

Presbyterian Church in Chinatown General Building Use Guidelines

The Mission of the Presbyterian in Chinatown revolves around evangelism, justice and service to our Chinatown and global community. In this context, the building is a sacred place to be used to provide hospitality and service, where the living water and bread of life are made available to the community.

Programs and events sponsored by our church and any of the three worshipping communities may use the premises as long as there is no conflict with the church's regular programming. Requests and reservations on the church building calendar can be made through info@pccsf.org on a first come first served basis. We would recommend 4 days notification. Approval or notification of conflict will be replied within 3 days.

All organizations and groups affiliated with the Presbyterian Church in Chinatown, the Presbytery of San Francisco or The Presbyterian Church USA may use the premises provided that a member of the church's staff or designated volunteer is available for supervision.

All other individuals, groups or organizations must submit an application to the church's Building & Finance Committee of the Session with at least 45 day notice, if possible. Once application is approved, a refundable security deposit of \$250 and a facility deposit of \$250 will secure the date and time on our church calendar. The balance of usage and personnel fees are due two weeks prior to the event. A certificate of liability insurance, naming Presbyterian Church in Chinatown as certificate holder may be required. Inquires for building use should be directed to the church staff, designated volunteers or info@pccsf.org.

Event Coordinator/Contact

At the time of booking, a person must be designated as "party/event coordinator" for the event. This person shall serve as the point person to work with the church staff or designated volunteer in coordinating the following: room set up arrangement, rehearsals, purchase & delivery of flowers, food catering, audio visual needs, ushers, servers and appropriate clean-up. The coordinator would be responsible to return the rented space to pre-event status.

Conditions of Use

- 1) The Sanctuary use will be available for Christian worship, weddings and funeral/memorial services. Other uses will need approval of the Building & Finance committee.
- 2) User/Renter shall adhere strictly to start and end times.
- 3) User/Renter shall occupy only rooms that are contracted.
- 4) There shall be no smoking, drugs or hard liquor on premises. Wine service is permitted.
- 5) Furnishings may be moved with permission and returned to original areas, pre-event.
- 6) Food is only allowed in the Fellowship Hall, Speer Hall and Kitchen. No food is allowed in Sanctuary except communion elements.
- 7) Cleanup of trash & spills to be placed in appropriate recycling containers.
- 8) For receptions – Plan on providing reception supplies such as table cloths, recyclable plates, cups, utensils and napkins.
- 9) Childcare shall be the responsibility of renter. Children/youth shall be supervised by responsible adults at all times.
- 10) User/Renter will be financially responsible for any damages to the building and grounds due to improper use or vandalism by members of the event.
- 11) User/Renter shall be responsible for any production, provision or printing of materials or programs.
- 12) There shall be no excessive noise that disturbs our neighbors. Gambling, casino games, mah jong is not allowed on premises.
- 13) The church shall not be responsible for any property damaged, lost or stolen.