

Pittsburgh Chinese Church Oakland

Church Facility Rental Policy

Internal Guidelines

- I. The facilities of Pittsburgh Chinese Church Oakland (“PCCO”) are available for rental or leasing for church or non-church sponsored activities that are non-profit oriented. These activities must not disrupt the normal operation or activities of PCCO. Additionally, all activities, individual or organization-sponsored, must not be conducted for immoral or illegal purposes, whether directly or indirectly; or denounce the basic belief of PCCO, as stated in the PCCO constitution. Churches and Christian organizations may be required to submit their “Statement of Faith” for review and approval.
- II. All applications to rent the facilities of PCCO (“Application”) by individuals or organizations outside of PCCO must be accompanied by the recommendation of a member of the PCCO Core Team (“Sponsor”) who will guarantee the satisfactory performance of the applicant’s responsibilities for such rental and adherence to the PCCO Church Facilities Rental Agreement (“Agreement”). At the discretion of the Church Council of PCCO (“Council”), this requirement and requirements in the Agreement may be waived or altered if the Council deems it appropriate. However each application is to be reviewed on its own merits and will form no precedent for or binding on subsequent application.
- III. PCCO shall cease renting the facilities of PCCO effective immediately if such renting shall, in the view of the Council, result in any or the following:
 - a. Jeopardize the tax exempt status of PCCO;
 - b. In any way harmful to the ministry or reputation of PCCO;
 - c. Cause a nuisance to the neighborhood;
 - d. Infringe upon any local, state or federal regulations, code, ordinance or law;
 - e. Cause an increase in the insurance premium of the facilities, maintenance costs, other expenses or manpower, to the extent that it is financially or practically not advisable to offer such facilities;
 - f. In any other way become detrimental to the interest of PCCO.
- IV. For rentals lasting more than five consecutive days but a one time event, regular events of one or more days on weekly, biweekly, or a long term basis (Term T3 defined in the Agreement), the Agreement is subject to additional periodic review. The Agreement will be reviewed by the Council at the end of the first six months and every 12 months thereafter. In the event that an Agreement is not renewed by PCCO, a termination notice will be given one month in advance.
- V. The Sponsor acts as the PCCO point-of-contact to ensure that the renter is given the necessary information, including the designated room to be used and the combination to enter the church, to utilize the agreed upon facilities and equipment.
- VI. The PCCO Facilities Coordinator reviews and approves the Application based on the following criteria:
 - a. Adherence to the Rental Policy
 - b. Availability of space on the requested date(s)
 - c. Consent of the Council for rentals with Term T3 defined in the Agreement

Pittsburgh Chinese Church Oakland Church Facilities Rental Agreement

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1. Rental Rules

The custodian, designated by the facilities manager of the Pittsburgh Chinese Church Oakland (PCCO), has the authority to terminate the function if any of these rules is not observed. All fees are non-refundable under such circumstance.

- a. All other facilities, except those requested and approved, shall be off limits to the renters.
- b. All functions shall not be profit oriented.
- c. Possession or use of alcoholic beverages, tobacco products and all unlawful substances as well as smoking is prohibited in church buildings and on all church grounds.
- d. Participants shall behave in an orderly manner. Food and beverages are not allowed in the sanctuary or classrooms.
- e. The user of the church facilities shall be responsible to maintain the tidiness, cleanliness and the physical well being of the facilities. Any cleaning task performed by the PCCO will be additionally compensated at an hourly rate of \$20.
- f. PCCO shall hold the rental organization corporately, and the signatory of the application individually, responsible for payment of damages to any church property damaged, stolen, defaced or mutilated. Repair or replacement charges will be assessed if equipment or facilities are damaged or abused. Payment for damages must be made to the PCCO.
- g. The person signing the application must be present or provide acceptable adult supervision before entry is allowed into the church building.
- h. Decoration, if needed, must meet approved safety standards. Its removal must not deface or damage the church premises. Renters shall be fully responsible for any damages or repairs necessitated by such decoration.
- i. Renters who wish to store any furniture, equipment, etc. in the church must obtain advanced approval by the Pastor or facilities manager. Such furniture, equipment, etc. shall be stored at the owner's risk. Furniture, rubbish and all other materials brought into the building must be removed from the church premises within 12 hours after use of the facility. If the renters shall fail to remove the said items from the church premises in a timely fashion, such items may be disposed of by PCCO, and the renter shall be billed for such service.
- j. The renters shall hold PCCO harmless and indemnify it against any and all liabilities, damages, expenses, suits, claims or actions, which may be incurred by, or resulted from, the occupancy or use of the church facilities by the renters, its agents, employees, licensees, guests or invitees, or by the exercise of any privileges hereunder by any of them.
- k. PCCO shall not be responsible or liable for any damages, injuries, loss or harm sustained or incurred in the church premises/church ground to the renter, its agents, employees, licenses, guests or invitees, howsoever caused, except due to gross negligence of PCCO. A certificate of insurance may be required by PCCO.
- l. PCCO reserves the rights to change, delete and amend any of its rental policy, rules and regulations at any time it deems necessary or desirable without notice.

