

## **Chapel of the Cross Building Use Policy For Non-Profit and Service Groups**

The Chapel of the Cross makes its meeting space available to non-profit and service groups for regular or occasional meetings with fees assessed on sliding scale. We consider size of the group, rooms used, length of event, involvement of staff, use of AV equipment, set-up and take-down requirements, use of kitchen or catering facilities, and other intangibles to set the fee. The following are conditions for use of the building by non-profits and service groups. (We have a separate policy for more complex events, such as receptions, wedding parties, seated dinners, retreats and board meetings, for-profit and corporate gatherings, and other catered events. Please call the church office for more information.)

### **1. Scheduling**

- a. All recurring meetings or other events must be scheduled and reconfirmed each year in August through the parish administrator (919.929.2193) by a contact person authorized to represent the group. Each group must also identify an alternate contact person.
- b. All groups must have a member of the parish or staff willing to sponsor them.
- c. Any changes in schedule or contact persons must be communicated to the assistant parish administrator.
- d. Parish events have precedence for building use.

### **2. Parking**

- a. No parking is allowed, even if the lot is empty when you come or depart. Drivers should use the Morehead lot or city lots.
- b. Failure to comply with this restriction by even a few members will result in the cancellation of your privilege to use the church's space.

### **3. Entrance and Access**

- a. Entrance to the building will be through the main entrance door.
- b. Security of the building is important. After business hours, your key will only work during your assigned time slot.
- c. For your safety, limit your group's use of the building to the room (s) assigned to you. All other areas of the church are off limits.
- d. The kitchen is closed to outside groups. We are happy to work with you to make arrangements for you to keep coffee making supplies on site.
- e. Playground: Use the stairway from the ground floor up to the playground. **Children are not to be left unattended at any time inside or outside the building.**

### **4. Room Arrangement**

- a. All rooms must be arranged and left as they were found, unless your group has been asked to leave them arranged differently.
- b. All windows must be closed and locked.
- c. Rooms must be clean and ready for the next group to use.
- d. Specific guidelines for the use of each room are posted in the room.
- e. Nothing may be stored in cabinets or cupboards unless specifically arranged with and assigned.

### **5. Smoking—The Chapel of the Cross now follows UNC smoking policy, prohibiting smoking within 100 feet of our buildings.**

- a. No smoking is allowed in the buildings, in the cloister/courtyard, on the playground or on the terrace or porches.

- b. Smoking is no longer allowed outside the basement door (emergency exit). There is no longer any necessity for using the basement door, unless there is an emergency. If the door is found propped open you will lose your building use privileges.
- 6. **Charges for programs** are not permitted without specific permission by the parish administrator.
- 7. **We will consider fund-raisers** on a case by case basis. Groups proposing fund-raisers must have a written plan for how the fund-raiser will work. The plan must give consideration to preparation for the event including upfront costs, other organizations that are being solicited, publicity, and the target audience for the fundraiser. Applicants should not assume COTC will supply any funding, ingredients or supplies, labor, publicity, or people to purchase goods or services. You must have a parish sponsor. If kitchen use is part of the plan, you must have kitchen training by the COTC kitchen manager.
- 8. **Religious services** are not permitted without the permission of the rector.
- 9. **Alcoholic beverages** may not be consumed on the premises without permission of the parish administrator.
- 10. **Insurance**
  - a. Evidence of current liability insurance is requested at the time of scheduling
  - b. Questions regarding insurance should be directed to the parish administrator

I have read and accepted these understandings as conditions of our group's use of space at the Chapel of the Cross. I will distribute copies of this signed statement to each member of the group, including new people as they join. I understand that this document will be renewed for recurring meetings in August of each year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Group Name \_\_\_\_\_

For Office Use Only:

Meeting Time(s) \_\_\_\_\_

Assigned Location(s) \_\_\_\_\_

Kitchen Training \_\_\_\_\_

**BUILDING USE REQUEST FORM**

Today's Date \_\_\_\_\_

**The Chapel of the Cross**

304 E. Franklin Street, Chapel Hill, NC 27514  
Phone: 919-929-2193 Email: info@thechapelofthecross.org

*Please provide the following information and return the form(s) for approval. The fee will be determined, as noted in the policies above, depending on your event or meeting requirements. To discuss, contact Walker Mabe at wmabe@thechapelofthecross.org or 919-442-2566.*

Name of Group:  
\_\_\_\_\_

Person(s) making request:  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Parish Sponsor (must be a member or staff of the Chapel of the Cross)  
\_\_\_\_\_

**EVENT DETAILS:**     Single day event     Recurring event

**Date(s) of event:** (if recurring, e.g. "2<sup>nd</sup> Thursday of each month", "Every Saturday")  
\_\_\_\_\_

Dates when event is NOT scheduled  
\_\_\_\_\_

Event Time \_\_\_\_\_ Reserve Time \_\_\_\_\_

**Type of room needed** (Classroom, Conference, Library, Great Hall, Parlor)  
\_\_\_\_\_

**For the purpose of**  
\_\_\_\_\_

**Room Setup:**  Round table seating     Theater seating     Training seating at long tables

**Number of people attending** \_\_\_\_\_ Adults    \_\_\_\_\_ Children

**Will you be bringing or ordering food/beverages?** \_\_\_\_\_

**Do you need** Lectern? \_\_\_\_\_ Flip chart? \_\_\_\_\_ Wifi? \_\_\_\_\_ Additional chairs/tables? \_\_\_\_\_

I/we understand and agree to the rules and policies set forth by the Chapel of the Cross as established in the **Building Use Policy**. I/we accept responsibility for a custodial fee (minimum of \$50) if the facilities used are not left in accordance with rules and policies as set forth on the Building Use Policy. **I/we hereby release the Chapel of the Cross from any and all liability, past, present and future, arising from use of the church building. I have read and understand the policies as stated in the Building Use Policy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parish Sponsor \_\_\_\_\_

**For Office Use Only**

Scheduled on calendar

The above application is hereby APPROVED under the conditions as described.