

BUILDING USE REQUEST FORM

PRESBYTERIAN CHURCH OF OKEMOS

2258 Bennett Road, Okemos, MI 48864 office@okemospres.org 517-349-9536

Groups and organizations wishing to use PCO facilities need to complete this form and submit it to the church office by email at office@okemospres.org or by mail at Presbyterian Church of Okemos, 2258 Bennett Road, Okemos, MI 48864. REQUESTS SHOULD BE MADE AT LEAST ONE MONTH PRIOR TO THE EVENT. Use of church facilities by church members and local community groups, within church guidelines, is encouraged. Building use requests are reviewed and finalized by the PCO Administration Committee. Consideration is based on parameters such as church use guidelines, the church calendar, and schedule of our Sexton.

Date of this application: _____ Date of event (one time use) _____

Dates of events (recurring events such as monthly meetings): _____

TITLE/PURPOSE OF EVENT: _____

Name of applying organization or person: _____

Applying organization's or person's contact information

Mailing address: _____ Phone: _____ Email: _____

EVENT COORDINATOR: _____ PCO Member _____ Yes _____ No

The Event Coordinator is the person responsible for organizing the event and the person who will be in charge and on site during the event.

EVENT COORDINATOR CONTACT CELL PHONE: _____ EMAIL: _____

EVENT SPECIFICS

Check appropriate box(es) indicating number of people, hours of church use, and room(s) requested.

If your request is for over 100 people or otherwise special, please explain below.

My building use will be	Sanctuary	Fellowship Hall	Kitchen	Kehde Chapel	1-2 Classrooms	Other – explain below
15 or fewer people 4 or fewer hours						
15 or fewer people 4 to 8 hours						
15 to 50 people 4 or fewer hours						
15 to 50 people 4 to 8 hours						
51 - 100 people 4 or fewer hours						
51 - 100 people 4 to 8 hours						

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TIME BUILDING USE WILL START: _____ TIME BUILDING USE WILL END: _____

_____ No meals/refreshments planned _____ Organization will bring refreshments _____ Catered food

Equipment requested: ____ Tables ____ Chairs ____ Piano

Other information related to this request:

_____ I have read and understand the Presbyterian Church of Okemos (PCO) Building Use Guidelines

_____ I understand the Presbyterian Church of Okemos does not supply liability, damage, or other insurance coverage for events or meetings not related to specific church activity. If any property is damaged, the applicant will be responsible for reimbursement or replacement of damaged property.

_____ I have read the Presbyterian Church of Okemos (PCO) Protection Policy for Children, Youth, and Vulnerable Adults

Date signed: _____ Signature of Applicant: _____

Printed Name of Applicant: _____

PCO ADMINISTRATION COMMITTEE RESPONSE

Office Use Only:

_____ Approved _____ Denied _____ Additional Information Needed

Approved Charge: _____ Approved by: _____ Date: _____

COMMENTS:

Follow up to requester made by _____ Date _____

Entered on CHURCH CALENDAR by _____ Date _____

Arrangement for building access: _____ Sexton _____ Other PCO person

(September, 2024 Revised and approved PCO Administration Committee)

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GENERAL BUILDING USE GUIDELINES

Presbyterian Church of Okemos (PCO) building facilities are available for use by church members and by community organizations. The PCO encourages use of church facilities by groups and organizations whose purpose and objectives contribute to the good of PCO church members and the community. Our facility best accommodates small to medium sized group meetings, choral events, and small musical groups. Our facility is not designed for exercise classes or athletic events. Weddings and funerals are handled directly through the church office.

Application for building use

Application for building use is made through the church office and through the church website. An application form and information about fees are available through the church office or the church website. Applications need to be submitted at least a month in advance and are reviewed by the PCO Administration Committee. Approval considerations include, but are not limited to, the church calendar, suitability of the church facility for the proposed use, and availability of our Sexton. Fees are determined by and may be adjusted by the PCO Administration Committee. Assigned meeting rooms may be changed based on need of the church. Scheduled events are subject to cancellation with notice if deemed necessary by the Pastor or the Pastor's designee.

Food and beverages

Requests for serving food or beverages must be indicated on the application form. Prepared food may be brought to the facility. The kitchen may be used for the storing of food/beverage, but may not be used to cook, heat, or otherwise prepare food. Coffee is not provided and alcohol is not allowed. Food and beverages are allowed only in Fellowship Hall and is strongly urged to be consumed at tables.

Audiovisual equipment

Groups using the church facility may bring their own audiovisual equipment with prior approval. Groups may use church audiovisual equipment, if available, with supervision from church staff.

Building access

Building access is limited to the times on the application form. Generally, the church Sexton or a church staff member will be present to let you into the building and to close the building when you leave. In some cases, other arrangements may be made. Event participants are limited to area approved for the event.

Parking

Parking is limited to the number of attendees approved for the event. Inclement weather or parking lot conditions which might present a safety hazard may cause the church to cancel the event.

Supervision

All activities must be supervised by the event coordinator listed (or their designee) on the application form. The event coordinator must be an adult and must remain on site and in the rooms requested during the event. Children under the age of 18 must be under direct supervision of someone older than 18. The event coordinator is responsible for returning tables, chairs, or other furnishings, supplies, or equipment to their original location and cleaning up after the event assuring the facility is left in good condition.

Damages

Groups using the facility are responsible for, and will be billed for, any damages to the church facility. Applicants are responsible for notifying the church office or designated contact person immediately for any damages including food spills and cleanup requirements.

General Requirements

1. Use of church facilities by community groups shall not interfere with programs and services provided by PCO.
2. The facilities shall not be used in a way inconsistent with PCO status as a non-profit organization.
3. Groups using any part of the PCO facility shall carry insurance applicable and related to scheduled activities. The Presbyterian Church of Okemos does not assume liability for any activity or consequence not covered by the group's insurance.
4. Cannabis use is prohibited, and smoking and alcohol beverages continue to be prohibited on the grounds of the Presbyterian Church of Okemos. No illegal substances or weapons are allowed on the property. No flammable or potentially dangerous materials or substances shall be used. Use of candles is not permitted.
5. No activities shall start prior to 8:00 am or last later than 9:00 pm without prior approval.
6. All decorations shall be approved, in writing by the Church Sexton, prior to the scheduled event. No booths, stands, decorations, etc. may be erected that would require nails, screws, or bolts to be driven or screwed into the building, floors, walls, or furnishings, or furniture. Tape on painted walls is prohibited. All fire safety regulations applicable to the building must be followed.
7. Any church or community group that request use of the building will be required to review the Emergency Preparedness Plan and identify a group leader responsible for the safety of the group.
8. PCO has a policy called "CHILD YOUTH AND VULNERABLE PROTECTION POLICY" on our website. Groups are expected to review and honor this policy.

These guidelines are not designed to encompass every situation related to building use. Anything not specifically covered by these guidelines is subject to review and/or approval by the PCO Pastor, Designee, or Session.

Revised SEPTEMBER 2024