should be aware of are:

- APC does not restrict use to members only, but there may be preference given to members
- APC is generally available for non-profit use only. The Session can make exceptions based on activities it deems to be consistent with the church mission or to the benefit of the Church.
- A Facility Use Request and Agreement form is required for all groups (annually renewable) for them to be permitted to meet.
- Only specific parts of the facility are available for certain functions – not all of the facility is made available.
- There are fees associated with the use of facilities by outside (non-APC sponsored) organizations.
- All activities must be on the church master calendar and cannot be changed without church office approval.
- Organizations that do not abide by the agreement risk forfeiting their permission to use the facility.

Organization leaders must read the policy in its entirety prior to returning the Facility Use Request and Agreement. In case of an emergency, we strongly suggest any others involved also read the complete policy.

## B. Guiding Principles

God has richly blessed Alpharetta Presbyterian Church (APC) with beautiful facilities for its mission and ministry. The primary purpose of these facilities is to provide a place for the worship of God, a place where people can learn of God's ways and his will, and where God's people can enjoy Christian fellowship. Our buildings exist for the same purpose that we as individuals exist – The mission of Alpharetta Church is – "We are a Christ-centered family of believers committed to growing spiritually, worshipping joyfully, and sharing God's love daily."



The four principles of stewardship guiding APC in the use of its facilities:

1. The buildings of APC do not belong to any group, individual, or even to the congregation. They belong to God. God has entrusted us with the use of these facilities and thus they must be maintained and cared for in a manner that would be pleasing to the Lord.
2. As an entrustment, God does not want us to hoard the facilities, or to keep them only for ourselves. He wants us to share what we have with others who also want to advance the Kingdom of God, and to help the children of God.
3. All visitors are to be treated as honored guests and welcomed as we would welcome Christ, by providing a safe and clean environment.
4. Wise stewardship of God's possession is expressed through energy conservation, cost reductions, and properly protecting against loss or misuse.

### **C. General Use Policy and Priorities**

APC grants the use of church facilities to community groups and organizations whose purpose is to the betterment of the individual or the church as a whole, through fellowship and education consistent with a Christian place of worship.

Facilities are not available for the following purposes/categories:

1. partisan political functions
2. religious events inconsistent with the mission of APC
3. Commercial (for profit) use

Session may approve exceptions to the above list. The fact that a group is permitted to meet at the church does not in any way constitute APC's endorsement of the group's policies or beliefs. Any permit to use church facilities is revocable and non-transferrable, and the church or its authorized agent may reject any application or cancel any permit. Failure to abide by these guidelines will result in a denial by APC of use of the facility.

All applications are tentative until approved. When applicants' requested use of the facility conflict, permission will be granted in the following order or priority:

1. uses and groups directly related to APC
2. uses and groups/organizations indirectly related to APC
3. order in which requests were made
4. church staff will make decisions in the case of space conflicts

Though exceptions may be made upon request, groups or organizations seeking use of APC facilities will be assessed a fee to cover any costs or expenses for making the facility available. The fee is due and payable in full when the event is confirmed by the church and placed on the calendar. The fee will be fully refundable if the event is cancelled by the group/organization and the church office is notified a minimum of one week prior to the event. Events cancelled less than one week prior will incur a 50% cancellation fee. Refer to Section K – Fee Schedule for details.



Weddings are an exception and do not need to be paid in full at the time the church is reserved. A deposit can hold the church with the balance being due not later than two weeks before the wedding. Refer to Section K – Fee Schedule for details.

All groups/organizations authorized to use the facilities on a recurring basis must reapply for use of the facility annually during the month of January or August, depending upon the group.

## D. Available Facilities

Specific areas of the Church are available and each is appropriate for specific types of functions.

1. **Sanctuary** – The sanctuary is available primarily for weddings, funerals, and concerts, but occasional exceptions may be made for formal events.
2. **Fellowship Hall** – APC’s fellowship hall is a flexible space that can serve many diverse needs. It can be configured for dining, as a classroom environment, and for theater –style presentations. The Fellowship Hall is available for non-member rehearsal dinners and/or non-member wedding receptions.
3. **Kitchen** – The APC kitchen is adjacent to the fellowship hall and is professionally equipped for serving large groups. It is permissible for groups to use the kitchen but they must adhere to specific rules as stipulated in Section H (Facility Use Guidelines) paragraph 24. The church has a working relationship with a private chef who is available for hire.
4. **Gym** – The Church gym can be configured as a gym or for presentations with theater style seating.
5. **Adult Classrooms** – A number of classrooms are available that are appropriate for small to medium size groups. Staff can recommend the room with the most appropriate configuration based on the organization’s needs.
6. **Theater** – The APC Theater has a stage and lighting appropriate for small productions and will seat audiences up to 60.

### Facilities Not Available

The following facilities are not available for use:

- Day School kitchen/pantry facilities
- Church offices



## E. Facility Fire Safety & Building Security

APC is required to meet and maintain compliance with the Alpharetta fire code. This includes the maintenance of proper signage, smoke detectors, commercial sprinkler system, and unobstructed exits and stairwells. As per the Alpharetta Fire Marshall, nothing may be stored in any stairwell, even temporarily.

