

Laguna Niguel Presbyterian Church (LNPC) FACILITY USE POLICIES AND FEES

Instructions:

1. Complete the **Facilities Request Form** and submit it to the Event Coordinator or Church Office. Include deposit, if required, payable to “Laguna Niguel Presbyterian Church.” Make a copy of the form for yourself if necessary.
2. **Reserve as early as possible** to avoid conflicts on the church calendar. LNPC reserves the right to relocate or reschedule reservations based on church needs.
3. If approved, the Event Coordinator will contact you to go over the details.

Contacts:

Event Coordinator: Marvel Anderson (499-5192)

Church Office: Jennifer Rickard (249-1218) **Fax:** 249-1599

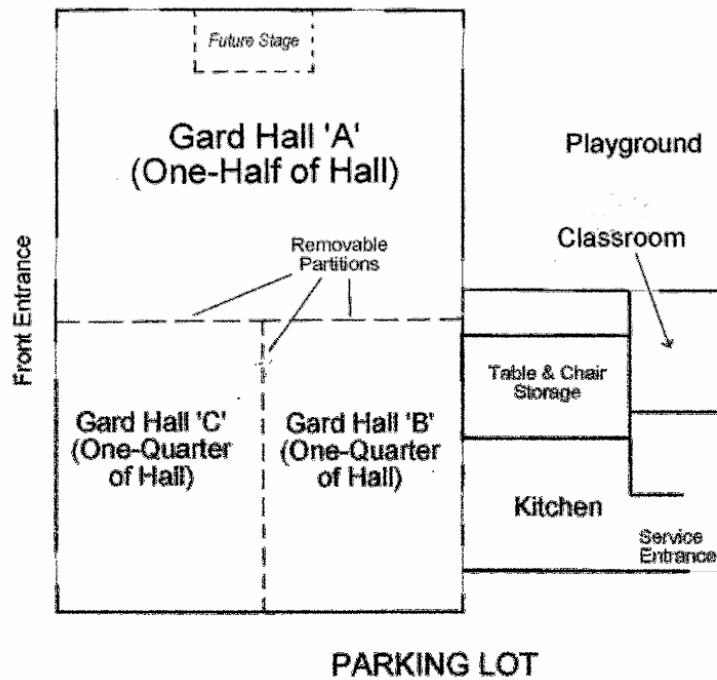
General Rules and Regulations

1. Facilities must be reserved in advance and approved by the Event Coordinator.
2. **Deposit:** Reservation of any room within McCullen Center requires a \$50 deposit, which will be refunded provided there are no damages, the hall is cleaned and there are no late-lock-up fee. Reservation of Gard Hall (either ½ or entire hall) by a non-member requires a \$300 deposit. The sanctuary is not normally rented for non-spiritual events, but if so, a deposit may be required.
3. **Cancellation:** Full refund of deposit provided the reservation is canceled 30 days in advance.
4. Unless approved by LNPC Session as a sanctioned church event, the **group must provide a Certificate of Insurance (\$1,000,000 minimum) with an Endorsement naming LNPC as “additional insured.”** If possible, the certificate should specify the activity, date and location. Individuals need to arrange coverage through their homeowners policy. **Access to the building will be denied if proof of insurance is lacking** and any deposit will not be refunded.
5. Reservations are good for a half day, provided the space is available.
6. Fees will be paid by check
7. Normal lock up is **10:00 pm**. Events that extend beyond 10:00 pm must have the approval of the Event Coordinator, and are subject to an additional \$50 per hour fee.
8. The person making the reservation must attend the event and is responsible for making sure all LNPC policies are followed.
9. The following are **prohibited:**
 - a. Smoking on premises (inside or outside)
 - b. Alcoholic beverages (except champagne toasts at wedding receptions, if approved in writing by Event Coordinator)
 - c. Illegal substances and activities
 - d. Hot glue, confetti, rice, glitter, birdseed, etc.

- e. Smoke or fog devices
 - f. Open-candle flame, unless approved by Event Coordinator
 - g. Wall decorations and other decorations must be in good taste and leave no residual damage to the facility. Blue painters tape is acceptable; Scotch tape is not.
10. Church-sponsored events will have priority in scheduling. LNPC reserves the right to relocate event in the case of conflict with church events.
 11. Users are required to do a light cleaning of the facility after the event. This includes picking up and disposing of trash, clearing off tables, removing decorations, and cleaning up kitchen (if used).
 12. The kitchen can be reserved for serving snacks (no fee), or for catered meals. The Event Coordinator will provide a list of caterers approved by LNPC.
 13. If the Church is to provide set-up and take-down for an event, this must be requested through the Event Coordinator. Otherwise:
 - a. Wipe off tables and chairs.
 - b. Tables and chairs in Gard Hall must be returned to storage as found.
 - c. Care should be used to stack and transport chairs and tables
 - d. Only 8 chairs per stack
 - e. Garbage must be removed to the dumpster at the rear of the parking lot.
 14. At least two adult chaperons are required for youths under the age of 18. One adult for every ten youths is required for large groups.
 15. Facility must be **locked up** and secured by a designated agent:
 - a. Check kitchen area – make sure it is safe and secure. **All gas controls** (oven, stove top, grill) **are off.**
 - b. Heat/Air off and lights are off
 - c. All doors secure (check every single downstairs entrance/exit)
 - d. Contact Event Coordinator if the designated agent does not show up to lock facility.
 16. **Additional Equipment.** LNPC possesses both audio and video systems in the sanctuary, Gard Hall and on a mobile cart. Users should inform the Event Coordinator exactly what resources will be required and the level of expertise required to support the need.
 17. **Child Care.** Childcare is not normally available. Arrangements must be made in advance with the Event Coordinator if childcare is required. The only protected play area is at the rear of McCullen Center, and it is limited to age 6 and below and must be supervised.

Room Descriptions

Gard Hall – Located on the ground floor of McCullen Center. Can be partitioned with movable floor-to-ceiling partitions into one, two or three rooms (see diagram).



Gard Hall measures 58 feet by 86 feet. One-half measures 58 feet by 44 feet, and one-quarter measures 28 feet by 42 feet. The following furniture is available: eight rectangular tables (30" x 96"), 36 round tables (66" diameter) and 306 stackable ballroom chairs. The 66" round table can seat 8 very comfortably – 10 in a pinch. **The kitchen** has its own service entrance and has a large pass-through counter top to Gard Hall.

Both the **Library and Conference room** are upstairs. The Library measures 19 feet by 23 feet, and the Conference Room measures 19 feet square. Both are configured with one large conference table and chairs.

Audio Visual Equipment

A multimedia system is available in Gard Hall. This consists of a video projector and screen permanently installed in Gard Hall A, ceiling speakers throughout, a CD/DVD player, and four microphones (two handheld wired, 1 hand-held wireless, and 1 lavalier). The system also has a VGA input for computer-driven audio/video, and has an audio line-input that bypasses the amplifiers to accommodate bands that have their own audio equipment but want to use the overhead speaker system. A specially designed control panel makes the entire system easy to use (normally press just two buttons).

