

Village Presbyterian Church Facilities Policies and Guidelines

Date Approved: January 16, 2018

Facilities covered by these policies:

- **Village on Mission (VOM)**, 6641 Mission Road, Prairie Village, KS: Sanctuary, Chapel, Welcome Center, Friendship Hall (sub-dividable), Heritage Dining Room, Classrooms
- **Village on Antioch (VOA)**, 14895 Antioch Road, Overland Park, KS: Sanctuary, Fellowship Hall, Library
- **Meneilly Center for Mission**
 - Child and Family Development Center (CFDC), 9900 Mission Road, Overland Park, KS: community space
 - Tillotson Building (Food Pantry), 9960 Mission Road, Overland Park, KS: conference room

The Facility Policy includes these specific policies:

- Facility Access Policy
- Welcome Center Policy
- CFDC Community Space Policy
- AV Policy

Mission Statement

The Village Presbyterian Church facilities are dedicated to the glory of God. Our intent is that the facilities will support God's work in our communities.

General Policies

1. The facilities shall be generally available to members who wish to meet to support the activities of Village Church and its mission in the community.
2. Any use that involves the non-member community will support Village Church related missions, activities, or objectives.
3. Outside groups are defined as a group consisting of a majority of non-members of Village Church, does not have a special status as a Village related group as designated by the pastoral or program staff, and does not have a historical relationship with Village Church. Outside groups will be subject to the following policies:
 - For profit entities are prohibited from using Village Church facilities
 - Explicitly political candidates, entities or interest groups are prohibited from using Village Church facilities
 - Fundraisers for outside groups are prohibited

4. All outside groups must be approved and sponsored by a ministry department of the church. The department is responsible for collecting the room fees, as listed in Appendix A.
5. Use of space by an outside group shall generally be limited to one event request, limited to Monday-Friday 8 a.m.-4 p.m., and must be sponsored by a church ministry department.
6. Requests for recurring use require specific approval in writing from the senior pastor, senior associate pastor, site pastor or director finance/administration.
7. All outside groups will provide a certificate of liability insurance naming Village Church as insured
8. All outside groups will pay room use fees as outlined in Appendix A
9. Any outside group charging for tickets will pay a flat fee as outlined in Appendix A.

Operating Policies

1. No individual or group may take any church equipment off church premises.
2. Audio-visual equipment in sanctuaries may not be used by any group without the involvement of the AV teams at VOM or VOA.
3. Evening uses of church facilities must finish by 9 p.m. and the buildings vacated by 9:30 p.m.
4. No events of outside groups will be scheduled for Fridays after 5 p.m., or on a Saturday or Sunday without approval by the senior pastor, senior associate pastor, site pastor or director finance/administration. Exceptions may be made for memorial receptions or wedding receptions.
5. No animals are allowed in the Village Cup. Any animals in church facilities must be restrained on a leash. Owners are responsible for cleaning up any accidents.
6. No smoking or use of alcohol are allowed in church facilities.
7. No weapons are allowed in church facilities.
8. Generally serving food/meals is permitted only in the following rooms:
VOM: Friendship Hall, Heritage Dining Room, Youth Bistro, Youth Loft
VOA: Fellowship Hall
CFDC: Community Space
Food may be provided for meetings of Village Church committees or classes in meeting rooms. Village Church groups should coordinate food service through the facilities coordinator and the director of food service.
9. With prior approval, outside groups and caterers will be allowed to use the kitchen facilities at VOA and the warming kitchen at the CFDC Community Space. There will be an additional charge for the use of these facilities. The sponsoring department will be responsible for supervising kitchen use, and for ensuring clean up following the event.
10. Childcare generally will not be provided for outside groups, nor may groups provide their own childcare. If child care is desired at VOM, application must be made to the Child Care department. At the CFDC, requests for child care should go directly to the CFDC director.

Scheduling Facilities

1. All room, equipment, or food requirements must be scheduled in advance with the facility coordinator (VOM) or the site coordinator (VOA). Only sponsoring department may schedule rooms. Advance scheduling is required to minimize conflicts.

2. On occasion schedule conflict arise and a scheduled room must be changed. The facility coordinator and/or site coordinator will work with the sponsoring department/group to identify a substitute space or reschedule the event.
3. Requests for food service, equipment, and room set up shall be made at the time the space is requested, using the method designated by the facility coordinator or the site coordinator.
4. Prompt notification of cancellation is requested so that the space is available for other groups.