APC is a **No Smoking** facility and property. Smoking is not permitted anywhere on the property including outside any of the buildings.

The single lane, circular drive at the front of the property is an Alpharetta Fire Marshall designated fire lane. As such, parking is not permitted anywhere along the curb on this single lane, circular drive. In the event of a fire, obstruction of the fire department could seriously restrict fire department access and potentially endanger lives.

No open flames of any kind, including candles are permitted in any part of the facility, with the exception of special permission for weddings and other special events in the building as indicated in Section H (Facility Use Guidelines) paragraph 14.

APC operates a Day School. For the safety of the children, access to the facility must be restricted. Throughout the week, the only doors that are permitted to stay in an unlocked and open position are the awning-covered double doors leading to the main hallway for the church offices. Other doors throughout the property may be used by persons possessing access cards or keys but are not to be set in an unlocked position or blocked open.

Emergency exit plans are located inside each classroom.

Safety/emergency first-aid kits are located in the church office (under the sink), Sunrise Room, in the kitchen (2), in the church workroom (pre-school wing), in the CE kitchen, the CE music room, and in the Youth Ministry Lounge.

Defibrillators (with attachments for use with children) are located on the wall outside the church office and the Youth Ministry Lounge. A portable unit is stored in the upper sink cabinet in the church workroom located in the CE building.

For Handicapped and elderly requiring easy access to classrooms on the upper level of the church, APC maintains an elevator. The elevator requires the use of a key card during Day School hours M-F, on Saturday, and after church services on Sundays.

Since the building is no longer accessed via exterior door keys, people who need access to APC outside of normal hours may obtain an Access Card by filling out the appropriate form obtained from the Church Office. The key cards can be programmed to open certain doors during specific times and may be deactivated if not used appropriately. They are not to be shared with anyone other than the person to whom the card was assigned. If the card is lost, APC should be notified immediately so it can be deactivated. If a new key card is needed, a fee of \$10 will be assessed. A picture ID will be required to receive a key card and the key card may be deactivated if not used appropriately or outside of the scope of the access card request.

On Sundays, the property committee is responsible for unlocking/locking both interior and exterior doors on the entire property. The "card access doors" are on a timer and will automatically open and close at programmed times.



The APC Property Manager is responsible for locking all exterior entrances to the facility at the end of normal office hours. The APC Property Manager will inform the primary contact for the last organization using the facility (based on the master calendar) that they are responsible for locking specific exterior doors at the end of every evening.

The facility curfew is 11:00 PM. All organizations and persons making use of the facility must leave the facility by then, unless granted special permission by the Property Manager.

The facility is alarmed and monitored as well as covered with a video surveillance system. The only persons permitted in the facility or on the property without special permission of the APC Property Manager between 11 PM – 6 AM are the cleaning crew.

Below is an abbreviated checklist for locking up after an event (worship, afternoon/evening event, wedding, etc.).

## Locking Up

1. All “card access doors” are on timers.
2. Make sure all exterior doors (in the Narthex area, Educational wing, kitchen, Fellowship Hall, and upstairs) are closed and locked.
3. Turn off Handicap Door automatic access in Narthex.
4. Make sure the interior card access door and regular door to the educational wing at the awning door hallway are closed.
5. Close these *interior* doors and make sure they are locked.
6. Interior door in the Educational wing that exits to the west parking lot
7. Interior door close to the elevator in the Educational wing
8. Turn off **ALL** lights. Only the lights in the stairwells will stay on.

## F. Offsite Property Use Policy

APC property is not available to be borrowed for offsite use by either members or non-members regardless of private or public nature of the event. This includes but is not limited to the following:

- Audio Visual Equipment
- Computer Equipment
- Kitchen Supplies & Equipment
- Tools & Ladders
- Office, School and Cleaning Supplies
- Furniture
- Musical Instruments

An exception is for members who may request to borrow folding metal (not padded) chairs and tables for use offsite by church sponsored organizations/events or individuals provided the following conditions are met:

- A Facility Use Request and Agreement is filled out and approved by the APC Property Manager for the quantity and requested date(s).



- An APC member must sign the Facility Use Request and Agreement as the responsible party regardless of their personal involvement in the offsite event.
- The responsible APC member must arrange and supervise the pickup and return.
- The responsible APC member understands that failure to return the tables and chairs on time may impact other scheduled functions and use of the property.

Special exceptions may be granted for APC property other than folding chairs and tables at the discretion of the APC property committee and/or Session.

## G. Child and Youth Safety Policies and Procedures

APC maintains a Child and Youth Safety Policies and Procedures for groups who use the facility. The policy is designed to protect children and youth in our community from sexual and/or physical abuse. The complete policy for all groups using our facility can be found on the website at [www.alpharettapres.com](http://www.alpharettapres.com) under the drop-down tab “About Us”, “Facility Use/Weddings”, “Documents and Forms”, under the heading “CHILDREN AND YOUTH”.

