

SOUTH CHURCH

General Building Use and Fee Schedule

South Church Facilities are maintained for God's glory and to promote His Kingdom here on earth. Use of the facilities must fall within the guidelines set forth in the following policy. South Church will not allow use of its facilities by individuals or organizations whose philosophy and goals are contrary to those of the church. While making use of these facilities, remember at all times to use them with reverence and dignity.

The first priority for use of the facilities is the needs of South's ministries. An activity shall not interfere with South's use without prior consent of the department whose schedule must be adjusted to accommodate the activity.

Ministry groups and organizations which are under the direct oversight of South Church may schedule facilities for events without a fee being charged. All non-South groups, organizations and private family functions requesting use of facilities are subject to availability and prior approval, and to the appropriate fees as listed in this schedule.

ROOM RESERVATIONS can be made by filling out a Facility Use Reservation Form found on the bulletin board by the main entrance. Refer to Seating Capacity Guidelines before requesting a room.

The Business Manager, or the Executive Pastor, or their designee in their absence, has the authority to grant or deny schedule requests.

South Church reserves the right to deny rental or use of its facilities to any person, group or organization.

To **RESERVE EQUIPMENT** and ensure that it will be set up in the room needed, it must be requested on the Facility Use Reservation Form at the time of application. Requests for additional equipment after the application has been processed must be submitted in writing at least twenty-four hours before the scheduled event. If an event has been cancelled, call the church during business hours.

South reserves the right to require any non-South groups to maintain during the term of rental and use liability insurance covering use of the rented premises with limit greater than or equal to \$300,000 with South Church of Lansing Michigan as additional insured, and provide a **CERTIFICATE OF INSURANCE** as evidence of such coverage. The renter assumes responsibility for any damage to church property arising out of the rental use.

The person or organization receiving permission for use of the facility or grounds shall be responsible for **DAMAGE** to, or loss of, church property during the time of use.

South Church is not responsible for any lost, stolen, or damaged items.

ALL GROUPS USING ROOMS MUST LEAVE THEM IN THE SAME CONDITION AS THEY WERE FOUND.

ALCOHOLIC BEVERAGES are prohibited on South Church property. In deference to sincerely-held convictions on the part of some Christians, **DANCING** is also prohibited.

SMOKING is prohibited inside any South Church building.

There will be no **CONSTRUCTION CHANGES** made to any facility without written approval from the Business Administrator.

All **TEMPORARY DECORATIONS** that require mounting need to be hung on a bulletin board or by using 'poster putty' or 'plasti tack.' Please do not use tape.

All **PERMANENT DECORATIONS** must be approved before being placed outside or inside the South Church facilities. For further policies on decorations see the Wedding Policy. There will be no display of recognition for any donated item or decoration given to South Church.

THE CHURCH BUILDING WILL GENERALLY BE OPEN:

Sunday	8:00 AM – 9:00 PM
Monday - Friday	6:00 AM - 6:00 PM
Saturday	CLOSED except for scheduled special events

Times will be extended for scheduled events and may vary for holidays and/or special events. The use of the building during non-conforming hours must be requested at least one week in advance. A facilities staff person will be on-duty during conforming hours.

All activities must have an **ADULT SPONSOR** in attendance at all times.

Only designated Dry-Erase Markers can be used on the **WHITE BOARDS**. Please erase boards when finished.

If you make **COFFEE**, please clean the filter baskets and pots after using them. **RED AND GRAPE BEVERAGES** or punch mixes are prohibited in the facilities of South Church.

Be sure to turn off lights and make sure the door is closed when **VACATING** the room being used.

Groups or individuals wishing to use the **KITCHEN** must review the Kitchen Use Policy. Non-South groups will be charged for actual costs of coffee and supplies. For catered Meals, a \$150.00 deposit is required. The deposit is refunded if the kitchen is left clean and undamaged with all dishes and utensils accounted for.

CONCOURSE AREAS

No food or beverages will be served in the Concourse area without prior approval.

The **WELCOME CENTER** is to be used as a place from which to distribute information, both written and verbally. Sign-ups and the sale of merchandise (exception would include recordings of the service and tickets) must take place in other areas. Sign-ups are to take place at the Information Center. Sales of merchandise (such as a guest artist's recordings or a guest speaker's books) must be at tables with skirting and coverings.

