

# **Sherman Street Christian Reformed Church**

## **Property Use Policy**

### **I. Introduction**

The building and grounds of Sherman Street Christian Reformed Church (hereafter, church property) are intended as a place of worship and ministry to the glory of God. Any use of church property or equipment should honor these purposes.

### **II. Availability**

- A. The building facilities are ordinarily available by reservation Monday – Friday from 8:00 am – 10:30 pm and on Saturdays from 8:00 am – 5:30 pm. Sundays are reserved for church use.
- B. In most cases, the building facilities are available to be reserved for private functions (e.g. weddings or family celebrations) on a first-come, first-served basis.

### **III. Property Use**

#### **A. Reservation of Church Property**

- 1. Church members and attenders may reserve use of the church property by contacting the Administrative Assistant in the church office at 616-452-7034. Use is subject to availability. There will not be a fee for use by members or attenders unless special custodial or technical services are required. Unusual requests to use the church property will be directed to the Operations Manager.
- 2. For groups or individuals not associated with the church or its ministries, permission must be obtained from the Operations Manager in order to reserve use of the church property. Unusual requests to use the church property may be directed to the Administrative Council. Fees may be charged as detailed in Section IV.
- 3. Any long-term requests to use the church property will be directed to the Operations Manager. Fees may be charged as detailed in Section IV.

#### **B. General Rules**

- 1. All groups or individuals using the church property must assume full responsibility for leaving the church as it was then they arrived. This will include returning tables and chairs to their proper places, washing and putting away any dishes used, and generally leaving things clean and in good order. If additional cleaning needs to be done by the custodian, the group or individual will be charged at a rate of \$20 per hour. This amount may be deducted from the security deposit.
- 2. All groups or individuals using the church property are responsible for the conduct of all those in attendance. This includes responsibility for any church property or equipment damaged, destroyed or lost due to recklessness, misuse or negligence.
- 3. All groups or individuals using the church property agree that Sherman Street Christian Reformed Church its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the group or individuals using the church property.
- 4. Sherman Street Christian Reformed Church cannot be responsible for the loss of or damage to the personal property of the group or individuals using the church property.
- 5. If the nurseries are used, there must be adult supervision at all times. Care must be taken not allow older children to use toys not intended for them.
- 6. Only light-colored cold beverages (e.g. lemonade or light punch) may be served. To prevent staining, no red or purple punch or juice may be served. Any beverage spills must be cleaned up immediately.
- 7. No alcohol may be served on church property.
- 8. No smoking is allowed on church property.
- 9. No rice, confetti, glitter or seeds may be used on church property.
- 10. No masking tape, duct tape, tacks or pins may be used on the pews and walls. Poster putty is the preferred product for hanging any decorations.
- 11. The piano, organ and drum set may not be used by anyone except those designated to play for a wedding, funeral, or other event.

12. Weddings and events at Sherman Street Christian Reformed Church take place within the context of a worshipping community. **As such, banners or other liturgical artwork for the season may not be removed for the event.**
13. Any use of church audio or projection system requires a trained operator from the church. The church office will schedule an operator and a fee will be charged as detailed in section IV.
14. If the liturgical furniture (pulpit, font, communion table) needs to be moved, this will be done by the church custodian.

C. Weddings

1. Weddings are subject to all of the above Reservation and General Rules for use of church property. In addition, Sherman Street Christian Reformed Church reserves the use of its property for Christian weddings. If no member of the wedding party is directly connected with the church, then approval of the Administrative Council is required before the wedding can be officially scheduled.
2. Members of the wedding party must meet with the Operations Manager or the Administrative Assistant to clarify the details regarding the wedding and rehearsal.
3. For all weddings a custodial fee will be charged as detailed in Section IV.
4. For a reception and/or rehearsal dinner at the church in conjunction with the wedding the church fellowship hall and kitchen (on the basement level) may be reserved. Additional fees may be charged as detailed in Section IV.