All children’s or youth activities must be supervised by a minimum of two (2) adults over the age of 21 and requires the completion of Appendix B.

## H. Facility Use Guidelines

Any group or organization using the facilities at APC will be required to sign a Facility Use Request and Agreement (Appendix A) that includes the following policies and conditions. Failure to abide by this policy will cause APC to deny access to that particular group or organization.

### Policy and conditions for use of APC facilities:

#### General Information

1. Persons requesting use of the facilities must be at least 18 years of age. If applicant is not an APC member, picture identification will be required. References may be requested prior to confirmation of facility reservation. Usage is subject to approval by the Session. [Ref. Section C,] The facility is not available for use during holidays observed by the church (a list of holidays can be requested at the church office). There is no guarantee, or right to use APC facilities by any non-APC ministry group. Applicant agrees to leave the facility in the condition it was found. Insurance and security deposit requirements are waived for memorial services. (See further guidelines below.) Group/organizations that have applied and have been permitted to use the facility may not alter their meeting times or days without notifying and receiving permission from the APC Property Manager.
2. **Hold Harmless Agreement**  
Applicant agrees to use the APC facilities at their own risk. Applicant further agrees to indemnify, defend, and hold harmless APC, its officers, agents, elders, pastors, and employees and volunteers against any and all claims, demands, damages, costs, injuries, expenses of any nature including court costs and attorney fees arising out of or resulting from the applicant’s use of APC’s property, equipment or facilities.



**3. Insurance**

Non-profit groups/organizations applying to use APC facilities for non-APC related events will be required to furnish proof of liability insurance. Any third party, for profit business doing business on APC property, including caterers, must provide evidence of adequate insurance as determined by APC's independent insurance agent.

**4. APC Events Priority**

Normally facilities will only be available for non-APC events when church sponsored events have not been pre-scheduled. Once reserved, the APC sponsored event or ministry meeting will have priority. All reservations for non-APC events are subject to availability and approval. The APC church admin will place an event on the master calendar, only after an application is approved. An APC sponsored event is defined as any event requested by any APC ministry leader for an activity related to that ministry or a non-APC group that has been approved by the APC Property Manager and/or Property Committee. An APC member may also request facility use for family or personal social events (provided they are not for profit).

**5. Alcoholic Beverages**

No alcohol is permitted in the parking lot or in any other area of the facilities. If any person violates these rules, they will be asked to leave the function immediately.

**6. Child Care**

Our policy prohibits the use of privately hired babysitters to care for the children of the guests. APC has childcare workers who are screened, as well as trained in first aid and safety, who can be scheduled to care for the children. APC childcare workers will follow APC Nursery procedures and APC Child Protection Policy. Childcare service can be requested for a fee using the Facility Use Request and Agreement.

**7. Other Uses**

Other areas of the facility may be in use during an event or activity by other groups or persons. Courtesy and respect towards all other facility users are expected. The user agrees to vacate the premises at the end of the pre-reserved time.

**8. Smoking, Illegal Substances, and Weapons**

Smoking, use of any illegal drugs, or other controlled substance is not allowed on church property. No firearms or other weapons are allowed on church property unless they are in the possession of law enforcement personnel.

**9. Event Hours**

Events should normally end no later than 10:00 PM. The building curfew is 11:00 PM. Any cleanup the applicant is responsible for must be completed before building curfew. This is necessary as the room may need to be reset and custodial services completed for the following day's events.

**10. Staff Representative**

Contact information for an APC Staff Representative will be available to all event leaders. They are available to provide facility assistance and to answer questions. They will also provide any special instructions for facility use, such as opening and closing the building, when required. The APC Staff Representative has the authority to stop any inappropriate activity or to stop any event or activity and clear the facility, as they deem necessary, for safety or security reasons, or if non-allowed or inappropriate activities are occurring. The APC Staff Representative may, at his/her discretion, choose to provide a single warning prior to cancellation of the activity or event. Prior to usage of the facility, the APC Staff Representative will review guidelines, rules, and safety/security requirements with the applicant's on-site coordinator for the event. Should an emergency occur during an event, the applicant's on-site person responsible for the event is





required to follow evacuation and/or security/safety rules, call 911 when necessary and to advise the APC Staff Representative of any accident, injury, breakage, or emergency as soon as feasible, possibly after the incident. Weddings require coordination with APC's wedding coordinator and custodial service. The assigned wedding coordinator will provide a Wedding Information Booklet and Wedding Coordinator's Information Sheet. These will contain specific facilities use guidelines and input for wedding parties.

**11. Food and Drinks**

Food and beverages are not permitted in the Sanctuary. Food and beverages are permitted in other parts of the facility provided they do not require open flame for heating/warming and are disposed of properly.

**12. Outside Vendor Provided Equipment**

If rental or other equipment or decorations are being delivered, they must be delivered after the start time reserved for the event and be picked up prior to the end of the event reservations end time. Items may not be left on APC premises overnight without pre-approval. Extension cords cannot be strung across rooms or doorways and cannot be covered by floor mats. APC is not responsible for damage, loss, or security of any such materials or equipment.

