



THE CHURCH OF THE INCARNATION

The Church of the Incarnation's Building Use Policy The

Building and Our Mission

The Church of the Incarnation exists for the glory of God and for the good of the city of Harrisonburg, VA. Our building, located at 75 N. Mason Street, is one of the resources God has provided for us to pursue this purpose. Therefore, the building exists not for our benefit alone. Commensurate with our mission, this document establishes guiding principles for choosing which events will be appropriate and allowed in the building and on Incarnation's property, as well as policies and procedures to guide the rental and use of our building.

Guiding Principles

The first priority for use of the building are the worship services of the Church of the Incarnation. All events at the building must not infringe upon this priority. Events that might leave the building in an unsuitable condition for worship must be scheduled in order to allow sufficient clean up time.

1. The second priority for use of the building are events sponsored by the church.

2. We are a Christian community. While some events at the building may not be explicitly Christian in nature, any event held on the church property must be compatible with our mission and our Christian witness. Therefore:

1. Events which promote human well-being and a healthy community are appropriate.

2. Events which promote beliefs and values contrary to those of our church are not appropriate. For details, please refer to our [Membership Affirmation](#) and [The Thirty-Nine Articles of Faith](#).

3. If alcohol is to be used at an event, it must adhere to our requirements.

Building Availability

Sundays are reserved for our worship services and other church meetings that occur throughout the day, so our building is not available Sundays. The exception to this rule is if the requested event is a funeral or a wedding, in which case we will do our best to accommodate.

To ensure that our building is ready for Sunday morning worship, availability on Saturday evenings is on a case by case basis. It is preferable that Saturday evening events use an upstairs classroom or multipurpose room. If the kitchen is used, it must be thoroughly cleaned so it's ready for Sunday morning. See "trash guidelines" for specific instructions for trash on Friday or Saturday events.

The staff of Incarnation establishes the church schedule biannually:

- January through June (scheduled by October 15)
- July through December (scheduled by May 15)

As such, events are not guaranteed until after the church schedule for the applicable months has been established. Events put on the calendar before the scheduling date may be subject to rescheduling to give priority to church wide events. Firm dates may be granted prior to this time, with prior approval, for events such as weddings. However, weddings may not be reserved more than one year in advance.

How to Schedule an Event

Please ensure that you have read and understand our Building Use Policy before submitting an application.

All requests for use of the building must be made through the Director of Facilities via email to amanda@theincarnation.org, who can provide you with the Building Use Application and any other necessary information. Once an event is approved it will be placed on the calendar. The rental deposit must be received within 5 business days to secure your reservation.

Approximately three days prior to the event, you must schedule a walkthrough with our Director or Facilities or Parish Administrative Assistant. At this time, you will receive any applicable keys. Any remaining deposits and fees will be due at this time.

For larger or more complex events, a consultation with the Director of Facilities may be required after the initial application is submitted.

Building Use Guidelines and Policies

General Guidelines

- Children must be supervised by an adult at all times.
 - Groups are only permitted to use the rooms/spaces they have reserved.
- Nails, tape, etc for hanging items on the walls/ceiling are not permitted. • When the event is completed, rooms are to be returned to their original set up. At the end of your event, please follow the room specific checklist posted in various rooms.
 - Any damage done must be reported to the Parish Administrative Assistant on the “End of Event” checklist. The Church of the Incarnation reserves the right to request appropriate compensation for damages in addition to the deposit.
- Please ensure all lights are turned off when you leave, except for the ones that are automatic. There are various light switches around the building, as well as motion activated lights in the stairwells and classrooms.
 - Complete and return the “End of Event Checklist” and all key(s) (if applicable) to the Parish Administrative Assistant within 2 business days of your event.

Elevator Use

We have an elevator, located inside the Mason Street entrance, that can be unlocked when necessary for events that are upstairs. Adult supervision is required for children to use the elevator. Please make note on the Building Use Application if your group will need access to the elevator, otherwise it will remain locked.

Alcohol Use Policy

Any alcoholic beverages consumed at any church-sponsored event or on church property shall be consumed in moderation. Underage drinking or drinking in excess by any attendee is unacceptable.

Prior to events sponsored by the church where alcoholic beverages will be consumed, the church will obtain the requisite approval from the Virginia Department of Alcoholic Beverage Control (VABC) if necessary.

To determine if your event requires a Banquet License, carefully review the following guidelines:

From VABC’s application for a Banquet License: If all of the following **four** criteria are met, then no license is needed (unless required by locality or facility): **(1)** the event is private (i.e., not open to the public and not in a public place); **(2)** money is **not** exchanged for alcohol or otherwise; **(3)** the event is **not** held on a club or non-licensed restaurant premises; and **(4)** alcohol purchased for the event is **not** from a wholesaler/distributor. In all other cases, a license is needed.