This is to certify that I have read, understand and agree to all the rules discussed in this policy.

Renter _____
 Organization _____

Signature _____

PCCO Representative _____ Date _____

2. Categories of Renters and Terms

- a. Renters:
 - R1. PCCO church members
 - R2. Non-members who attend PCCO church service on a regular base
 - R3. Churches or Christian organizations of the same faith
 - R4. Non-profit organizations and others

- b. Terms:
 - T1. Single-day events, e.g., weddings, funeral services, banquets, non-PCCO sponsored seminars, conventions, etc.
 - T2. Two to five consecutive-day events, e.g., PCCO sponsored seminars, conventions, symposia, etc.
 - T3. More than five consecutive days but a one time event, regular events of one or more days on weekly, biweekly, or a long term basis, e.g., recreational classes, day care service, language schools, etc.

3. Rates for Each Category of Renters and Terms

A custodian fee is applied to all terms for all renters other than R1 and R2 (with a pre-approved responsible person). See item 4 for rates.

<u>Category</u> <u>Approval</u>	<u>Rates</u>	<u>Application/Notification</u>	
R1 T1 Pastor/Church Council	Free-will: Offering	> 2 weeks	
T2 Pastor/Church Council	Free-will: Offering	> 2 weeks	
T3 Council	Sanctuary: \$120/day Fellowship Hall: \$60/day Classrooms: \$25/day/room Audio/Visual System: \$60/day	> 1 month	Pastor/Church
R2 T1 Pastor/Church Council	Free-will Offering	> 2 weeks	
T2 Council	Sanctuary: \$120/day Fellowship Hall: \$60/day Classrooms: \$25/day/room Audio/Visual System: \$60/day	> 2 weeks	Pastor/Church
T3 Council	Sanctuary: \$120/day Fellowship Hall: \$60/day Classrooms: \$25/day/room	> 1 month	Pastor/Church

Audio/Visual System: \$60/day

R3 Council	T1	Sanctuary: \$200/day Fellowship Hall: \$100/day Classrooms: \$35/day/room Audio/Visual System: \$60/day Custodian: \$40/first one-half hour and \$25/hr thereafter	> 1 month	Pastor/Church
		Winter Surcharge¹ (only when the furnace is on):		
		Monday through Thursday - \$300/first two (2) hours and \$22/hour thereafter		
		Friday - \$22/hour plus the hours between the end of the event and 7:00 PM		
		Sunday Afternoon - \$22/hour plus the hours between 1:00 PM and the beginning of the event		
	T2	Same as T1		
	T3	Same as T1		