**13. APC Provided Equipment**

Limited APC audio/visual (AV) equipment is available for use and must be reserved through the Facility Use Request and Agreement. Equipment available for use without special permission or training consists of television monitors, VHS tape players, DVD players, and a video projector.

Although APC owns or has access to equipment that is more complex than the items listed above, its use requires a combination of permission, training, and/or the availability of one of APC's AV technicians. Discuss your needs with the APC Property Manager to ascertain next steps in evaluating your request.

**14. Candles**

Fire restrictions limit the use of open flamed devices, including candles, and are not allowed in any part of the facility. Exceptions are made for special events and use in the sanctuary. Examples of exceptions are: Christmas Eve service, wedding ceremonies, or chancel use. Generally, candles should be placed in a "stable" holder with at least 12" minimum clearance around them and should be supplied by APC. Any and all exceptions must be granted through the APC Property Manager.

**15. Other Decorations**

A staff representative must approve of all decorations in advance of the event. No nails, tacks, or tape (exception: Blue Painter's Tape) on walls or windows of the facility are allowed. No smoke machines, misting devices, or fireworks of any kind may be used within the facility, unless pre-approved. Helium and other balloons are allowed, but the applicant is responsible for removal, as well as any other decorations, at the end of the event. If confetti type materials are used, the applicant is responsible for complete clean-up of such at the end of the event. No use of birdseed or rice is allowed inside or outside APC.

**16. Emergencies, Safety, and Security**

The applicant and all guests are responsible for following all safety and security guidelines. Please use good judgment. Monitor and provide responsible supervision for the event. Stop unsafe or inappropriate activities. Posted evacuation maps are provided in strategic locations as well as all classrooms. In case of fire or other emergency, evacuate the facility immediately and call 911. Observe good safety practices when going to the parking lot or trash dumpster late at night. Drive and park in a safe manner in the APC parking areas. Always lock vehicles and



keep valuables out-of-sight. If you observe a security concern, notify the church office or staff representative, or if there is immediate danger or an urgent situation, call the police. Applicant is responsible for any and all injuries and/or illnesses resulting from any aspect of the event.

**17. Damages**

The applicant is responsible for all damage resulting from any function, including the facility, building, breakage, damage to kitchen appliances, dishes, glassware, childcare facilities and equipment, or any other equipment (sound, projector, etc.). All such breakage or damage is required to be reported to the staff representative and church office. Cost of damages billed to the applicant shall be the actual or estimated cost of replacement or repair.

**18. Animals**

Animals and pets are not allowed on the church premises, except for disability assistance animals, unless a request is made directly to and approved by the APC Property Manager. Request and approval MUST be in writing. Email is an acceptable form of communication.

**19. Parking Lot**

APC accepts no responsibility for the loss of or damage to vehicles on APC grounds or for loss or damage to accessories or contents. Illegally parked vehicles may be towed at the owner's expense and the fees for any vehicle towed will be solely the owner's responsibility. APC does not provide exclusive use of the APC parking lot. This includes weddings and memorials.

**20. Designated Area**

Organizations are restricted to the area of the church approved for use. They may not roam or use other areas without prior approval.

**21. Setup and Teardown**

The setup of facilities and teardown of the room(s) are the responsibility of the group requesting the room(s). If furniture needs to be moved, only APC staff can approve movement of furniture and/or equipment. **No** moveable walls may be moved by anyone except the Property Manager or his designee. All trash or debris should be deposited in the trash receptacle in the area reserved with the exception of Fellowship Hall where all trash should be collected and deposited in the outside dumpster.

**22. Supervision of Minors**

Children in attendance must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children's or youth activities will be supervised by a minimum of two (2) adults over the age of 21.

**23. Publicity and Promotions**

Outside groups may not list Alpharetta Presbyterian Church as a "co-host" or "partner" for meetings or events held on church property without prior approval by the Session. Outside groups may not distribute flyers or affix promotional posters to any wall or door throughout the facility/property. Any brochures, flyers, posters or other promotional materials must be given to the APC Director of Communications who will post or distribute to the congregation at his/her discretion. The user with the approval of the Session must handle the sale of admission tickets to the event and church staff must approve all postings for the event.

**24. Kitchen Use**

Use of the APC kitchen is permitted with the following conditions:

- No unsupervised minors are allowed in the kitchen at any time.
- All dishes are to be washed, dried, and put away.
- No sharp knives are to be left in soaking tubs or on counters. Always clean and return sharp knives to their respective storage locations.



