

Facility Usage Policy
Seventh Street Christian Church (DOC)
Richmond, Virginia

The following policies are provided as guidelines for those organizations and/or individuals who desire to use the various facilities of Seventh Street Christian Church (hereafter: SSCC). These policies are not intended to restrict the use of our facilities, but to provide a clear understanding of considerations concerning both parties and what is expected of each. Any and all parties requesting to use the facilities herein will be referred to as the User. Please see separate addendums to this Facility Usage Policy existing for:

- Non-church sponsored activities or organizations requesting use on a recurring basis; and
- Weddings

Facility Usage Policies:

1. All activities must be cleared through the Facility Coordinator and recorded on the electronic Google calendar in order to avoid conflict(s) with any other group, including the congregation. The electronic Google calendar will be printed and displayed weekly in the church office for the current month and the next two months as a scheduling reference for Users onsite.
2. SSCC retains the right to deny usage of building and property to any individual or group deemed by the Board Chair and Pastor as not appropriate for a Christian environment (this includes political events and individuals or groups who demonstrate or profess “hateful rhetoric” or promote violent activities).
3. The safety of Users at Seventh Street Christian Church is a high priority. Users are responsible to monitor doors and for identifying persons who should be admitted for a particular meeting or event. Doors are not to be left unlocked or propped open unless monitored.
4. In the case of an onsite emergency, please first call 911. Then contact our Facility Coordinator at (804) 389-0406. Exit Doors are never to be blocked.
5. Non-church sponsored activities or organizations will be charged a building-use fee, custodial fee, and deposit, all three depending on location(s) and duration of activities. The fees and deposit must be paid and the Room Reservation Form must be completed in full a minimum of seven days before the date of usage. SSCC retains the right to waive these fees and deposit.

6. Possession or use of any and all illegal drugs is not allowed anywhere on or in any and all facilities of SSCC.
7. "Open Carry" of weapons/firearms is not allowed.
8. All buildings are smoke-free.
9. Serving of food or beverages is limited to the fellowship hall (Hanover Hall), the Parlor, the Library, and on limited basis, Christian Education rooms.
10. Due to potential liability risks, no alcohol is allowed on premises.
11. All moving and rearranging of any items or furniture must be cleared, in advance, through the Facility Coordinator. The Communion Table must remain on the chancel at all times. Paraments may be removed from the pulpit, lectern, Communion Table, and banners from the walls. All decorations and paraments, etc. must be returned to original location after events.
12. Displays, banners, poster boards, etc. and decorations may be attached to surfaces only if non-marring, temporary fixation devices are used.
13. Profanity, physical violence, and intoxication are prohibited.
14. No outdoor sports equipment including, but not limited to, soccer balls, footballs, baseballs, bats, basketballs, skateboards, roller blades, roller skates, hard plastic Frisbees, hover boards, bicycles, water balloons, Segways, etc. is/are to be used in any room of SSCC at any time.
15. No furnishing or equipment is to be removed from the premises.
16. SSCC is in absolutely no way responsible for the security and care of personal belongings (for example, lap-top computers, purses, backpacks, wallets, cell phones, etc.). SSCC is a public space and personal belongings must be cared for as if in a public space such as a library or airport.

