

Placentia Presbyterian Church
Facilities Use Policy

- The Request for Church Facilities form will be completed by the interested party/requestor (“Group”) and submitted to events@ppc.church.
- Evaluation will be made by PPC representatives as to the approval of said request within 7 business days.
- If the request cannot be accommodated, it will be communicated to the requestor.
- If the request is approved, a worksheet with all fees and deposits will be returned to the requestor with a payment timeline.

INSURANCE

For use of the PPC facilities, Group shall procure and maintain, at their expense and for the duration of the event covered:

1. Comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives, or employees in the amount of one million dollars (\$1,000,000), combined single limit.
2. **Name Placentia Presbyterian Church as additional insured.**
3. Contain no special limitations on the scope of protections afforded PPC.
4. Be primary insurance and any insurance of self-insurance maintained by PPC shall be in excess of the applicant’s insurance and shall not contribute with it.
5. Shall be “date of occurrence” rather than “claims made” insurance.
6. Must include a 30-day written cancellation notice.
7. **Must be received by the PPC office 10 business days prior to the event.**

This Certificate can be obtained from Group’s liability insurance carrier or, if you are an individual, may be obtained from your own homeowner’s or rental insurance carrier. Event liability insurance can also be obtained separately from many carriers online.

DECORATIONS

No objects are to be suspended or attached to the ceiling, light fixtures, wall, windows, curtains, etc. Nails, staples, tape etc., will not be permitted on these surfaces. No candles, glitter, rice, bird seed, confetti, and other like materials are allowed in or around the facility. All decorations must be flameproof. It is suggested that the patron concentrate on table and portable room decorations. All decorations must be removed at the conclusion of the event by the Group.

KEYS

Keys are checked out to Group representative during PPC business hours on the day closest to the event (Tuesday – Thursday, 10 am – 2 pm).

CLEAN UP

At the end of the event, Group representative shall be responsible for:

1. Securing all doors and windows in the rental room
2. Securing the restrooms- check for running water, papers, etc.
3. Turning off all thermostats
4. Wiping down all tabletops and ensuring chairs are clean.
5. Wiping off all countertops and kitchen equipment.
6. Removals of all supplies/food
7. Removing all trash from the floor.
8. Bagging all trash and placing trash bags into the church dumpster (North side of Key Center)
9. Returning the keys to the PPC office (through the mail slot) immediately at the end of the evening

FACILITY USE FEES

- All Rental fees are hourly.
- Rental times must include at a minimum:
 - one-hour setup time
 - Designated hours for the event
 - one-hour takedown & cleanup time
- Fees shall be paid 50% at the time of booking with the balance (50%) due 10 business days before the event.
- Group's use is authorized for the rental room and patio only. Event activities will be limited to inside use of the rental room and the adjacent patio area and not expanded to any other outside areas of the PPC campus, except for passing to/from vehicle parking. Rental of Key Center includes use of exterior restrooms.
- Upon confirmation by PPC representative that rental room has been returned clean and damage-free, the cleanup & damage deposit will be returned to Group within 3 business days.
- Tables and chairs can be provided by PPC.
 - Group will complete setup and takedown of tables and chairs OR
 - Group will schedule and pay for the setup and takedown by PPC representatives.
- Group is liable for the event, guests, and any damage to the facility. Group representative must be present for the duration of the rental period.(setup, event, takedown & cleanup).
- If the event lasts longer than 20 minutes after the scheduled end time, the extra hourly rate will be deducted from the deposit.
- Smoking is not permitted anywhere on PPC campus.
- If alcohol is approved, Group will adhere to PPC alcohol policy.

Placentia Presbyterian Church

Policy for Social Use of Alcoholic Beverages (Beer and Wine only), effective March 2023

Placentia Presbyterian Church, hereinafter referred to as “PPC” desires to establish appropriate standards through this *Policy for Social Use of Alcoholic Beverages*. In doing so, PPC acknowledges that alcoholic beverages (beer and wine only) can be a fitting part of PPC sponsored activities, PPC individual member events, and events hosted by Outside Groups, when used in moderation and served in a way that honors the character and heritage of PPC, respects the concerns of congregants/groups, and protects vulnerable populations such as children, youth and people in recovery. All uses of any of PPC facilities where alcohol is to be served must first have approval from PPC’s Review Committee (“RC”).

This Policy is framed in the spirit of trust and sense of responsibility that are essential to our community at PPC; trusting leaders and staff to work together for good judgment, discretion, and consideration of others in making appropriate decisions. Recognizing that leadership and procedures continue to evolve, PPC Session will review this Policy one year after it goes into effect, and periodically thereafter. PPC Session will take steps regularly to assure that leaders and staff remain aware of this Policy and the spirit in which it is written.

Use Parameters

Church events will have first priority for facility use. Consideration for use will be determined in accordance with the following order:

1. Use for PPC events: church activities, meetings and events organized by PPC staff and/or groups of PPC.
2. Use by Individual PPC Members for events: weddings, memorial services, receptions, or other celebrations.
3. Use by Outside Groups (non-members):
 - a. Events of Outside Groups with PPC connections (e.g., community groups supported by PPC or otherwise connected to members of PPC).
 - b. Non-member individual events (e.g., weddings, memorial services, receptions, or other celebrations).
 - c. Events of non-profit groups with no connection to PPC but whose purpose is consistent with the mission of PPC (e.g., choral groups, service organizations).
 - d. Events of for-profit groups are considered NOT appropriate for use of PPC facilities where alcohol would be served.