- All surfaces including counter, stove, sinks, and dining/serving/prep tables are to be cleaned with available supplies.
- Leftovers are not to be left in the refrigerator unless labeled and notification sent to the Kitchen Coordinator that they are in the walk-in refrigerator.
- All garbage is to be removed to the dumpster outside.
- All stoves, ovens, and other appliances must be operated in accordance with posted instructions and turned off properly.
- Kitchen floors are to be left free of food crumbs and sticky spots.
- Fellowship Hall flooring can be cleaned with the broom and dustpan available in the kitchen.
- If cloth tablecloths and napkins are used, place soiled ones in a large black bag, close bag, and label bag indicating soiled tablecloths and napkins for washing.
- All tables, chairs, and serving tables are to be cleaned by the applicant.
- Any outside catering service must be pre-approved as part of the application process and must be indicated on the *Facility Use Request and Agreement*. They must also provide a copy of proof of Bodily Injury and Property Damage liability insurance.
- No alcoholic beverages are permitted.
- Certain Kitchen equipment is available for offsite use by APC members but must be checked out by the Kitchen Coordinator.
- Kitchen disposable supplies (napkins, plates, cups, silverware) are not available for use except for Sunday Morning Breakfasts, Fourth Sunday lunch and other specific church approved receptions or dinners. Groups within the church otherwise must supply their own items for use during their events.
- The last person using the kitchen for the day is responsible for turning off and shutting down the kitchen (also applies to usage for a particular activity or event). There is a checklist posted in the kitchen listing all of the things that should be checked and turned off.

#### **25. Heating and Air Conditioning**

Heating and air conditioning is controlled with digital, programmed thermostats. They are pre-programmed by the APC Property Manager based on the time of year and facility use throughout the week. Thermostats should not be changed from their pre-programmed settings.

#### **26. Playground Usage**

There are three playgrounds on APC property – two Day School playgrounds and the primary Christian Education building playground. The primary playgrounds may be used only under the supervision of two adults. APC is not responsible for any injuries resulting from the use of the playground.

#### **27. Closing Checklist**

The applicant will be given a building condition checklist to be completed after use of the facility. Failure to leave the facility in satisfactory condition will result in losing the privilege to use the facility in the future and may result in additional cleaning fees.

## **I. APC Parking Lot Guidelines**

### General Information

- The APC parking lot is one-way (turn right upon entering the parking lot and continue around the facility to park or exit)



- Please observe the 10MPH speed limit and be aware of pedestrians/children
- Park in designated areas only, observing handicap and other restrictions
- The parking lot is for use by church members/functions and approved events held at APC
- Overnight parking is not permitted unless secured with the Property Manager through the church office
- APC assumes no responsibility for loss or damage to vehicles on APC property
- Vehicles not in compliance will be given a written warning and/or towed at the owner's expense.

#### Fundraising and Special Events

- An APC organization may utilize the parking lot during an Alpharetta City Center event in order to raise funds through per vehicle donations with the approval of the Property Committee. For example, youth group mission trip, Scout group fundraiser.
- Estate sales or other major events being held near APC may request parking in the church lot accompanied by event publicity and/or shuttle service with the permission of the APC Property Manager.

#### Neighborhood Overflow Parking (East of Main, Academy Park or other)

- Overflow parking is allowed in the APC parking lot for East of Main/other nearby residents and guests in the designated area (along the East of Main fence line on the west side of the property)
- A Parking Permit is required and must be obtained through the church office
- No overnight parking is permitted
- For convenience, an access gate is located in the fence between APC and East of Main
- To request a parking permit, contact the church office at 770-751-0033. Office hours are Monday – Thursday 9am-4pm, Friday 9am-1pm.

## J. Facility Use Application Process

APC has full discretion in prioritizing groups for use of the facility. Any permit to use church property is revocable and non-transferable, and APC has the discretion to reject any application or cancel any permit. All parties interested in scheduling an event at APC must complete an Application Package that includes the following items:

1. Facility Use Request and Agreement
2. Certificate of Liability and Property Damage insurance coverage
3. Acknowledgement and agreement of the Child and Youth Safety Policy (required only when children under the age of 18 are present without a parent)

The applicant's package must be submitted to the church office a minimum of 2 weeks prior to the event and all applications are tentative until approved. The appropriate church staff will meet with the applicant to review conditions of church usage, expectations, and needs for the event, and to understand room setup/cleanup requirements. A schedule of fees for building usage, custodial, childcare and/or technical service, and other financial commitments necessary for the event, will be given to the applicant at that time.



## K. Fee Schedule

Groups or organizations seeking use of APC facilities will be assessed a fee and all usage fees are to be paid through the APC church office. The appropriate fees must be paid in full when the event is confirmed by the church and placed on the calendar. There is a cancellation fee of 50% that is not refundable if notification of cancellation is within one week of the event. Cancellations prior to one week before the event will be refunded in full. Members are defined as active APC members as indicated on the church’s active/inactive member roll.

### GENERAL FACILITY FEES ARE AS FOLLOWS:

Room	Member**	Non-Member
Sanctuary	None	\$500/2 hours
Fellowship Hall	None	\$150/hour
Gym	None	\$200/day or \$100/hour
Adult Classrooms	None	\$50/hour

**\*\*Non-Profit Use Only.** Members who wish to use the facilities for an activity that is **For-Profit** must get both Property Committee and Session approval. A fee will be determined if/when approval is granted.

### ADDITIONAL CUSTODIAL FEES

The Facility Fees above cover normal and customary custodial services. They do not include custodial services for kitchen cleanup (see applicants responsibilities in Section H – Kitchen Use #24) or excessive cleaning of other facilities. In the event that excess cleanup is required, the applicant may be assessed additional custodial fees as listed below.