Specific Uses for Facilities

1. The sanctuaries and chapel may be used for authorized church meetings or concerts. Periodically, there are liturgical art installations in the Sanctuaries or Welcome Center. These works are seasonal and usually will remain in the sanctuaries, chapel, or Welcome Center.
2. Weddings are governed by the policies in the Wedding Handbook and are subject to the charges listed in the Handbook.
3. Memorial Receptions are scheduled through Pastoral Care and Counseling or the VOA site coordinator.
4. The Welcome Center at VOM is available for simple receptions. See Welcome Center policy.

Village Presbyterian Church Facility Access Policy for Campuses

Access to Village Presbyterian Church Buildings

Village on Mission (VOM): Staff (program or custodial) are present in the building when events are scheduled, so no keys or key cards are required for public access. Custodians are present for out of business hours events. Meetings and events are scheduled through the VOM facilities coordinator.

Village on Antioch (VOA): Meetings and events at VOA are scheduled through the VOA site coordinator, who can also arrange for access for groups outside of business hours. Ministry and program staff may be present for VOA sponsored events or meetings and will provide access to the building.

Meneilly Center for Mission: Both the Tillotson Building (TB) and the Child and Family Development Center (CFDC) are open only during regular business hours. Events and meetings can be scheduled at this facility through the VOM facilities coordinator.

Exterior Keys/Key Fobs/Key Cards

In general, exterior keys/key fobs/key cards are given only to staff members, and not to church members or volunteers. Special requests for access may be made to the director of finance/administration and will be reviewed and approved by the Board of Trustees. Keys and key cards must be turned in to the Business Office when a staff person leaves Village Church employment.

Regular Business Hours:

VOM:	8:30 a.m.-4:30 p.m. M-F, 9 a.m.-noon Saturdays
VOA:	9 a.m.-4 pm. M-F
CFDC:	7 a.m.-6 p.m. M-F
Tillotson/Food Pantry:	10 a.m.-2:30 M-F (for clients) 9:30-11:30 a.m. Saturday (for clients)

Out of business hours access to VOA is scheduled through the VOA site coordinator. A key fob/card for exterior access may be picked up during regular business hours. The key fob/card shall be returned to the marked box upon leaving the facility.

Out of business hours access to CFDC and Tillotson/Food Pantry is scheduled through the VOM Facilities Coordinator and the Food Pantry director (for the Tillotson Building). A key card for exterior access may be picked up during regular business hours, from the CFDC receptionist or at the VOM reception desk (south entrance). The key fob/card shall be returned to the marked box upon leaving the facility.

VOM Facilities Coordinator:	913-671-2342
VOA Site Coordinator:	913-681-8180

Sept. 19, 2017 **Adopted by the Village Presbyterian Church Trustees**

Village Presbyterian Church

Welcome Center Guidelines

April 2016

Vision/Intent for Welcome Center

Place for conversation, friendship, community building
Flow through space
Venue for extending ministry of hospitality and friendship
Distinctive look and feel, different from the rest of the building
No permanent chairs and tables other than initial furniture
Desire to keep the space clear and free from clutter

Appropriate Events

Fellowship and community space before and after worship
Fellowship and community space during the week
Receptions following concerts, speakers, community events
Art Displays

Events to be scheduled elsewhere in building

Memorial Services and receptions
Special event parties: birthdays, anniversaries, “crafty” events
Wedding Receptions, although a receiving line following the ceremony may flow into the Welcome Center
Most repeating meetings and activities

Village Information

Digital signage will be primary medium
Provisions for paper-based information
Sign Up Tables/Information Tables will remain in Friendship Hall
Primary Food Pantry donation bins and other collections remain in south and chapel entrances
Extended use of temporary signage (pull up banners) to advertise special events

Displays and Art

Requests for additional interior décor will go to Liturgical/Worship Art Group

Food Service

Receptions must be simple (cookies, coffee, lemonade, etc.) as no catering kitchen facilities available in Welcome Center
May request that the Cup be open for special events (once Cup is fully staffed)
Coffee cart may be used for reception purposes in addition to one or two other tables
Portable bar height tables will be acquired for reception purposes

**Village Church CFDC Building
Programming and Scheduling Guidelines
Effective Jan. 1, 2017**

Community Space (Community Room, Small Conference Room, Large Conference Room)

Multi-Purpose Community Room.

