

Laguna Niguel Presbyterian Church (LNPC) Facility Use Policies and Usage Donations

Instructions:

1. Complete the **Facilities Request Form** for the Sanctuary or for McCullen Center, our fellowship hall, and submit it to the Event Coordinator through the Church Office. This policy also applies to LNPC staff, Ministry teams and other church members using the facilities. Include deposit, if required, payable to "Laguna Niguel Presbyterian Church." Make a copy of the form for yourself, if necessary.
2. **Reserve as early as possible** to avoid conflicts on the church calendar. LNPC reserves the right to relocate or reschedule reservations based on church needs.
3. If approved, the Event Coordinator will contact you to go over the details.

Contacts:

Event Coordinator: JoAnn Renning - 362-8270 (home) or 633- 4338 (cell)
Or email at joann.renning@pacificlife.com

Church Office: Office Administrator - 249-1218 or email @ office@lnpc.org

Fax: 249-1599

General Rules and Regulations

1. Facilities must be reserved in advance and approved by the Event Coordinator and the church Session, our governing body. Events in the Sanctuary must also be approved by our Pastor.
2. **Deposit:** One time reservation of any room within McCullen Center/Gard Hall by a non-member requires a minimum \$300 deposit, which will be refunded provided 1) there are no damages, 2) the facility used is cleaned, and 3) there is no late lock-up charge. The Sanctuary is not normally rented for non-spiritual events, but if so, a deposit may be required.
3. **Cancellation:** Full refund of deposit will take place provided the reservation is canceled 30 days in advance.
4. Unless approved by LNPC Session as a sanctioned church event, the **group must provide a Certificate of Insurance (\$500,000 minimum) with an Endorsement naming Laguna Niguel Presbyterian Church as "additional insured", with primary coverage provided by the User.** If possible, the certificate should specify the activity, date and location. Individuals will need to arrange coverage through their homeowner's policy. **Access to the building will be denied, if proof of insurance is lacking** and any deposit made will not be refunded.
5. Reservations are good for 4 hours, provided the space is available.
6. Fees will be paid by check. NO cash will be accepted.
7. Normal lock up time is **10:00 pm**. Events that extend beyond 10:00 pm must have the approval of the Event Coordinator and are subject to an additional \$100 per hour fee.



8. The person making the reservation must attend the event and is responsible for making sure all LNPC policies are followed.
9. The following are **prohibited at all LNPC facilities & on LNPC campus**:
 - a. Smoking on premises (inside or outside)
 - b. Alcoholic beverages
 - c. Illegal substances and activities
 - d. Hot glue, confetti, rice, glitter, or birdseed, etc.
 - e. Smoke or fog devices or open-candle flame, unless approved by Event Coordinator
 - f. Wall decorations and other decorations must be in good taste and leave no residual damage to the facility. Blue painters tape is acceptable. Scotch tape is not.

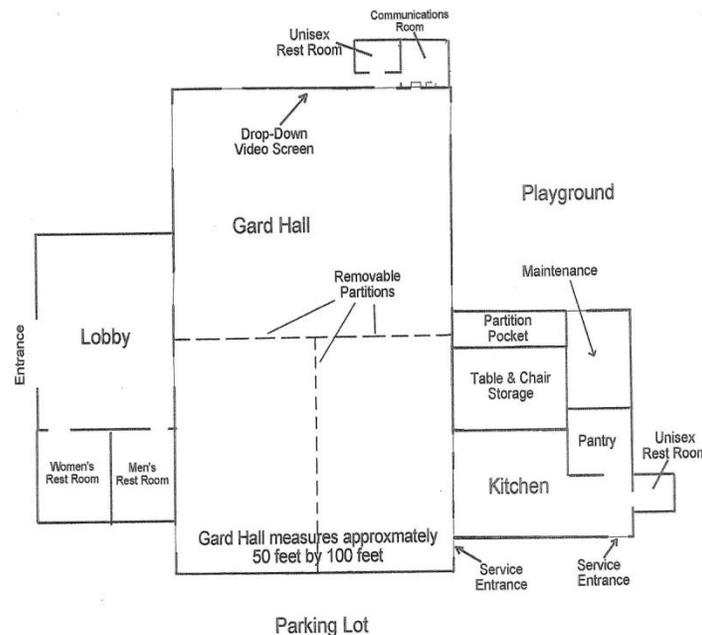
Failure to abide by any of these prohibitions will result in immediate termination of the Facilities Request Form agreement and termination of your event or group's use of the LNPC facilities.

10. **Church-sponsored events** will have priority in scheduling. LNPC reserves the right to relocate events in the case of conflict with church events.
11. Users are **required to do a light cleaning of the facility after the event**. This includes picking up and disposing of trash, clearing off tables, removing decorations, and cleaning up kitchen (if used).
12. The **kitchen** can be reserved for serving light snacks (no fee) or for catered meals (fee). The Event Coordinator must review and approve your caterer.
13. If the Church is to provide **set-up and take-down for an event**, this must be requested through the Event Coordinator. Otherwise, you will need to:
 - a. Wipe off tables and chairs.
 - b. Return tables and chairs used in Gard Hall to storage as found.
 - c. Care should be used to stack and transport chairs and tables with only 8 chairs per stack.
 - d. Trash bags with garbage must be removed to the dumpster at the rear of the parking lot.
14. A minimum of two adult **chaperones** are required for youths under the age of 18. One adult for every ten youths is required for large groups.
15. Facility must be secured and **locked up** by a designated agent:
 - a. Check kitchen area – make sure it is safe and secure with **all gas controls** (oven, stove top & grill) **turned off**.
 - b. Heat/Air conditioning off. Lights off.
 - c. All doors secure (check every single downstairs entrance/exit).
 - d. Contact Event Coordinator, if the designated agent does not show up to lock facility.
16. **Additional Equipment**: LNPC possesses both audio and video systems in the sanctuary and Gard Hall. Users should inform the Event Coordinator exactly what resources will be required and the level of expertise required to support the needs of your event.
17. **Child Care**. Childcare is not normally available. Arrangements may be made in advance with the Event Coordinator, if childcare is required and

can be made available. The only protected play area is at the rear of McCullen Center and is limited to children age 6 and below. The play area must be supervised at all times, when children are present.