Weeknight (M – TH)	Custodial Fees \$30/hour
Weekend (F – SU)	Custodial Fees \$45/hour

### AUDIO/VISUAL FEES

A/V technician for member or non-member events \$50 per technician per hour

**NOTE:** All A/V technician services are contingent upon technician availability.

### CHILDCARE FEES (minimum of 2 workers must be employed)

Childcare workers for member and non-member events is \$15 per hour per worker with a 4 hour minimum. The form for requesting childcare can be found on the APC Documents Library under the “About Us” heading on the APC website at [www.alpharettapres.com](http://www.alpharettapres.com).

### SANCTUARY HOST FEE

Outside groups using the sanctuary will be asked to pay for a Sanctuary Host


Weeknight (M-TH)	Sanctuary Host Fee \$30/hour
Weekend (F-SU)	Sanctuary Host Fee \$45/hour

### WEDDING FACILITY FEES

For the most up-to-date information, please refer to the APC website at [www.alpharettapres.com](http://www.alpharettapres.com), select the tab “About Us” and click “Facility Use / Weddings”.



## Appendix A – Facility Use Request and Agreement

	<p><b>ALPHARETTA PRESBYTERIAN CHURCH PROPERTY USAGE REQUEST</b></p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Make sure you have a card key to access the building!</b> </div>
	Organization's Name _____ Mailing Address _____ For non-APC groups and organizations: Is your group covered by insurance?    Yes <input type="checkbox"/> Please attach current certificate. <input type="checkbox"/> No Is this group sponsored by Alpharetta Presbyterian Church?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Number of people involved _____ Room requested _____ Brief description of activity planned _____		
Childcare Needed?    Yes <input type="checkbox"/> No <input type="checkbox"/> Children or Youth participating in event?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Equipment required (i.e. tables, chairs, A/V, etc.)    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Usage:    One time <input type="checkbox"/> Date _____    Time _____ Continuous <input type="checkbox"/> Start Date _____    End Date _____ Weekly or Monthly:    Day(s) _____    Time _____		
<b>Responsible Officer or Leader (name, telephone number and email)</b> 1.) _____    2.) _____ Phone _____    Phone _____ Email _____    Email _____		
I have read and approve of the facility use policy. _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature of Responsible Person</span> <span>DATE</span> </div>		
<div style="background-color: #f0f0f0; padding: 5px;"> <p><b><u>If youth and children are participating</u></b> in the group and their parents are not present, all adults working with children must consent to APC conducting a state and national background check. The APC office will contact you for a list of adults with their name and email address. They will receive an email with instructions on how to complete the background check. The background check requires a fee of \$21 per person. <u>The use of the sanctuary</u> requires the approval of the Property Manager, the Senior Pastor, and the Director of Music. The reserving group will be required to hire an APC representative.</p> </div>		
<b>APPROVED BY</b> _____ <b>DATE</b> _____ <b>ROOM ASSIGNED</b> _____ Alpharetta Presbyterian Church reserves the right to relocate or reschedule this activity should a church activity, deemed urgent by the Session or Property Trustees, take precedence over this activity. Should this occur, every effort will be made to accommodate your activity in another part of the building on the same date and without disruption to the above group activity. The groups using the building assume total responsibility for any claims, property damage, or personal injury resulting from the use of the building and agree to indemnify and hold APC harmless from any such claims. <p style="text-align: center;">Fax to (770) 751-0873 or email <a href="mailto:office@alpharettapres.com">office@alpharettapres.com</a></p>		
<hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>APC Manual of Admin Operations &gt; 8. Property &gt; 8.a.1. APC Facility Use Form Alpharetta Presbyterian Church, 180 Academy Street, Alpharetta GA, 30009 770-751-0033, <a href="http://www.alpharettapres.com">www.alpharettapres.com</a></span> <span>1   1</span> </div>		



## Appendix B – Child and Youth Safety Policy for outside Groups (Section V)

---

Child and Youth Safety Policy for Outside Groups Child and Youth Safety Policy for Outside Groups Alpharetta Presbyterian Church, Alpharetta, Georgia (Appendix C of the Child and Youth Safety Policy) Revised and Approved by Session on May 23, 2019.

### I. PURPOSE:

APC seeks to provide a safe and caring environment for our children and youth to gather, serve, learn and grow. This policy is designed to protect children and youth in our community from emotional, verbal, sexual or physical abuse. By creating norms and procedures regarding child safety, this policy also seeks to protect the adults who work with youth.

### II. DEFINITIONS:

Sexual Abuse and Exploitation of Children: The PCUSA's Book of Order defines sexual abuse as ". . . sexual conduct [with] any person under eighteen years of age or without the mental capacity to consent." (D-10.0401c) This includes the use or coercion of any child to engage in, or to assist in, any sexual conduct (or simulation for the purpose of producing a visual depiction) including (but not limited to) molestation, rape, indecent exposure, the viewing of pornographic materials, and the specific acts listed in Georgia Annotated Code 19-7-5(b).

