



# 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, Virginia. Our building, located at 75 North 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

1. 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.
2. The second priority for use of the building are events sponsored by the church.
3. 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:
  - Events which promote human well-being and a healthy community are appropriate.
  - 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](#).
  - 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.

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.

The Incarnation staff establishes the church schedule biannually as follows:

- January through June
- July through December



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.

## **Recurring Events**

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Recurring events will be considered on a case by case basis if they fall in line with our guiding principles. Representatives of the organization making the request must meet in person to view the spaces and discuss a general plan after which staff will negotiate a contract. This contract must be approved by the Parish Council liaison and may be reviewed by the Parish Council when necessary.

For profit businesses may be allowed to rent our building occasionally but we will not enter into a contractual agreement for ongoing use.

## **How to Schedule an Event**

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Those wishing to schedule an event at our facility must first read and understand our Building Use Policy before submitting an application.

All requests for use of the building must send an email to [church@theincarnation.org](mailto:church@theincarnation.org). They will receive the *Building Use Application* and other necessary information.

If the total cost of the event is less than \$500, your date will be secured upon receipt of full payment. If your event cost exceeds \$500, your event date will be secured when half the cost of the event is paid. The remaining balance must be paid one week prior to the event.

A week prior to the event, schedule a walkthrough with our staff representative. Any remaining fees will be due at the time of the walkthrough.

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

The Church of the Incarnation reserves the right to collect compensation for any damage.



## BUILDING USE GUIDELINES

### During your event

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- General guidelines
  - Children must be supervised by adults at all times.
  - Groups may access only the rooms/spaces they have reserved.
  - Nails, tape, etc. for hanging items on the walls/ceiling are not permitted.
- 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. Groups wishing to use the elevators must make note on the *Building Use Application* if their group will need access to the elevator; otherwise it will remain locked.
- Tables, chairs, linens, and tableware
  - 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 to have this done for you (when available). Please fill out the applicable section in the *Building Use Application*.
  - You will need to purchase or rent linens and tableware for your event.
- Piano

The piano may not be moved without prior approval. If you would like to inquire about moving the piano, please contact our staff at [church@theincarnation.org](mailto:church@theincarnation.org) after your application has been approved. Moving the piano without prior approval may result in a fee to have the piano tuned or repaired, as improperly moving a piano can cause it to come out of tune or be damaged.
- Use of the Sound System

Sound equipment may not be used unless it is rented for such purpose. The sound equipment may be used by 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*.
- Art

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 not touch, remove, or in any way alter the artwork or the way it is displayed. Church of the Incarnation reserves the right to collect compensation for damage to any artwork during an event.



- Food and non-alcoholic beverages

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.

- Alcohol use

- 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.
- 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 church-sponsored events where alcoholic beverages will be consumed, the church will obtain the requisite approval from the Virginia Department of Alcoholic Beverage Control (VABC) if necessary. All other events where alcohol will be consumed must obtain this VABC approval before their event.
- To determine if an 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](http://www.abc.virginia.gov/licensing/banquet.htm).
- Failure to comply with the VABC requirements could result in cancellation of your event.



#### After the event

- 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 on the *End of Event Checklist* and delivered to the church office by the end of the next business day after the event. The Church of the Incarnation reserves the right to collect compensation for damages.
- Ensure that 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* to the staff at the end of your event.
- We do not have a dumpster. Trash must be taken with you when your event is over.

#### Facilities manager

For larger or more complex events, a Facilities Manager, hired by Church of the Incarnation, is required for the entire duration of the event, based on when you need access to the building. The Facilities Manager will be available through your event, and secure the building after guests have left. Facilities Managers are familiar with the building and prepared to meet your facility-related needs as they arise.

#### Guidelines for Using 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: When arranged in theater style, the maximum capacity of our sanctuary is 324 people. 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. The communion table, on the stage, may not be used as a prop or decorated 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.



**Multipurpose Room:** Our multipurpose 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. 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. 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

### Fee Schedule Per Room

Foyer \$200  
Sanctuary \$300  
Kitchen \$50  
Conference Room \$50  
Multipurpose Room \$50  
Nursery \$25  
Toddler Room \$25  
Classroom \$25

### Sound System Use Fee

The sound system can be operated only by personnel approved by staff. 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 (when applicable)

Table/Chair Set Up Fee \$100 in the sanctuary or foyer; \$50 for all other rooms  
Cleaning Fee \$100 for sanctuary or foyer; \$50 for all other rooms  
Late Night Cleaning Fee (after 7pm) \$200  
Facilities Manager \$25/hour

### Fee Schedule for Weddings and Large Events-\$1,800 plus applicable fees

Facilities Manager and other applicable fees are not included in this base price. Fees cover use of the facility beginning at 3 pm the day before the event and ending at 7 pm on the day of the event. This includes 4 one hour meetings with staff, tables and chairs, and access to the building. Other fees apply for facilities manager, A/V technician, setup, and cleaning.



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

### Fee Schedule (2 hour minimum)

Foyer: \$100/hour

Sanctuary: \$200/hour

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

Kitchen \$100

Conference Room \$100

Multipurpose Room \$100

Nursery \$50

Toddler Room \$50

Classroom \$50

### Sound System Use Fee

The sound system can be operated only by personnel approved by staff. 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 (when applicable)

Table/Chair Set Up Fee \$100

Cleaning Fee \$100

Late Night Cleaning Fee (after 8pm) \$200

Facilities Manager \$25/hour

### Fee Schedule for Weddings and Large Events-\$3,600 plus applicable fees

Facilities Manager and other applicable fees are not included in this base price. Fees cover use of the facility beginning at 3 pm the day before the event and ending at 7 pm on the day of the event. This includes 4 one hour meetings with staff, tables and chairs, and access to the building. Other fees apply for facilities manager, A/V technician, setup, and cleaning.



## 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

*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).

Who will be responsible for ensuring the building is locked when your event is over:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_



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?  
(Additional fee applies.) 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 not, you will be responsible for setting up and putting away all tables and chairs that your group uses.

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Would you like to use our sound system? (Additional fee applies.) 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 will apply.

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### Alcohol Use

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Will alcoholic beverages be present at the event? YES NO

If not, 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 staff at [church@theincarnation.org](mailto:church@theincarnation.org).

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

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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

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If yes, you must email a copy of your ABC license to church@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

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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 \_\_\_\_\_

Rental Invoice	Cost	Total
Sanctuary Rental		
Sound System Use		
Set Up Fee		
Late Night Cleaning Fee (after 7pm)		
Facilities Manager		
Total Owed		



## End of Event Checklist

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This document should be completed at the end of your event, before you leave the building. Please return this document to staff.

Name of Applicant \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Room(s) Used \_\_\_\_\_

### General Checklist:

- ☐ Floors cleaned of spills and trash.
- ☐ Furniture properly arranged according to room specific checklists or stored.
- ☐ 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.
- ☐ Lights turned off.
- ☐ Doors locked.

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

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Signature of Applicant \_\_\_\_\_