

Coventry Church of the Brethren
946 Keen Road
Pottstown, PA 19465-7532



*Facilities Use
Guidelines and Policies*

Revised October 2014

MISCELLANEOUS

Any person or group using any of the facilities and charging a fee for the purpose of making a profit (other than sanctioned non-profit organizations) shall contribute *ten percent* (10%) of the collected funds to Coventry Church of the Brethren to help defray utility costs.

VIOLATION OF POLICY

Any violation of any of the rules and regulations may automatically terminate use of the facility for those individuals or groups.

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GENERAL RULES and ADDITIONAL INFORMATION

Any group having preschool-age children, and using the nursery/toddler area, must have a minimum of one (1) mature, responsible person present at all times, and should confine the children to the nursery and rest room areas. Children should not be permitted to run through the sanctuary or other areas. The group leader is responsible for removing used diapers to the outside garbage site.

Any youth group using the gym area must be accompanied by an adult or advisor over age 18 who, in turn, will accept responsibility for the group.

No food or drink is permitted in the gym area or in the sanctuary (other than communion sacraments). Food should be restricted to the Fellowship Hall, nursery area, or other areas approved by the Properties Commission.

Any broken equipment or damage to the facility is the responsibility of the user group, and should be reported to the church office or Special Events/Wedding Coordinator.

The Fellowship Hall and kitchen will not be available before 12:00 noon on any Sunday so as not to interfere with worship services.

All activities should be kept at a reasonable noise level so as not to interfere with other activities that might be held at the same time in another part of the facility.

It is to be noted that all persons using the main church facilities on a Saturday evening must vacate the premises by 10:00 p.m. to permit the custodian time to prepare for Sunday worship and Sunday School. Persons or groups using any of the facilities should confine their activities to the area of approved use and the public restrooms, unless permission has been secured for using other areas.

POLICIES and GUIDELINES

for the use of the
Coventry Church of the Brethren Facilities

The following statements regarding the use of the facilities of the Coventry Church of the Brethren shall serve as the official policy for congregation and community groups desiring to secure the use of those facilities. Any deviation from this policy shall be only with the prior approval of the Properties Commission.

In order to prevent any misunderstanding, copies of the policy are available to all via the church website www.coventrycob.org. The guidelines and procedures below are provided to insure careful and responsible use of our facilities. Use is a privilege and should be treated as such.

OUR PHILOSOPHY

The Coventry Church of the Brethren, inclusive of the Sanctuary, the Fellowship Hall, the Christian Education Building, Gymnasium and the Pavilion, have been constructed by the membership to the glory and worship of God, and for the work of His Kingdom. The primary use of the church facilities are for the congregation and to serve the fellowship and social needs of the congregation. Additionally, there is a sincere desire to be of service to the local communities from which the membership comes.

It is our belief that as we serve each other and our neighbors, we serve Christ. For this reason, our facilities are open to others for productive uses. The facilities may be used by members of the Coventry Church of the Brethren, local community groups or individuals, provided the group or individuals intended use is in keeping with the philosophies of the church. All requests are subject to evaluation and approval by the Properties Commission. Congregational functions will receive priority over non-congregational functions.

REQUESTING THE USE OF THE FACILITIES

All requests for use of the Church, Fellowship Hall, Christian Education Building, Gymnasium or Pavilion, whether by congregational members or community groups, should be made in writing and submitted to the church office at least 30 days prior to the scheduled event. Facility request forms can be downloaded from the church website. The office staff will advise at that time whether or not that facility and date are open. If open, the request will then be forwarded to the Properties Commission for review. Additionally, the request should specify the type of activity and the approximate number of persons involved. The Properties Commission meets the first Monday of each month; therefore, this should be taken into consideration for timely submission of all requests. After the meeting, the church office will advise the requesting person/group of approval or denial of the request for use, and then arrange to have an authorized representative of that group set up a time to sign the Agreement of Use Contract prior to commencement of the planned activity.

USE OF FACILITIES BY CHURCH FAMILIES

Church families who desire to use the Sanctuary, Fellowship Hall, Kitchen, Gym or Pavilion for a wedding, family gathering, or some other appropriate private event will be charged a fee as determined by the Properties Commission. Properties commission will determine the fee based on the number of attendees, hours of usage and area(s) requested. These fees will help to offset general wear and tear and utility costs. If the event requires the use of the church custodian, the prevailing fee shall also apply. Further, it is understood that proper care of equipment will be exercised and the church will be reimbursed for any damage to equipment including repair or replacement.