17. Users are responsible to check that all lights and electric devices are turned off, doors are locked and secure, building is vacant, trash has been placed in outside cans, and furniture returned to proper place(s) at the conclusion of an event.
18. Users are fully responsible for charges to repair or replace any item or property that is damaged while using SSCC facilities. All damages must be reported to the Facility Coordinator on the first business day after a scheduled event.
19. Building temperature is not to be adjusted on a “per event basis;” individual air conditioning units located in many rooms may be used as needed (must be turned off when room not occupied).
20. No individual or group is allowed to distribute any political literature in or on Church property. Should anyone desire to distribute any literature -- religious and non -- it needs to be cleared by the Pastor, with the concurrence of the HR Committee.
21. Persons under 18 years of age must be supervised by an adult at all times.
22. SSCC is an “animal friendly” environment. All animals on church property must always be leashed or caged and all droppings or messes must immediately be cleaned up and properly disposed.
23. All rented equipment and/or decorations, etc. that will be delivered and/or picked up after the event must be picked up the next day following the end of the event. SSCC is not liable for the security of rented equipment or items.
24. Parking: SSCC and Saints Constantine and Helen Greek Orthodox Church are neighbors. Event participants at SSCC are asked to limit off street parking to the Seventh Street parking lot located on the west end of the Education Building. On a limited basis, groups (such as Senior Citizen Center day trips, etc.) may use the parking lot as a gathering point for day trips that involve carpooling or bus transportation. Requests must be submitted to the Facility Coordinator and recorded on the electronic Google calendar. No more than 25 vehicles are to be left in the parking lot for activities not occurring in church buildings. Abandoned vehicles (a vehicle that is in the parking lot for over 48 hours and there has been no notification of circumstances to and acknowledged by the Facility Coordinator) will be reported to the Richmond Police Department and towed at the owner’s expense. SSCC is in no way liable for the security or damage to any vehicle parked on SSCC property.

25. Custodial Responsibilities

The basic philosophy to this Facility Usage Policy is that the facilities are to be returned in a condition as good as or better than received. Users are expected to inspect the reserved facility both upon arrival and before departure. Upon this inspection, any condition that the User feels should be noted to assure they will not be held responsible for correcting must be provided in writing to the Facility Coordinator before their event. User will be charged for any damage to any part of the facility, equipment and furnishings entrusted to the User as well for any additional non-routine cleaning required to bring the facilities back to their proper state of repair and cleanliness. Non-church sponsored activities or organizations must pay the Custodial Fee. The Custodial Fee covers restocking and cleaning of restrooms, general light “touch-up” cleaning of surfaces and flooring, and additional labor by the custodial staff. The Custodial Fee does not include washing of dishes, unloading or loading of rented decorations or equipment, or moving of church furnishings. SSCC retains the right to waive this Custodial Fee.

26. Multi-use rooms, such as Hanover Hall, have a “standard set” of table and chair locations. All users are responsible for adjusting room arrangements to meet the needs of planned events and to reset the room to its original configuration. A diagram of the “standard set” of multi-use rooms is posted in each room and is also available in the Church Office.

27. Revocation of Use

Any activity by the User, attendees or invited guests, which is determined at the sole discretion of SSCC Board to be inconsistent or nonconforming with this policy, shall be cause for immediately revoking its permission for use of its facilities to the User. In the event of this determination and action, the User understands and agrees to suspend immediately all activities and to vacate the premises of SSCC, including its attendees and invited guests, and to remove any property solely owned by the User.

28. Indemnification

SSCC, its agents, employees, and members will be indemnified and held harmless against any claims of injury, actual or alleged together with all costs, arising out of or from the use of its facilities by the User, their guests, performers, hired or volunteer assistants, and/or individuals participating in or preparing for activities associated with the use of SSCC facilities and furnishings.

29. Scheduling Conflicts or Church Cancellation/Closing

A reservation for use of SSCC facilities does not constitute a contract or lease of any type between SSCC and User. The Facility Coordinator, Board Chair, and Pastor, at their sole discretion, may revoke permission for use of SSCC facilities in the event that an official function of SSCC must occur on the date or time of the scheduled event or due to any other unforeseen circumstance such as inclement weather. It is understood that SSCC will take all reasonable actions to attempt to avoid scheduling conflicts. In the extreme situation where a conflict or church cancellation/closing cannot be avoided and the User's event must be canceled, the church will return all fees and deposits within 3 business days.

30. Deposits

The entire deposit, less the standard building-use fee and custodial fee, will be returned to the User if the facilities have been properly cared for, cleaned, and furnishings properly returned to original places. Refund of the appropriate amount of remaining deposit will be made by check issued by SSCC within 14 days. In the event that additional cleaning is required or there is damage to be repaired and/or items replaced the User will be notified within 48 hours of the beginning of the next business day after the event that the entire deposit will be held until the matter is settled.

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Adopted by the Church Board on 3/13/17