It should be noted that instructions for obtaining a license from VABC require submission of the appropriate application no later than 12 days prior to the day of the event to ensure adequate time for processing. For additional information regarding Banquet and Banquet-Special Event licensing by VABC, see www.abc.virginia.gov/licensing/banquet.htm.

All applicable laws pertaining to the use of alcoholic beverages must be observed. At a church-sponsored event, one or more persons will be appointed by the church office to ensure that all Responsibilities of the Applicant set forth by the VABC are followed. At an event not sponsored by the church, the sponsor of the event will ensure that all Responsibilities of the Applicant set forth by VABC are followed. Church appointees and event sponsors must take all reasonable steps necessary to prevent an impaired person from operating a motor vehicle.

Key Policy and Procedures

- Our building has two key and lock systems: one is electronic and one uses standard keys. The Parish Administrative Assistant will work with you after the application has been submitted to determine what keys are necessary for your event, or if your event will necessitate an Event Manager (see following section).
- A \$25 refundable key deposit is required when you are given keys. This deposit will be refunded when the key(s) are returned.
- Keys must be returned to the Parish Administrative Assistant within 2 business days of the event, with the completed End of Event Checklist.
- Keys may not be copied or loaned to anyone else. It is for your use only, for the specific times you have rented the space.
- We require one person to be responsible for the key and to ensure all doors are properly locked when your event is over. This person should be predetermined and named on the Building Use Application.

Event Manager

- For larger or more complex events, an Event Manager will be scheduled to work for the entire duration of the event, based on when you need access to the building. The Event Manager will be present and available through your event, and remain until all guests have left, to secure the building. Event Managers are familiar with the building and prepared to meet your facility-related needs as they arise.

Sound System, Piano, and Art Policy

- The piano is not permitted to be moved without prior approval. If you would like to inquire about moving the piano, please contact our Interim Director of Music and the Arts, Forrest Matter, at arts@theincarnation.org when your application has been

approved. Please note that moving the piano without prior approval may result in a fee to have the piano tuned, as improperly moving a piano can cause it to come out of tune.

- Unless you have paid for the rental of sound equipment, do not attempt to use it. The sound equipment may only be used with the support of one of our sound technicians, for which an extra charge applies. Should you wish to use the sound system, please fill out the applicable section in the building use application.
- There is usually an art exhibit in the foyer and in the sanctuary. Please be mindful of the artwork if you are setting up tables and chairs, or if you have children in your group. Do no touch, remove, or in any way alter the artwork or the way it is displayed.

Tables, Chairs, and Linens Policy and Procedures

- Tables and chairs are available for use. You can choose to set up and take down tables and chairs on your own, or you can pay an additional fee of \$50 to have this done for you (when available). Please fill out the applicable section in the building use application.
- We have a limited number of linens, which may be used with a \$15 fee per table linen. Please speak with the Director of Facilities for other usage information.

Food and Beverage Guidelines

Food and beverages are welcome in our building. Please make note on the Building Use Application if your event will have food or beverages. It is expected that your group, or your caterer should you be using one, will provide all necessary food, beverages, condiments, serving supplies, cups, plates, cutlery, napkins, etc. for your event. Disposable and consumable products in the kitchen are to be used only for church sponsored events. If the kitchen is being used, the checklist posted on the wall must be completed when your event is over. All leftovers must be taken with you when you leave. Please read the section below on trash guidelines.

Trash Guidelines

If your event accumulates a significant amount of trash, and your event is on a Monday through Thursday, please take the trash to the curb in the city provided trash cans. This is especially important if the trash contains food scraps. If your event takes place on a Friday or Saturday, and you accumulate a significant amount of trash, or the trash has the ability to smell foul (food scraps, diapers, etc), please take the trash with you when your event is over. Additional trash guidelines can be found on room checklists posted in individual rooms.

Overview and Guidelines for Specific Rooms

Foyer: Our foyer can be used alone, or in combination with the sanctuary. As its own space, it is suitable for a smaller group to gather, either at tables, chairs, or standing and mingling. There is space in the foyer that is suitable to set up buffet tables for food. The kitchen is conveniently located off the foyer. An art exhibit is usually displayed in our foyer. Please be mindful of the art and take care not to touch or move it.

Sanctuary: The maximum capacity of our sanctuary is 324 people, in theater style seating. Chairs can be removed and tables set up, should you prefer that layout. The sanctuary can also be vacant (no tables or chairs). An art exhibit is usually displayed in our sanctuary. Please be mindful of the art and do not touch or move it in any way.