BANQUET & GENERAL FACILITY USE FEES

All banquet and facility use requests must follow the policy guidelines. The fees requested for facility usage will be determined on a case-by-case basis. The Properties Commission will calculate a cost per use based on the number of people attending and the amount of hours requested. Here is a guideline of what to expect in terms of the fees:

- Fellowship Hall\$40.00 - \$175.00
- Kitchen\$50.00 - \$100.00
- Gym\$25.00 - \$50.00
- Pavilion.....\$15.00 - \$30.00
- Custodian.....\$25.00 - \$100.00
- Sound System Operator (per hour)..... \$20.00
- Special Events Coordinator \$100.00
- Certified Food Handler.....\$105.00

NOTE: The Caterer must be in contact with a member of the Kitchen Committee. Use of the kitchen may require supervision by a Certified Food Handler as approved by the Chester County Health Department.

If the Fellowship Hall or any other area of the church is to be reserved, the payment amount in full should be made to “Coventry Church of the Brethren,” and handed in to the office at least 2 weeks prior to the date of the event.

USE OF FLORISTS, CATERERS, & PHOTOGRAPHERS

When professional florists, caterers, and photographers are used, it is the responsibility of the person or group employing said professionals to acquaint them with the congregational rules and customs.

NOTE: Flash pictures may be taken as the bride and escort enter the church aisle and as the bride and groom leave the altar. No flash pictures during the ceremony, please, as this is a religious service. Following the ceremony, the couple and wedding party may feel free to return to the altar and use the church grounds to take all the pictures desired.

FUNERALS

No donation will be required for the use of the sanctuary for a funeral service. The family and/or Funeral Director should meet with the Pastor as soon as possible to discuss arrangements. The Pastor or church secretary will then notify the Special Events Coordinator of the arrangements in time to make the physical changes necessary for the service. If the deceased was a member of Coventry, the Pastor or church secretary will notify the Deacons.

If a luncheon (light meal) is desired, the Pastor or Special Events Coordinator will notify the Deacons, who will oversee the luncheon. A donation to offset meal expenses will be collected by the Deacons.

FACILITIES USE BY NON-MEMBER GROUPS

It is suggested that community groups using the facilities strictly for meeting purposes on a weekly, semi-weekly, or monthly basis, make a yearly donation to help cover utility costs. Properties Commission will review the intended use and provide financial guidelines for the group so as to cover normal building usage and to cover utility expenses. Each agreement for ongoing facility usage should be renewed on an annual basis. This will allow the Properties commission the opportunity to understand and evaluate the continued mission and expectation from the interested group or individual.

Sound technician and custodian fees will be paid directly to those persons. The details of this will be coordinated by the church office.

WEDDINGS

Wedding dates should be set as far in advance as possible. Under no circumstances should further wedding arrangements be made until the date has been approved. The Wedding Coordinator will be used to assist the couple in all phases of their wedding at Coventry. Additional information on wedding protocol will be provided by the church office with the facility use agreement.

If an organist other than the church organist is used, that organist must meet with the church organist to be familiarized with the instrument as different instruments have their own peculiarities. Soloists are the sole responsibility of the bride and groom. If the bride and groom desire a soloist, but do not know of one, a recommendation can be secured from the Director of Music or the Organist.

A **SECURITY DEPOSIT** of \$300.00 is required for weddings. This deposit is to be paid to “Coventry Church of the Brethren” and handed in to the office in order to reserve the date. The deposit will be returned within one week after the wedding if the rules and regulations set forth in this booklet have been followed, and there is no damage to church property. Fees for the Wedding Coordinator, Custodian, Organist, and Sound Technician will be paid directly to those individuals and are not included in the security deposit.

Flowers used for a ceremony or service may be used “in honor of” or “in memory of” for a Sunday morning service upon permission from the Flower Committee. The church office can help coordinate this request. The church has some palms which may be used for weddings, at the direction of the Flower Committee.

If a candlelight service is desired, check with the Custodian and/or the Wedding Coordinator about church policy on candle use.

WEDDING FEES FOR USE OF SANCTUARY

- Sanctuary - member..... \$50.00
- Sanctuary - nonmember..... \$150.00
- Custodian - wedding and rehearsal..... \$100.00
- Organist - wedding and rehearsal \$250.00
- Sound System Operator - 4 hours \$80.00
Includes both rehearsal & wedding ceremony
- Wedding Coordinator \$100.00

NOTE: We do not allow the throwing of rice but do allow the use of bird seed.

WEDDING RECEPTIONS IN THE FELLOWSHIP HALL

- Fellowship Hall - member \$75.00
- Fellowship Hall - non-member..... \$150.00
- Custodian..... \$100.00
- Sound System Operator - 4 hours \$80.00
Includes both rehearsal & wedding ceremony
- Kitchen \$75.00
- Wedding Coordinator \$100.00
- Certified Food Handler..... \$105.00

NOTE: A member of the Kitchen Committee must be contacted to oversee the kitchen operations.