

Christian Church (Disciples of Christ) of Woodland
509 College Street, Woodland California 95695
Phone: (530) 662-9356 FAX: (530) 662-0401 Website: www.christianchurchofwoodland.com

RENTAL USE POLICY

GENERAL INFORMATION ON USE

It is the policy of the Christian Church (Disciples of Christ) of Woodland to allow agencies, organizations and individuals to use various meeting spaces at the church for purposes that support or aid the community-at-large. First priority in scheduling shall be given to the Church and to activities and/or events, including meetings, sponsored by the Church's congregational members. No space will be rented on Sundays without the explicit permission of the Board of Directors. All rental use agreements and scheduling shall comply with the policies outlined and specified in this document.

The following Church areas are available for rent subject to this approved Facility Use Policy and space availability: three (3) small conferencing or meeting rooms; one (1) library space with a large table and sofa/chair configuration(s); one larger multi-purpose room (commonly referred to as Parker Hall) with a small performing arts stage and an attached kitchen; the large Sanctuary that is available for weddings, funerals, and special activities or events; one (1) small chapel that is reserved for more intimate worship opportunity; and, one partially protected outdoor patio or yard area. NOTE: the kitchen is available only under certain restrictions and conditions and is an adjacent space to Parker Hall.

USE PRIORITIES

Community groups are permitted and encouraged to use the facilities, including the conferencing rooms, library, outdoor patio/yard, and Parker Hall multipurpose room for educational, cultural, or recreational activities, or to provide community betterment activities or needed community services that foster an improved quality of life for local community persons. In order to achieve these aims for everyone, the Church facilities must maintain a safe and reasonably quiet environment that honors and allows for productive work and fellowship by its patrons, congregational members, and staff. The general welfare and maintenance of the facilities are important to the Church's members. Meeting and library rooms must be used in a way that advances community improvement or the opportunity for positive community dialogue, provides meaningful services, engages faith-based personal development, *or* advances the open mission of the Church. Public use of the facilities is not the primary purpose of the Church and shall not disrupt its mission-driven purpose. Any use of the facilities which is inconsistent with use for church purposes or which interferes with the regular conduct of Church activities may be restricted.

The first priority when scheduling meeting rooms and other facilities shall be given to accommodate the Church's mission and purpose, and/or to accommodate congregational members' groups and programs. The Church has three (3) small conference/small group meeting rooms, a library with a large meeting table, a Parker Hall multipurpose room that includes a small performing arts stage, an outdoor patio area, and a small chapel available to rent when not otherwise being used by the Church. (The kitchen can be rented in conjunction with the Parker Hall multipurpose room; however, special requirements and provisions apply and must be adhered to.) The Church also has a large sanctuary that can accommodate weddings, special unions and re-vow ceremonies, and funerals. The primary purpose of all the facilities is to provide space for Christian study, fellowship, worship, and faith-based sacraments. The space is being made available for rent when not being used for its primary purpose.

Please note that the Church reserves the right to refuse offering a rental agreement to anyone and for any reason. In addition, there are pre-existing uses and agreements for use that have been established over many years by Church members for causes that are acceptable to this Church; nothing in this policy

and/or fee schedule is intended to change or alter those existing agreements – they shall and will be considered “grandfathered in” or “congregationally sanctioned” agreements for facility use.