All information to be posted on the **BULLETIN BOARDS** in the Concourse areas must be submitted to the Publications Coordinator for approval and posting. Organizations given permission to display dated material are responsible for maintaining adequate supplies of fliers, brochures, etc. and removing and disposing of all materials once the event has taken place.

WORSHIP CENTER

The primary use of the Worship Center will be worship services, weddings, funerals and rehearsals for these events. With approval from the Pastor of Worship Ministries other events such as Christian concerts and meetings may also take place at various times.

There will be no food or beverages allowed in the Worship Center.

Saturday after 3:00 and Sunday weddings will not be allowed due to the conflict with worship services set-up.

All events in the Worship Center require an approved South Church sound technician and non-South events will be charged an additional fee.

MEMBER'S PERSONAL USE: \$100.00
CHRISTIAN ORGANIZATIONS/CHURCHES: \$500.00 for non-profit type events. Individual fee to be determined per event showing a profit.

HOUSE SOUND SYSTEM: \$35.00 per hour
FULL STAGE & HOUSE THEATRICAL LIGHTING: \$35.00 per hour
PLATFORM: Choir Risers \$35.00 (Set-ups and/or removal)
Orchestra Risers \$10.00 each (Set-ups and/or removal)

FIRESIDE ROOM

The main purpose of this room is to serve as a Guest Reception area on Sundays after the morning services. Other activities such as Bible studies, meetings or banquets of 24 people or less will be considered on a request basis during the week.

MEMBER'S PERSONAL USE: \$50.00
CHRISTIAN ORGANIZATIONS/CHURCHES: \$75.00

SOUTH LIFE CENTER

The South Life Center is a multipurpose room suitable for receptions and banquets as well as sport's activities. A sound system and lighting system are available, but must be requested on the Facility Use Reservation Form.

STUDENT MINISTRIES CENTER

MEMBER'S PERSONAL USE: \$150.00
CHRISTIAN ORGANIZATIONS/CHURCHES: \$250.00
SOUND SYSTEM: \$10.00 charge (additional charge of \$25.00 per hour for a technician if requested)

EDUCATION AREA

CLASSROOMS – All rooms must be reserved using a Facility Use Reservation Form. The Publications Coordinator will help determine what room is best suited to your need. It is assumed that the scheduled activity will use the room as setup without prior arrangements being made with the Custodial Department.

NURSERY – Nurseries will be staffed on Sundays during all services and Wednesday evenings during Family Night activities. All other groups wishing to use the nursery facilities will need to arrange for child care workers and make arrangements to use the facilities with the Director of Children's Ministries. Once approval is given by the Director of Children Ministries a Facility Use Reservation Form must be submitted to the Publications Coordinator.

MEMBER'S PERSONAL USE: \$20.00
CHRISTIAN ORGANIZATIONS/CHURCHES: \$50.00

COMMONS

The Fellowship Commons serves as a gathering place on Sunday mornings for the Adult Communities and also serves as a small dining area or meeting room when tables are required. The kitchenette is to be used only for reheating, not for complete preparation of meals.

MEMBER'S PERSONAL USE: \$50.00
CHRISTIAN ORGANIZATIONS/CHURCHES: \$75.00

STUDENT MINISTRY LOUNGE

MEMBER'S PERSONAL USE: \$75.00
CHRISTIAN ORGANIZATIONS/CHURCHES: \$100.00
SOUND SYSTEM: \$10.00 charge (additional charge of \$25.00 an hour for a technician if requested)
VIDEO PROJECTION: \$25.00

SOUTH HOME SCHOOL GROUPS

All Home School groups, with their make-up being a majority of active South members, using the facility on a weekly basis for several months will be charged a **MONTHLY FACILITY USAGE FEE OF \$50.00**. This fee is for groups using up to four rooms (Worship Center excluded) once a week for an extended period of time. All other scheduled events by these groups will be considered on an individual basis.

NOTICE Fees for an event requiring more than one day usage will be considered on an individual basis.