Kitchen: Disposable products, other than cleaning products and paper towels, are to be used only for church sponsored events. Please do not consume any food or drink from the kitchen without prior permission. Kitchen specific directions can be found on the check list posted on the wall by the door, which is to be completed when your event is over.

Conference Room: Our conference room table easily seats 12 people. It is located upstairs in our office space and is ideal for smaller meetings. If you have food or drink in this room, please clean up any crumbs, wipe any spills, and throw away all trash. If trash contains significant food scraps, please bag it up and put it in the city provided trash cans.

Multipurpose Room: Our MP room is upstairs and has an occupancy of 50 people. There is a TV in the room, as well as a long counter space with a sink. Room specific directions can be found on the check list posted on the wall, which is to be completed when your event is over.

Nursery: Our nursery is ideal for infants and young toddlers, but can be used for other ages, too. The room has a large counter and a sink. Adult supervision is required when the nursery is used for the care of children. A minimum of two caregivers (with at least one being over the age of 18) is required. All furniture and toys are to be put back in their proper location when your event is over. Please return the room to the way you found it. Room specific directions can be found on the check list posted on the wall, which is to be completed when your event is over.

Toddler Room: Our toddler room is ideal for toddlers and young children, but can be used for other ages, too. The room has a counter and sink, as well as a connected bathroom with a child sized toilet and sink. Adult supervision is required when the toddler room is used for the care of children. A minimum of two caregivers (with at least one being over the age of 18) is required. All furniture and toys are to be put back in their proper location when your event is

over. Please return the room to the way you found it. Room specific directions can be found on the check list posted on the wall, which is to be completed when your event is over.

Classroom(s): We have one classroom that is not permanently furnished, but can be used with tables and/or chairs. We have two other classrooms that are intentionally set up, with great attention to detail, and are used for our Sunday morning children's ministry programs. Should those rooms be used, please ensure you have returned each item to its original place and take great care to return the room to the way you found it. Room specific directions can be found on the check list posted on the wall of each classroom, which is to be completed when your event is over.

Bathrooms: There is a men's and women's bathroom on the first floor by the elevator. There are two single stall bathrooms in the hallway upstairs, as well as a child specific bathroom connected to the toddler room and one classroom. It is expected that your group will use the bathroom(s) closest to the space(s) you have rented.

Fee Schedule for Members/Regular Attenders and Ministry Partners

Standard Deposit

Every event requires a \$100 refundable deposit, due within 5 business days of event approval. If the event is canceled within 5 business days of the event, \$50 will be refunded. If the event is canceled more than 5 business days prior to the event, the entire deposit will be refunded. Additionally, the entire deposit will be refunded after the event, provided the rooms used are left in an acceptable condition and no damage occurred.

Fee Schedule Per Room

Foyer \$200

Sanctuary \$300

Kitchen \$50

Conference Room \$25

Multipurpose Room \$50

Nursery \$25

Toddler Room \$25

Classroom(s) \$25

Sound System Use Fee

The minimum cost to use the sound system is \$100, which covers two hours of labor. Every additional hour of labor is \$50. Please fill out the applicable section on the building use application, should you need to use our sound system.

Other Fees/Deposits (when applicable)

Key Deposit \$25

Table/Chair Set Up Fee \$50
Linen Deposit \$25
Cleaning Fee \$75
Late Night Cleaning Fee (after 8pm) \$150
Event Manager \$15/hour

Entire Facility Fee Schedule for Weddings

Includes one hour for wedding rehearsal. Does not include use of office space. Event Manager and other applicable fees are not included in this base price. Entire Facility

Monday through Friday \$750
Entire Facility Saturday \$950

Fee Schedule for Non-Members and Non-Ministry Affiliated Groups

Standard Deposit

Every event requires a \$100 refundable deposit, due within 5 business days of event approval. If the event is canceled within 5 business days of the event, \$50 will be refunded. If the event is canceled more than 5 business days prior to the event, the entire deposit will be refunded. Additionally, the entire deposit will be refunded after the event, provided the rooms used are left in an acceptable condition and no damage occurred.

Fee Schedule: All Day

Foyer \$300
Sanctuary \$750

Fee Schedule: Hourly (includes set up and clean up)

Foyer: \$75/hour
Sanctuary: \$150/hour

The following rooms are not rented hourly. Rates listed below are for every rental, regardless of duration of event.

Kitchen \$100
Conference Room \$50
Multipurpose Room \$100
Nursery \$25
Toddler Room \$25
Classroom(s) \$25

Sound System Use Fee

The minimum cost to use the sound system is \$100, which covers two hours of labor. Every additional hour of labor is \$50. Please fill out the applicable section on the building use

application, should you need to use our sound system.