Sexual Harassment: This includes unwelcome sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature. This includes unwelcome sexual jokes, innuendo, unwelcome or inappropriate touching or display of sexual images that insult, degrade or sexually exploit others.

Presumed Consent: The assertion that a particular act is between consenting adults. Presumed Consent does not apply in relationships where there is a disparity of power, such as those between a minister and a parishioner or an adult with a minor child.

Physical Abuse: This includes (but is not limited to) non-accidental punching, beating, kicking, biting, burning, shaking, throwing, stabbing, choking, hitting (with a hand or object) and unnecessarily restraining or neglecting a child. APC considers such contact physical abuse even if the child sustains no injuries, or the adult never intended injury. Corporal punishment is never tolerated at APC; this includes physical discipline such as paddling or spanking.

Emotional and Verbal Abuse: This includes (but is not limited to) belittling, insulting, rejecting, teasing, bullying, and unreasonable demands beyond a child's capabilities. Such actions threaten a child's psychological development, and APC considers them emotional abuse even if there is no observable change in the child's behavior, mood, response or cognition.

### III. OUTSIDE GROUPS USING THE FACILITIES

As part of the "APC Property Usage Request" application, an outside group/organization leader must read and agree to abide by these essential features of the church safety policy. Please sign and return the statement below to the church property manager, Gene Casey (Gene@alpharettapres.com). Failure to do so will result in their use of the facility being revoked.

### IV. SAFETY POLICIES AND PROCEDURES

#### 1. General

- A. There will be two adults, age 18 and older, present when caring for or leading youth and/or children on church property. These two adults must successfully complete a state and national background check. The office assistant shall keep this information in a locked file.



- B. An adult should never be alone with children/youth (under the age of 18).
- C. If a child is at APC for counseling and is meeting one-on-one with the counselor, the child’s parent/guardian must remain at APC. They cannot drop off their child and leave. Seating is available in the hallway outside the counseling room (211).
- D. All classroom and meeting room doors will remain open or have an unobstructed glass panels.
- E. Any dangerous or broken items in the church or on its property should be reported immediately to the Church Property Manager for repair.
- F. Corporal punishment shall not be used.

2. Nursery Care for Younger Children

- A. Any childcare will be provided by the APC nursery staff—no outside childcare providers may be used on site without the permission of the Director of Children’s Ministry. Please contact the church office (770-751-0033) to arrange for our nursery staff to be present during your event. (See Appendix K for Childcare Request Form.)
- B. Children in grades 5 and younger should be escorted to and from their classroom/meeting place by a parent. Children will not be released to the care of anyone except those authorized by the parent.
- C. Diaper bags, sippy cups, bottles and other personal possessions brought into the nursery should have the child’s name marked on them.
- D. Any child or youth with a fever, intestinal upset, or contagious condition worse than a mild cough or runny nose should not be brought to church programs.
- E. Parents are asked to alert the care providers regarding any food allergies.

3. First Aid and Fire Safety

Please note emergency exit plans in the event of fire are located inside each classroom. Weather evacuation plans are available on the church website in the document library under church procedures. First Aid kits are located in the church kitchen, at the Dayschool front desk, and in the Youth Ministry Lounge. Defibrillators (with attachments for use with children) are located on the wall outside the Church office and Youth Ministry Lounge.

**V. REPORTING**

Anyone who suspects or has witnessed an incident of child abuse on church property must secure the safety of the child, immediately report the incident to civil authorities-typically the Division of Family and Child Services (DFCS)-, notify the parents (if the accused is not a parent), and notify the senior pastor.

**VI. Agreement and Signature**

I have read and agree that in using the APC facility, our organization/event will abide by this summary of the church safety policy. I am duly authorized by the organization/event I represent to sign this agreement.

Name(printed): \_\_\_\_\_

Title/Role in Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign this form and fax to (770) 751-0873 or email [office@alpharettapres.com](mailto:office@alpharettapres.com).

The “Childcare Request Form” can be found on the church website, [www.alpharettapres.com](http://www.alpharettapres.com), under “Documents and Forms” section at the bottom of the homepage or by contacting the church office (770-751-0033).





**Appendix C – Access Card Request Form**



**ALPHARETTA PRESBYTERIAN CHURCH**

**ACCESS CARD REQUEST FORM**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Group** \_\_\_\_\_

**Date of Meeting/Event** \_\_\_\_\_

**Room(s) reserved** \_\_\_\_\_

**If ongoing, what is frequency** \_\_\_\_\_

**Beginning time for access** \_\_\_\_\_

**Ending time for access** \_\_\_\_\_

Please Note: The access card belongs to Alpharetta Presbyterian Church and must be returned at the conclusion of the above event, unless the event is recurring. Internal groups, including those chartered by APC, will be issued cards based on the needs of the group. External groups will be issued up to two cards. If additional cards are requested, a \$10.00 non-refundable fee will be assessed on each additional card for external groups.

In case of a lost card, if an individual requests a replacement card, there will be a \$10.00 nonrefundable fee regardless of group status. Access cards will be deactivated upon termination of this request. The access card is not to be loaned to anyone.

