



Channing Memorial Church

135 Pelham Street

Newport, RI 02840

(401) 846-0643 / www.channingchurch.org



Facilities Use Policy (as modified 13 May 2008)

1. **Background.** Channing Memorial Church is comprised of three buildings, the Sanctuary, Channing House, and the Parish Hall. Because of Channing's location and the beauty of the Sanctuary, Church spaces will continue to be in demand not only for services and Congregation events but also for rites of passage, regional Unitarian Universalist activities, and community events in general. Growing programs at Channing are putting an increasing demand on space use. This same growth in programming also necessitates raising more income for its support. Space rental is one source of income. A facilities use policy assists Church staff in striking a balance between space and financial needs by setting priorities for space use, establishing a fee schedule for space use, and establishing broad guidelines on appropriate activities for space use.

2. **Policy.** In accordance with the By-Laws of Channing Memorial Church, the Governing Board establishes policies to guide decision-making by Church staff and the Congregation. This facilities use policy, approved by the Governing Board, establishes such guidelines. Those empowered (set forth below) to make decisions regarding facilities use should act within these guidelines and feel empowered to make decisions concerning facilities use if not specifically constrained by this policy.

3. **Priority for Use.** The Church's facilities are maintained by the Congregation primarily for its own use. While facilities use will normally be scheduled on a first come, first served basis; conflicts will be resolved by referring to the following prioritized list:

- A. **Church events.** These are events organized by staff or members that support the ministry and programs of the Congregation. These include:
 - i. Worship Services.
 - ii. Adult and Children's Religious Education.
 - iii. Activities organized by the Minister, Director of Religious Education, Director of Music, or other staff primarily for the members and friends of the Church.
 - iv. Governing Board and Committee sponsored activities organized primarily for the members and friends of the Church.
- B. **Member rites of passage.** These include weddings, memorial services, child blessings, etc. requested by *members of the Congregation* as defined in the By-Laws.
- C. **Friends' rites of passage.** These include weddings, memorial services, child blessings, etc. requested by congregants who are not yet members but who have established a more – than – transient connection with the Congregation.
- D. **Non-profit organization events sponsored by the Minister, Director of Religious Education, Director of Music, Governing Board, or Committees that further the work of the Church as articulated in the Congregation's mission and vision**

statements. There are many such events that could fall into this category. The key criteria are that the event be formally sponsored by the Minister, staff, Governing Board or a Committee, *and* that the organization holding the activity be non-profit, *and* that the event in some way supports the mission and vision of the Congregation.

E. **Rites of passage for persons who are not members or friends.**

F. **Other events as approved by the Minister or the Governing Board.** These may include events sponsored by “for-profit” organizations or events that a Congregation member may question as being in support of the Congregation’s vision and mission. The Minister or President of the Congregation (or another designated church officer in their absence) each have discretion to schedule such events and are answerable to each other and the Congregation for such decisions.

4. **Sponsorship.** Facilities use normally requires sponsorship by a member of the staff, the Governing Board, or a recognized Church Committee (except as set forth in paragraph 3. F.). Members and friends wishing to schedule an event requiring facilities use should seek sponsorship by one of these persons or groups. Rites of passage are an exception. Facilities use for rites of passage can be scheduled directly with the Church Administrator who will be guided by the priorities set forth in paragraph 3.

5. **Who will be charged fees?** No fees will be charged for facilities use for Church events (as defined in paragraph. 3. A.) or for members’ rites of passage. Fees for friends’ rites of passage may be waived at the discretion of the Minister or President of the Congregation. Criteria for this decision will include the level of commitment of the “friend” to the life of the Congregation. Facilities use for all other events will be in accordance with the fee schedule below (or as established by the Governing Board).

6. **Fee schedule.**

Event / Space	Events
Weddings - Sanctuary	\$1500.00 ¹
Other Rites of Passage – Sanctuary	\$200.00 ²
Parish Hall Main Room (including kitchen)	\$50.00 / hour ^{2, 3}
Parish Hall Classrooms and Ladies Parlor	\$10.00 / hour / room ^{2, 3}
Channing House Rooms	\$15.00 / hour / room ^{2, 3}

¹A non-refundable deposit of \$200.00 will be required.

²A non-refundable deposit equal to 25% of the fee to be charged will be required.

³Per hour includes any fraction thereof.

7. **Rules for facilities use.**

A. **Liability.** Non-church organizations using space for programs will be asked to fill out an application for use of the space to include a release of the church from liability for damage or injury resulting from use of the space. The Church Administrator will maintain and administer these applications.

- B. **Preparation and clean-up.** The Sexton is responsible for ensuring that all facilities are ready for normal use. This includes ensuring they are clean, that routine supplies (such as toilet paper) are in place, and that light and heat (etc.) are available.

It is the responsibility of the facility user to ensure that specific preparation requirements (such as set-up of furniture, food, decorations) are met. The facility user should contact the Sexton to secure approval of any special set-up requirements (such as hanging things on the wall).

It is the responsibility of the facility user to ensure that rooms are clean and returned to the condition in which they were found. Additional fees may be charged for clean-up or repair of damage or future use may be denied.

- C. **Alcohol use.** Alcohol use will not be permitted on the premises except for church events (as defined in paragraph 3. A.) or member / friend rites of passage unless specifically approved by the Minister or President of the Congregation. If alcohol use is approved for an event other than a church event, the Sexton must be on site during the event. Arrangements must be made separately with the Sexton and his availability is solely at his discretion.

8. **Scheduling.** The Church Administrator (401-846-0643 / office@channingchurch.org) is the single point of contact for scheduling facilities use. Those wishing to schedule facilities use *must* contact her / him directly. The Minister, Church Officers, Committee Chairs, etc. are not responsible for passing on requests from others. The Church Administrator will schedule events as follows:

- A. Events scheduled in accordance with the approved calendar prepared by the Minister and Governing Board annually will receive top priority unless otherwise directed by the Minister or President of the Congregation.
- B. All other events will be scheduled on a first come, first served basis if they are sponsored appropriately. Conflicts will be resolved in accordance with the priorities set forth in paragraph 3.

Approved by the Governing Board of Channing Memorial Church at its regularly scheduled meeting on **September 11th, 2007** with fee schedule as modified on **13 May 2008**.

For the Governing Board:

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T. R. Beall

President of Channing Memorial Church