



MOORPARK PRESBYTERIAN CHURCH

13950 PEACH HILL DR, P.O. BOX 1007, MOORPARK, CA 93020
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Facilities Use Policy

Moorpark Presbyterian Church (MPC) is grateful to God for its many facilities and intends to make them available to others. These facilities were consecrated to further the purpose of MPC which is to glorify God and to help people become fully committed, joyful disciples of Jesus Christ.

All of our local church programs have priority for scheduling use of these facilities. However, they may be used by other organizations whose activities and purposes are judged to be compatible with MPC's stated purpose and meet the guidelines of the Presbyterian Book of Order. MPC reserves the right to refuse or discontinue use of any or all church property to any individual or organization without explanation.

Before any reservations for use will be accepted, MPC's body of Elders (Session) will be consulted to avoid any conflict with the long-term plans of the church's ministries. Only those events approved by Session may be scheduled.

To request use of MPC's facilities, follow these steps:

- 1) Submit a **cover letter** and a completed Facilities Reservation Application form. The cover letter should be sufficiently precise to permit the Session to be assured that the event(s) meets MPC's standards of acceptability. It should include:
 - information about the organization requesting use
 - a plan detailing the nature of the event(s)
 - proposed advertising materials (if applicable)

The **Facilities Reservation Application form** is available in the church office or through the church website and may be submitted to MPC by fax, e-mail (loris@mppres.org and sheri@mppres.org), post, or office walk-in. Upon request, blank application forms may also be mailed, faxed, or e-mailed to organizations requesting facilities use. The completed application will be brought before Session at its next regularly scheduled meeting (the second Tuesday of each month).

- 2) Once the event has been approved by Session, confirm with the church office that the date and space is available on the church calendar.
- 3) After confirmation of date and time, the following is necessary to hold a reservation:
 - a. Proof of liability insurance with MPC added as an additionally insured party.
 - b. Signed Statement of Assurance (which states that the requesting organization has performed background checks on all adults working with minors), if applicable.
 - c. To reserve the sanctuary, a \$250 security deposit and 10% of all remaining fees must be received in the office.
 - d. To reserve any other space, a \$30 deposit must be received in the office.
- 4) Remaining fees must be received 2 weeks before the date of the event.

General Regulations:

- 1) The use or consumption of any alcoholic beverage or controlled substance on the property is prohibited.
- 2) The use of tobacco on the property is prohibited.
- 3) Regarding food preparation/service at an event:
 - a) Food or beverage consumption is prohibited in the sanctuary.
 - b) Food preparation is limited to warming only.
 - c) If a caterer is necessary, the caterer must contact the church office 3 weeks prior to the event to make necessary arrangements.
 - d) Food storage prior to the event is not available.
 - e) No food is to be left or stored on the property after the event.
- 4) Children are not allowed to play unattended.
- 5) Because we respect our residential neighbors, all events must end by 10:00 p.m.
- 6) Any property of MPC, including but not limited to dishes, appliances, and tables, must be cleaned and stored after use. If additional cleanup is required, the user will be charged an additional custodial fee at a rate of \$30/hour.
- 7) No nails, tacks, screws, tape, glue, or any other fastening devices shall be used on any of the walls, ceilings, floors, windows, doors or furniture.
- 8) Use of open flames, including candles, must be authorized by MPC and must fall within fire code regulations and the safety requirements of MPC's liability insurance.
- 9) All trash must be removed from within the buildings and placed in the parking lot dumpster. Trash cans must be re-lined with the provided liners and returned to their original locations.
- 10) Equipment, supplies, or personal effects may not be stored on the premises. MPC is not responsible for lost, stolen or damaged items.
- 11) All recurring activities will be subject to review.
- 12) If any of the following occur:
 - a) Disregarding regulations
 - b) Poor conduct of participants
 - c) Lack of care and respect for propertyan MPC representative will contact those involved for corrective action. If satisfactory action is not taken, MPC reserves the right to terminate the use of its facilities.

Musical Instruments and Sound Equipment

MPC's musical instruments, including but not limited to the piano and drum set in the sanctuary, may not be used or moved without approval by church staff.

MPC's sound equipment, including but not limited to microphones, microphone stands, music stands, guitar stands, amplifiers, and keyboards may not be used or moved without approval by church staff.

Custodial and Technical Support

An MPC representative will be available for unlocking and locking the facilities.

Room set-up, including but not limited to moving tables and chairs is the responsibility of the group, individual, or organization using MPC's facility. After the event, all furniture must be put away and rooms returned to their previous configuration. Assistance with the AC system, setup and cleanup can be made available upon arrangement (see fee schedule). Only MPC trained personnel will be allowed to operate the sound and projection systems (see fee schedule).

Return of the Security Deposit

After the event has been held, the security deposit will be returned if all General Regulations have been followed.

Fee Schedule

Please call or come by the church office for a current listing of building use fees for various areas of the church. Fees will be refunded if notice of cancellation is made at least 60 days prior to the event.