- Priority is given to the CFDC for use as children’s play space on an as required basis.
- Space is available on a daily basis for other scheduling and classes, during these times: 9:30-11 a.m. (MTWF), 1:30-3:30 p.m. (MTWTHF). Such classes must make use of open space of the room. No chair set up will be available during the CFDC operating hours of 7 a.m.-6 p.m. M-F.
- Space is available for church classes, events and community groups after 6 p.m.

Conference Rooms.

- The small conference room (Conference Room A) is available for scheduling during the business day or in the evening. It seats 12 people.
- The large conference room (Conference Room B) is available for scheduling during the business day or in the evening. It is best used for seating with no tables.

A warming kitchen is available for community use. The warming kitchen includes a household style refrigerator/freezer, microwave, sink, and disposable plates, napkins, cups, and plastic ware.

Child care facilities are not available unless arranged through the Child and Family Development Center.

To gain access to the community portions of the building during non-business hours and for room set-up, please contact Mary Cashin, facilities coordinator, at 913-262-9400.

Village Presbyterian Church
Audio Visual (AV) Policy and Fees for Sanctuaries
Village on Mission (VOM) and Village on Antioch (VOA)

The AV systems in the sanctuaries at Village on Mission (VOM) and Village on Antioch (VOA) are used and operated only by the AV Teams at VOM and VOA. If a non-church/non-worship related event or group is given permission to use either sanctuary and is in need of AV support, a member of the VOM or VOA AV Teams will be scheduled to provide support by the facility coordinator (VOM) or the site coordinator (VOA).

If a member of the VOM or VOA AV team is needed for a non-worship related event, the charges will be:

Standard AV Needs (includes ___ or less microphones, graphic projection, no lighting manipulation)

- Outside Group (Non-Church) Event: \$50 per hour
- Outside Group (Non-Worship Church Event): \$50 per hour (includes 30 minutes of preparation prior to event, 15 minutes of closing down after the event)
- Wedding: \$100 (assumes arrival 30 minutes prior to service, shut down of system 15 minutes after service)

Extensive AV Needs (includes anything beyond Standard AV listed above, such as band/instruments that require sound "mixing," more than 4 microphone inputs, lighting manipulation, extensive graphics)

- Outside Group (Non-Church Event): \$150 per hour
- Outside Group (Non-Worship Church Event): \$150 per hour, includes 30 minutes of preparation prior to event and 15 minutes closing after event)
- Wedding: \$_____, includes 30 minutes of preparation prior to event and 15 minutes closing after service)

The VOM and VOA Sanctuary AV system includes everything in the AV booth, and all corresponding equipment and technology (all equipment and technology relating to graphics, video streaming, video recording and lighting). No changes may be made to the AV systems at either campus without approval of AV staff.

The AV teams for each campus will be identified and trained by Village staff. During worship, AV team members will wear an identifying name tag. No other persons are permitted to operate the AV systems.

Village Presbyterian Church Facility Charges for Use by Outside Groups

Use for up to Four (4) Hours or Less

Facility Category	Weekday	Weekend
Room (utility costs)	\$50	\$50
Set up	\$30	\$50
Custodian	\$50	\$80
Minimum Charge	\$130	\$180

Use for over Four (4) Hours or More (8 hour maximum)

Facility Category	Weekday	Weekend
Room (utility costs)	\$100	\$100
Set up	\$60	\$60
Custodian	\$100	\$150
Minimum Charge	\$260	\$310

Room charges are for a single room. Double rooms such as Friendship Hall (VOM), Fellowship Hall (VOA), 132/133 (VOM), 232/233 (VOM), and 126/127 (VOM) count as two rooms and will be charged as such.

Flat Fee for Outside Groups Charging for Tickets (Sanctuaries) \$500

Flat Fee for Outside Groups Charging for Tickets (Friendship/Fellowship Halls) \$300

Free coffee is available at VOM when scheduled with the initial event booking request. Iced tea and/or lemonade are available at VOM for a fee, inquire with the initial booking request.

Terms:

- Deposit of \$50 is required on booking, refundable up to 30 days before the event.
- Balance due must be deposited in the VOM Business Office no less than 7 days before the event.
- Premises must be vacated no later than 9 p.m.
- A certificate of liability insurance must be provided, naming Village Presbyterian Church as insured. The certificate must be on file with the VOM Business Office no less than one week prior to the event.
- The Sponsoring Department will be responsible for the collection of fees and settlement of bill with the outside group and the Business Office.