By signing below, you acknowledge that you have received the access card and will accept responsibility for it.

Signature \_\_\_\_\_

Date Received \_\_\_\_\_ Date Returned \_\_\_\_\_



**Appendix D – Request Application Check List**



**ALPHARETTA PRESBYTERIAN CHURCH**

**PROPERTY USAGE CHECK LIST**

Date of Facility Use: \_\_\_\_\_

Organization's Name \_\_\_\_\_

Facility Request Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance Certificate Attached Yes \_\_\_\_\_ No \_\_\_\_\_ (if required)

Diagram of Set-up Received Yes \_\_\_\_\_ No \_\_\_\_\_

Signed Child & Youth Safety Policy Yes \_\_\_\_\_ No \_\_\_\_\_

Form for Childcare Yes \_\_\_\_\_ No \_\_\_\_\_ (if needed)

**APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_ **ROOM ASSIGNED** \_\_\_\_\_



## Appendix E – After the Event Check List for Applicant



### ALPHARETTA PRESBYTERIAN CHURCH

### AFTER THE EVENT PROPERTY USAGE CHECK LIST

Date of Facility Use: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Name of Adult Completing Check List: \_\_\_\_\_

Telephone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

Please use this list to guide you in your effort to return the facility used by your group to the condition in which you found it. We hope you found it suited to your use; we appreciate your help in keeping it fit for the next user. The APC Property Committee requests that prior to leaving, you review the checklist below.

- \_\_\_\_\_ 1. Clean area of debris, spills, and paper
- \_\_\_\_\_ 2. Restrooms neat
- \_\_\_\_\_ 3. Room(s) in neat order
- \_\_\_\_\_ 4. Windows locked
- \_\_\_\_\_ 5. Lights turned off
- \_\_\_\_\_ 6. Doors lock AND checked

In the event that doors are not locked or cannot be locked, please call (770) 751-0033 to notify the church during office hours or if after hours, contact Gene Casey, APC Property Manager, at (770) 298-6631.



## Facility Use Policy

### Revision History

#### Version No. 1 Date, Revised By, Reviewed By, Comments

Draft 1.0 07/27/2008 John Wills, Property

Committee Member: Hudy Mulia, Rev. Oliver Wagner

- Initial Draft compiled from a collection of other Presbyterian church facility use policies

Draft 2.0 09/08/2008 John Wills, Property

Committee Member:

- Changes made based on feedback to Draft 1.0

Draft 3.0 10/07/2008 John Wills, Property

Committee Member: Property Committee, September 2008 Meeting

- Various comments and corrections
- Revised feed to reflect church and for-profit survey
- Added an executive summary

Draft 3.1 10/23/2008 John Wills, Property

Committee Member: Hudy Mulia

- Various grammatical comments and corrections
- Amended consistency of food and drink language

Draft 3.2 11/05/2008 John Wills, Property

Committee Member: Rev. Oliver Wagner

- Amended requirements for on-site APC representative
- Various grammatical corrections

Draft 3.3 11/11/2008 John Wills, Property

Committee Member: Property Committee

- Amended sanctuary and fellowship hall hours for weddings

Draft 3.4 03/19/2009 John Wills, Property

Committee Member: Property Committee

- Clarified language regarding facility use conflicts
- Added theater to the list of available facilities
- Clarified candle usage
- Revised kitchen policy for minors 12 and under
- Reflected collaboration with the Worship Committee on wedding fees

Draft 3.5 06/23/2009 John Wills, Property

Committee Member: Property Committee

- Addition of language regarding borrowing APC property for off-site events and use by individuals

Draft 3.6 01/04/2010 Jon Wills, Property

Committee Member:

- Insertion of Facility Use request agreement in Appendix
- Removal of Draft labeling throughout the document

Draft 3.7 07/12/2011 George Bancroft, Property Committee Chair

Committee Member: Rev. Oliver Wagner, Chuck Watson (Property Manager), Patrick Dennis (Co-Chair), Ted Lynam, Property Committee

- Addition of language under Section A, C, D, E, G, and APC Building Use checklist

Draft 3.8 03/01/2012 George Bancroft, Property Committee Chair

- Revision of Appendix A, Facilities Use Request form to include confirmation of Insurance Certificate
- Inclusion of Revised Appendix B
- Approved Child and Youth Safety Policy

Draft 4.0 08/27/2014 Charles Moriarty, Property Committee Chair

Committee Members: Rev. Oliver Wagner, Gene Casey (Property Manger), Dave McKemey (Co-Chair), Property Committee

- Multiple revisions and Updates
- Updated Child Safety document
- Inclusion of Appendices C & D

- Draft 5.0 05/18/2019 David Neal, Property Committee Chair

- Committee Members: Rev. Oliver Wagner, Gene Casey (Property Manager), Ken Bogle (Co-Chair), Property Committee

- Multiple revisions and Updates

- Inclusion of Parking Lot Guidelines

Draft 6.0 6/17/2021 David Neal, Property Committee Chair