Room Descriptions

Gard Hall – Located on the **ground floor of McCullen Center**. It is partitioned with movable floor-to-ceiling partitions, creating one, two or three rooms (see diagram below).



Gard Hall measures 58 feet by 86 feet. One-half (referred to as Gard A) measures 58 feet by 44 feet, and one-quarter measures 28 feet by 42 feet (Gard B or C). The following furniture is available for use: eight rectangular tables (30" x 96"), 36 round tables (66" diameter) and 306 stackable ballroom chairs. The 66" round table can seat 8 very comfortably – 10 in a pinch. **The kitchen** has its own service entrance and has a large pass-through counter top to Gard Hall (part B).

Both the **Library** and **Conference rooms** are upstairs. The Library measures 19 feet by 23 feet, and the Conference Rooms measures 19 feet square. All three are configured with one large conference table and chairs.

Audio Visual Equipment

A multimedia system is available in Gard Hall. This consists of a video projector and screen permanently installed in Gard Hall A, ceiling speakers throughout Gard A, B & C, a CD/DVD player, and a handheld microphone. The system also has a VGA input for computer-driven audio/video and has an audio line-input that

bypasses the amplifiers to accommodate bands that have their own audio equipment but want to use the overhead speaker system. A specially designed control panel makes the entire system easy to use (normally pressing only two buttons). The Event Coordinator will provide accessibility to the AV system in Gard Hall.

Room Fees – single use/ subject to increase with 30 days notice

Room	Room Size	Maximum Number of People (Approximate)		Facilities Usage Donation Amounts (Note 1)				
				Church Event	Member-Sponsored		Non-Member	
		Conference/ Banquet	Auditorium		Room Amt	Set Up/ Take Down (If Req'd)	Room Amt	Set Up/ Take Down (If Req'd)
Gard Hall (Entire Room)	58' x 86'	360 (36 66" round tables)	700	NC	\$450 (Note 5)	+\$100	\$600 (Note 5)	+\$100
Gard Hall (1/2)	58' x 44'	180 (18 tables)	350	NC	\$225 (Note 5)	+\$75	\$300 (Note 5)	+\$75
Gard Hall (1/4)	29' x 42'	60 (6 tables)	150	NC	\$85-125 (Note 5)	+\$50	\$150 (Note 5)	+\$50
Library & Classrooms	19' x 23'	N/A	10 - 15	NC	\$30-\$50	NA	\$100	NA
Conference Room	19' x 19'	N/A	15 - 20	NC	\$60-80	NA	\$100	NA
Kitchen Use (see note 1 & 4)				NC	\$50 - \$150	NA	\$50 - \$150	NA
Sanctuary (Ministry-approved events)			350	NC	\$200-\$500 (Note 10)	\$75	\$500+ (Note 10)	\$75
Sanctuary-Weddings		N/A	350		\$1,000		\$1,500	
Equipment								
Video Projector		N/A	Need Technician	NC	NC	N/A	\$25	N/A
Other								
Late Hour					\$100 per hour (Note 4)			
More than 4 Hours					20% per hour beyond 4 hours			
Assistant					Cost to be determined			

Notes:

1. Event Coordinator Fee is included in the Facilities Usage Donation amount.
2. Gard Hall furniture: 35 66" round tables, 8 30"x96" rectangular tables, and 300 stackable ball room chairs.
3. Round tables can seat 8 comfortably, 10 if necessary, at a 66" round table.
4. Fees will depend on the type of event and kitchen usage. LNPC must approve any caterer to be used.
5. **A \$300 deposit is required for reserving 1/2 Gard Hall or all of Gard Hall.** A \$100 deposit is required for all other reservations. Deposit will be refundable if more than 30 days cancellation notice given.
6. Set up and take down service is optional, based on Event Coordinator evaluation. Renter is responsible for light cleaning of room and kitchen following event plus taking out trash generated by event.
7. Events that go beyond 10:00 pm will incur an additional \$100 fee per hour.
8. Prohibited items: Smoking on church grounds, alcoholic beverages, illegal substances, glitter, confetti, rice, birdseed, smoke or fog devices, open-candle flame (subject to approval). **Failure to abide by these prohibitions will result in immediate termination of the agreement you have signed.**
9. No wall decorations or anything that leaves permanent marks or damage - or anything in bad taste.
10. In addition to the room fee, the event sponsor must pay for the following, if required; a) organist or pianist, b) soloist, and/or c) audio/video technician.
11. The Sanctuary is available only for events approved by the Pastor and the LNPC Session (governing body). The room fee does not include organist/pianist, soloist, or audio/video technician.
12. The Event Coordinator may require a paid assistant for large events of 2 or more hours, for which an additional fee may be required.