Before the Event:

1. All requests to serve beer and wine only are to be submitted on the Facility Use Request Form. RC will review each request and decide whether to allow beer and wine service at the proposed event. RC reserves the right to make modifications or add requirements to the request as deemed necessary by RC.

2. In considering whether to approve beer and wine only service, RC will consider the proposed location and timing, and the proximity to children, youth and other vulnerable populations that might be present at the time of the proposed event.
3. Once beer and wine only service has been approved by RC for the event, the PPC calendar will be updated to note this use.
4. In keeping with the intent of this Policy, beer and wine are to be a component of the event and not the focus of the event. Examples include celebrations (achievement recognition, birthday, anniversary), private receptions (weddings, funerals) and community group / conference receptions. Communications about the event should focus on the event's purpose and not highlight the availability of beer and wine.
5. When the event is sponsored by an Individual PPC Member or an Outside Group:
 - a. A responsible individual who is Responsible Beverage Service (RBS) certified (<https://abcbiz.abc.ca.gov/>) or licensed bartender must be designated to oversee the alcohol service and be present during the entire event. Beer and wine service is to be provided by people at least 21 years of age.
 - b. PPC is to receive a copy of the RBS certification or bartender license 10 business days prior to the event.
 - c. There is an extra \$500 security deposit for alcohol service by Outside Groups.
6. For Outside Group events where beer and wine is served, on-site security is to be provided at Outside Group's expense.
 - a. Outside Group is to contract for on-site security officer(s) with a licensed security firm.
 - b. Outside Group will provide one (1) on-site security officer per 100 anticipated participants.
 - c. A written plan of the proposed security arrangements will be provided 5 business days prior to the event, subject to approval by RC. This plan will include, at a minimum, the name of the licensed security firm, the number of anticipated participants at the event, the number of security officers and the hours of on-site staff.
7. For the event, a one-day event insurance is required as per PPC's insurance carrier. The presenting group (an Individual PPC Member or an Outside Group) is responsible to obtain insurance and provide proof of insurance at least 5 business days before the event. The proof of insurance where alcohol is being served shall include listing Placentia Presbyterian Church as an additional insured with limits equal to or higher than \$2 Million.

During the Event:

1. A responsible individual who is Responsible Beverage Service (RBS) certified must be designated to oversee the alcohol service and be present during the entire event (including clean-up). Beer and wine service is to be provided by people at least 21 years of age.
2. Beer and wine may not be sold (no cash bars).
3. Event attendees are expected to take individual responsibility for their drinking behavior. Anyone consuming alcohol must be at least 21 years of age. When beer and wine are served at intergenerational events, a parent or responsible adult should provide continuous, direct supervision of children and youth.
4. Non-alcoholic beverages (coffee, soft drinks, tea, water, etc.) must always be available.
5. It is strongly recommended that appropriate food (snacks or a meal) accompany any beer and wine service.
6. Food and drink (beer, wine, non-alcoholic) is restricted to indoor use only. No food or alcohol is permitted outside the facility, except in the transport to / from the facility. No outside standing / drinking is permitted.
7. At the end of the event, alcohol must be removed from the campus. It may not be stored in church refrigerators. All bottles, cans, trash to be thrown away in on-site outside trash dumpsters.

Additional Requirements

8. Food is to be prepared ahead of time. The kitchen will be used for staging of prepared food only.
9. Alcohol service is to stop one (1) hour before the event is over, no later than 10:30 p.m.
10. Music is to stop 30 minutes before the event is over, no later than 11:00 p.m.
11. Doors to remain closed throughout the event.

**Policy for Social Use of Alcoholic Beverages (beer and wine only)
Acknowledged and Agreed to:**

Event Designated Representative printed name, title (if appropriate)

Date

Event Designated Representative signature

Placentia Presbyterian Church
Facility Use Fees, hourly rates

	Non-Profit / School		Private / Personal		Commercial	
	Mon - Thu	Fri - Sun	Mon - Thu	Fri - Sun	Mon - Thu	Fri - Sun
Key Center and Trinity Center and Worship Center	\$100.00	\$ 140.00	\$ 140.00	\$ 180.00	\$ 180.00	\$ 220.00

Exceptions: Student Led, practice/activity use with no setup/takedown = minimum wage

Trinity Center and Worship Center w/use of Sound System	\$ 130.00	\$ 170.00	\$ 170.00	\$ 210.00	\$ 210.00	\$ 250.00
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Conference Room \$ 50.00

Flat rate fees & Deposits

Setup fee \$ 200.00

Takedown fee \$ 300.00

Refundable Cleaning/Damage Deposit \$ 300.00 Worship Center & Key Center

\$ 200.00 Trinity Center

Upon confirmation by PPC representative that rental room has been returned clean and damage-free, the damage deposit will be refunded.

***Deposit for beer and wine service. \$500**

Key Center Room Capacity

Tables & Chairs - 300 people

Assembly - 500 people

Trinity Center Room Capacity

Tables & Chairs 80

Assembly 200

Worship Center Room Capacity

Pews - 240