IV. Fees

- A. See the fee schedule below for fees related to use of the church facilities. Fees may be reduced or waived when financial need is evident.
- B. Note that fees for church rental do not include pastors' or musician's fees. These fees must be negotiated in advance with the specific persons involved..
- C. All checks are to be made out of Sherman Street Christian Reformed Church and sent or delivered to the church office: 1000 Sherman St. SE; Grand Rapids, MI 49506.
- D. Security deposits will be returned, less any deductions for cleaning, damages, etc., within ten days of the completion of the event.

| Weddings                            | Non-affiliated users | Members and attenders |
|-------------------------------------|----------------------|-----------------------|
| Sanctuary(seats 550)/lobby*         | \$100                | \$0                   |
| Fellowship hall/ downstairs kitchen | \$100                | \$0                   |
| Custodian+                          | \$75                 | \$75                  |
| Audio Technician+                   | \$75                 | \$75                  |
| Security Deposit                    | \$100                | \$0                   |

\* Includes the use of bathrooms, upstairs kitchen, dressing rooms, and nursery if needed.

+ The fees cover up to 5 hours of the custodian/audio technician's time for a wedding and rehearsal. Time in excess of 5 hours will be billed at a rate of \$20 per hour and/or deducted from the security deposit.

| Other Events                         | Non-affiliated users | Members and attenders |
|--------------------------------------|----------------------|-----------------------|
| Sanctuary/lobby*                     | \$50                 | \$0                   |
| Fellowship hall/ downstairs kitchen* | \$50                 | \$0                   |
| Custodian                            | \$20/hr if needed    | \$20/hr if needed     |
| Audio Technician                     | \$20/hr if needed    | \$20/hr if needed     |
| Security Deposit                     | \$100                | \$0                   |

\*These rates reserve the church facilities for three hours. Additional time at a rate of \$25 per hour.

## Application for Building Use at Sherman Street Church

We are pleased that you have chosen to use our facilities for your special occasion. To allow us to better serve you, please complete and return this form along with the appropriate fee(s). The space will not be reserved until this form, along with the security deposit, is received by the office staff.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email: \_\_\_\_\_

Proposed use: (wedding, family celebration, etc.) \_\_\_\_\_

What facilities will be used: Sanctuary \_\_\_ Lobby \_\_\_ Dressing room(s) \_\_\_ Upstairs Kitchen \_\_\_  
Fellowship Hall \_\_\_ Downstairs Kitchen \_\_\_ Nursery \_\_\_

Date / time of proposed use: \_\_\_/\_\_\_/\_\_\_ from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

For weddings, please indicate the following:

Time of wedding: \_\_\_\_\_ Estimated time of wedding party arrival: \_\_\_\_\_

Rehearsal date and time: \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ am/pm

Florist: \_\_\_\_\_ Delivery date and time: \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ am/pm

Officiating minister's name and phone: \_\_\_\_\_

Musician's name and phone: \_\_\_\_\_

Please see the guidelines and the fee schedule on the attached Property Use Policy. Please include the appropriate fee(s) with this application. Checks should be made payable to Sherman Street Christian Reformed Church and sent or delivered to the address below. If you have any questions about the process or the fees, please contact the church office.

Full refunds will be granted for cancellations up to two weeks prior to the scheduled use. Cancellations within two weeks of the scheduled charge will receive a refund less a \$50 administrative charge.

**I have read the rules for building use at Sherman Street Church and agree to abide by them and to pay the appropriate fee(s).**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by church staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Sherman Street Christian Reformed Church, 1000 Sherman Street SE, Grand Rapids, MI 49506  
616-452-7034, office@shermanstreetchurch.org**

### Office Use Only:

Fees \_\_\_\_\_ Security Deposit \_\_\_\_\_ Received \_\_\_\_\_

Sound Technician \_\_\_\_\_ Custodian notified \_\_\_\_\_ Calendar updated \_\_\_\_\_