RESERVATIONS

- Facilities are available to rent Monday through Saturday between the hours of 9:00 am – 9:00pm, with approved reservations and advance payment of applicable rental fees. All request times should include set-up time and adequate clean-up time. NOTE: a fully refundable key fee will be charged for late afternoon, evening uses, and/or weekend use.
- Persons renting the Church space who are not Church congregational members may be asked to provide a copy of a photo ID with the user’s current address and birthdate at the time the *Reservation Form* is submitted.
- Reservations must be made with the Church Office during normal working hours, between 9:00am – 2:00pm in person by calling (530) 662-9356. Electronic requests for information may be sent to the following website: www.christianchurchofwoodland.com. Reservations will not be confirmed until the *Reservation Form* is completed and signed and returned to the Church Office with all applicable fees.
- Reservations are accepted on a first-come, first-serve basis, up to six months in advance of the rental date (one year in advance is allowed for rental of the Chapel or Sanctuary). It is recommended that interested parties tour or view all rental spaces to be assured they will adequately meet anticipated needs.
- The Church must be notified of any cancellations as soon as possible (at a minimum, at least 48 hours before the building/space is to be used).
- In the event of an emergency or if a space shall become unusable for any reason, the Church reserves the right to cancel a reservation without liability. Similarly, the Church will not be held responsible for the unforeseen interruption of any reservation. Complete refunds will be made if such a cancellation is necessary,

HOURS OF USE

- If the room is to be used outside of regular office hours, prior arrangements must be made to obtain the key during regular office hours. Keys must be returned immediately after the space is used by returning the key to the office (during office hours) OR by using the outside drop box.
- It is the renter’s responsibility to ensure that all the participants are out of the building and that the building is securely locked.

FEES

Fees for each space are on an hourly or daily basis (see attached rate sheet/fee schedule). Payment of applicable use fees shall accompany the space *Reservation Form*, or in cases in which the requested reservations are being submitted over 60 days in advance of the intended use, fees shall be paid at a minimum fifteen (15) days prior to the date of the reserved use. Partial payment will not reserve the space. Persons or organizations that are requesting use of the facility on a monthly or on-going basis may request special monthly payment schedules. Such monthly payments shall also be made in advance of the intended use. Failure to submit fees in advance of the intended use automatically cancels the reservation request.

No partial refunds for reserved but unused time will be made. Refunds will be allowed for upon receiving a timely cancellation notice. However, in some cases, a minimal refund charge may be applied. A maximum 2 weeks period shall be allowed for processing all cancellation refunds.

There is a replacement charge for lost keys. If a key is not returned, to the office or through the outside drop box, the user may be billed for the full amount of any cost to re-key the facility. Please be very careful with all keys. Please return all keys as instructed.

Extra fees may be charged for any of the following reasons:

- Loss of a key, as stated above.
- When staff or building monitors are called in to resolve after-hour problems such as needs to re-open a building.
- Fees will be charged to cover extraordinary cleanings or for damaged property.

A special addendum that includes a fee is necessary to use the kitchen facility. Use of the kitchen requires that a Church person be available during the planned use. There may not always be a Church member able to schedule to be present, making the rental of such space not permissible. In the unusual event that a congregational member is not available, a reservation that includes a request to use the kitchen will not be approved.

PARKING

Parking availability may be limited and is not guaranteed. Parking is allowed in the back lot, owned by the Church. Public parking is also allowed along College and Lincoln Streets or any other nearby City street, subject to all parking provisions of the City of Woodland.

A limited number of handicapped parking spots have been located adjacent to the entry gate in the Church-owned back lot and are reserved for use by handicapped persons only,