Other Fees/Deposits (when applicable)

Key Deposit \$25

Table/Chair Set Up Fee \$50

Linen Deposit \$25

Cleaning Fee \$75

Late Night Cleaning Fee (after 8pm) \$150

Event Manager \$15/hour

Parking Permit

Our church parking lot, located off Federal Street, has 13 parking spaces available for rent for \$30/month. To inquire about purchasing a parking permit, please email our Parish Administrative Assistant (parishadmin@theincarnation.org).

Entire Facility Fee Schedule for Weddings

Includes one hour for wedding rehearsal. Does not include use of office space. Event Manager and other applicable fees are not included in this base price.

Entire Facility Monday through Friday \$1,750

Entire Facility Saturday \$1,950

Church of the Incarnation Building Use Application

Applicant Information

Name of Applicant: _____ Date of Application: _____

Organization (if applicable): _____

Phone Number: _____ Email Address: _____

Are you a member or regular attender of Incarnation? YES NO

Event Information

Requested Date of Event: _____ Type of

Event: _____ Start Time (including set-up): _____ End

Time (including clean-up): _____ The event will be: OPEN TO THE PUBLIC or

PRIVATE/BY INVITATION ONLY Estimated # of persons expected to attend:

Will your event include food? YES NO Non-alcoholic beverages? YES NO (See section below for alcohol use).

Building Use

If you receive keys, who will be responsible for all keys and for ensuring the building is locked when your event is over:

Circle the rooms you would like to use:

Foyer Sanctuary Kitchen Multipurpose Room

Classroom (how many _____) Nursery Toddler Room Conference Room

Other/Comments:

- Will you need to use the elevator? YES NO (The elevator will remain locked, unless you request to use it).
- Would you like to use our tables and chairs? YES NO
- If possible, would you like to have tables and chairs set up and taken down for you, for an additional fee? YES NO

If yes, please describe how you would like the room(s) to be set up (arrangement of tables, number of tables, number of chairs, etc). If no, you will be responsible for setting up and putting away all tables and chairs that your group uses.

- Would you like to use our linens? YES NO If yes, please read our Linen Policy.
- Would you like to use our sound system? YES NO

If yes, what time will the sound system be needed? _____ (ex: 7pm-9pm)
Please describe how you'll need to use the sound system. An additional fee may apply.:

Alcohol Use

Will alcoholic beverages be present at the event? YES NO If no, you can skip to the following section.

If Yes, please read, in its entirety, our Alcohol Use Policy. The policy can be found in The Church of the Incarnation's Building Use Policy document. To request a copy, email our Parish Administrative Assistant at parishadmin@theincarnation.org.

Please describe what kind of alcohol will be present, and how it will be served:

From VABC's application for a Banquet License: If all of the following four criteria are met, then no license is needed (unless required by locality or facility): **(1)** the event is private (i.e., not open to the public and not in a public place); **(2)** money is not exchanged for alcohol or otherwise; **(3)** the event is not held on a club or non-licensed restaurant premises; and **(4)** alcohol purchased for the event is not from a wholesaler/distributor. In all other cases, a license is needed.

- Given the above criteria, will your event require a Banquet License from VABC?
YES NO

If yes, you must email a copy of your ABC license to parishadmin@theincarnation.org prior to your event. If you do not obtain an ABC license, and your event does not follow the four criteria described above, you are not permitted to have any alcohol on the church premises. Additionally, no alcohol is permitted at the event if this section of the application has not been filled out in its entirety.

Additional Comments

I am aware that I am responsible to cover the costs of any damage done to the Church of the Incarnation property during the above event.

Applicant Signature: _____ Date: _____

For Office Use Only

APPROVED DENIED Date _____

Deposit or Fee Type Amount Due	Date Received Date Refunded

End of Event Checklist

This document should be completed at the end of your event, before you leave the building. Please return this document, with any keys, to the Parish Administrative Assistant within two business days of your event.

Name of Applicant _____

Name of Event _____

Date of Event _____

Room(s) Used:

General Checklist:

____ Floors cleaned of spills and trash.

____ Furniture properly arranged or stored if applicable. Rooms should be left the way they were found.

____ Personal belongings removed.

____ Trash properly disposed of, per the building use policy and room specific checklists.

____ Room specific checklists have been completed.

____ If the kitchen was used, the kitchen checklist has been completed and no leftover food remains in the kitchen.

____ Lights turned off.

____ Doors locked.

Use the space below to describe any damage that occurred, or any building issues we should be aware of.

Signature of Applicant _____