R4 Council	T1	Sanctuary: \$200/1 st 2 hours Fellowship Hall: \$100/1 st 2 hours Classrooms: \$35/day/room Audio/Visual System: \$60/day Custodian: \$40/first one-half hour and \$25/hour thereafter	> 1 month	Pastor/Church
		\$50/each additional hour		
		\$30/each additional hour		
		Winter Surcharge¹ (only when the furnace is on.):		
		Monday through Thursday - \$300/first two (2) hours and \$22/hour thereafter		
		Friday - \$22/hour plus the hours between the end of the event and 7:00 PM		
		Sunday Afternoon - \$22/hour plus the hours between 1:00 PM and the beginning of the event		
	T2	Same as T1		
	T3	Same as T1		

4. Special Notes

a. Audio/Visual Equipment

The amplifying system is available for use by renter of the sanctuary and fellowship halls at an additional charge indicated above for such system. The facilities manager should be contacted to make arrangement for the equipment and the scheduling of operation staff.

b. Kitchen/Nursery rooms

If a rental includes kitchen and nursery rooms, the user is responsible for the following clean up: refrigerator (no leftovers), sink, counters, coffee urns (clean & dry), and all soiled towels in the hamper. **The stove/oven is off the limit to ALL renters.**

- c. Church ground traffic controllers are needed for any rental event that will attract more than 100 people. The facilities manager must be contacted for controller arrangements. A controller fee determined by the manager shall be applied. PCCO may suggest the use of police officer(s) if determined necessary by the Chief of police.

5. The facilities available for rental are as follows:

	Capacity	
Sanctuary		300
Classroom		10 to 30
Fellowship Hall (upper)	120	
Fellowship Hall (lower)	120	
Nursery		20
Others		Pending Room Size

PCCO CHURCH FACILITY RENTAL APPLICATION FORM

(with floor plan, if necessary)

Organization/Applicant Name: _____

_____.

Recommended and Guaranteed (if applicable) by: _____

_____.

(Name of a PCCO member

who must also sign the attached guarantee)

Rental Purpose: _____

_____.

Estimated number of participants:

Adults: _____

Children: _____

Facilities Needs (please circle):

Dates Desired

Time

Time

Sanctuary: _____ from _____

_____ AM/PM to _____ AM/PM

Fellowship Hall (upper): _____ from _____

_____ AM/PM to _____ AM/PM

Fellowship Hall (lower): _____ from _____

_____ AM/PM to _____ AM/PM

Rooms (# of rooms) _____ from _____ AM/PM to _____

_____ AM/PM

Others (kitchen, nursery etc.): _____ from _____ AM/PM to _____

_____ AM/PM

Equipment Needed (please circle):

PA System: _____ from _____ AM/PM to _____

_____ AM/PM

Piano/Synthesizer: _____ from _____

_____ AM/PM to _____ AM/PM

Overhead Projectors: _____ from _____ AM/PM to _____

_____ AM/PM

Others: _____ from _____

_____ AM/PM to _____ AM/PM

Charges:

Room 1 (_____): Initial Rate \$ ____ + \$ ____/hour x ____ Hours = \$ _____

Room 2 (_____): Initial Rate \$ ____ + \$ ____/hour x ____ Hours = \$ _____

Room 3 (_____): Initial Rate \$ ____ + \$ ____/hour x ____ Hours = \$ _____

Equipment 1(_____):

\$ _____

Equipment 1(_____):

\$ _____

Others (Specify _____): Initial Rate \$ ____ + \$ ____/hour x ____ Hours = \$ _____

Custodian Charge: Initial Rate \$ ____ + \$ ____/hour x ____ Hours =

\$ _____

Winter Surcharge: Initial Rate \$ ____ + \$ ____/hour x ____ Hours =

\$ _____

GRAND TOTAL = \$ _____

I hereby declare that I have read the “PCCO Church Facilities Rental Policy” and am empowered to guarantee that this organization will comply with the Policy in full. I further understand that should the policy, rules and regulations of PCCO not be adhered to, permission for the future use of the grounds or facilities may be denied.

Signed _____ Title _____
_____ Date _____.

Address: _____ Town _____
_____ Zip _____.

Phone: (day) _____ (evening) _____ (E-Mail) _____

(Please return this form to the PCCO Church Office)

(All checks are to be made payable to the “Pittsburgh Chinese Church Oakland”)