MEETING ROOM / RENTAL SPACE SPECIFICS AND DETAILS

- The church does not provide set-up of the rooms or custom set up services for Parker Hall space. Each user is responsible for set up and clean-up. Users may arrange the chairs and tables as they wish. However, all configurations of rented space must be returned to their original configuration before leaving – no exceptions. If you move anything, it must be returned to its original position. Any damages to the rooms or the equipment in the rooms will be charged to the user. Users will also be charged janitorial or staff time to clean up the facility if the rented space is not left in its original condition. The small rooms, library, and the patio shall be left in the same condition in which they were found, including the placement of any chairs, tables, or furniture. There is a special addendum and special requirements for use of Parker Hall with its adjacent kitchen and/or the Sanctuary. These specifics are available upon request and must be acknowledged before a reservation is approved.
- The Church facilities are in historic buildings and their historic character has been maintained and protected. It is recommended that users tour and carefully examine space before reserving such space. The historic nature of the buildings and facilities may not adequately meet the needs of the user's intended use.
- Users of the Church facilities shall be liable for any property damages caused by the rented use or activity. The Church may charge the amount necessary to repair the damages and reserves the right to deny the user further use of the facilities.
- Any user renting the Church facilities shall be liable for any injuries resulting from negligence during such use. The user would, in addition, be responsible for insuring against such risk and defending against claims arising from this risk.
- Services/supplies such as photocopying, faxing, kitchen supplies, coffee supplies, paper products, markers, easel pads, tape, staplers, etc. *are not* provided. Audio equipment *is not* provided except in the Sanctuary and any such equipment brought into a rented space is the responsibility of the renter. The Church staff is not available to assist with any audio equipment set-up. [NOTE EXCEPTION: There is sound and limited audio visual equipment owned and installed by the Church in the Sanctuary. Use of such equipment, i.e. for weddings and other services, is only granted with Church supervision and is strictly monitored and/or operated and adjusted by supervising Church persons.]
- Wireless internet services are available throughout the building(s); a guest password will be provided upon request. Please request the password when you pick up the key. Users should test in advance its connectivity with any computer, access card, or other equipment.
- The Church pastor or staff and Church telephones are not available to deliver or receive messages.

USEAGE RESTRICTIONS

- This is a Church. Illegal activities will not be permitted and any such activity will result in immediate eviction, denial of any future use, and/or possible law enforcement intervention.
- Fire code does not permit open flame devices. Candles are not permitted, except in some instances in the Sanctuary or Chapel (in designated areas using designated candle holders). No smoke machines/fog machines are allowed.
- All users and guests are required to follow safety rules for public buildings.
- No smoking is allowed in any facilities. Smoking is also not permitted within twenty (20) feet of any outside entry door or in any outdoor church space (i.e., the patio or yard area).
- All groups of persons under 18 years of age must be supervised by an adult, who will be responsible for the group's actions. That adult must complete the *Reservation Form* and be the signed and authorized person for the rent request.
- Alcoholic beverages will not be permitted.
- Users must have advanced permission to use a gas grill in the patio area. Such a special request must be included in the initial *Reservation Form* request.
- The Christian Church (Disciples of Christ) of Woodland is not responsible for loss or damage to individual or group property before, during, or after use of the space.
- Space may not be reserved for:
 - A political rally or campaign for or against a specific ballot issue or candidate; and/or
 - Any group or individual whose program, service, or activity would interfere in any way with the Church's faith-based primary mission or primary faith-based purpose.
 - Any use which is discriminatory in the legal sense.
- Equipment, supplies, or personal effects cannot be left in the rented space before or after use and storage of equipment, supplies, and/or personal effects is only permitted with pre-approval, in Church designated storage locations.
- It is strongly recommended that users not plan any wall decorations and/or any type of decorations that present a potential of damaging the walls, ceilings, or furniture. No scotch tape may be used to hang items. Wall decorations should be limited in all cases to tackable surfaces or can be hung by the use of putty tack. Postum-type flip chart pads are recommended, when necessary, for meeting use. No confetti, rice or glitter is allowed.
- Permission to use the rooms is not transferable.
- The use of the third floor of the building is not available; this floor is restricted from use. In addition, users are restricted to areas covered by their approved *Reservation Form* and the bathrooms opened for use; users are not allowed access to areas not offered for rent. All and any play areas for young children must be supervised by an adult while being used.
- Users who seek use of the facilities on an on-going basis and/or for event purposes may be required to include the Church as an additional insured on their liability policies or obtain special one-day event insurance. In these instances, when advised, the key will not be released for facility use until a copy of proof of coverage, showing the Christian Church (Disciples of Christ) of Woodland as an additional insured or the proof of obtained special event insurance, is provided to the church office prior to use and prior to the release of the facility key.