



FACILITIES USE POLICY

CLEAR LAKE PRESBYTERIAN CHURCH
 1511 El Dorado Boulevard, Houston, TX 77062
 281-488-6731

- Purpose Statement:
“CLPC facilities are a gift from God, entrusted to the members of CLPC for the purpose of welcoming, blessing, and serving the community. This policy ensures the facilities’ generous use and effective maintenance.”
- General Guidelines and Responsibilities:
 1. All facility usage must respect the *Purpose Statement* written above.
 2. All groups are encouraged to be flexible. Scheduling of rooms will be done as appropriate to the size of the group, the nature of the activity and the conservation of utilities. Most meeting areas are considered multi-use.
 3. As a general guide, all activities will conclude by 10:30 pm for safety concerns. The condition of the space is expected to be the same as it was prior to use. Please turn off all lights, A/C, and lock all doors.
 4. No alcohol, tobacco, or controlled substances will be allowed on church property. ([Ordinance No. 2006-1054](#))
 5. No bicycles, skateboards, skates, or shoes that have skates may be used inside the buildings.
 6. No food or drinks are allowed in the Sanctuary or Chapel outside of Communion.
 7. All children must be supervised by an adult (18 years of age). Classrooms C101-C114 will NOT be available for other groups when Preschool is in session. No damaging horseplay is to be allowed. Any events for children under the age of 2 ½ will NOT be scheduled for any Second Floor space per Texas Child-Care Licensing (dfps.state.tx.us) and Houston Fire Code (houston.tx.gov/fire).
 8. A Certified [City of Houston Food Service Manager](#) must be present at all times. Current list of managers is posted in the serving line area. Posted kitchen rules and the Health Department protocol must be followed at all times. No one under 16 years of age is allowed in the large kitchen without adult supervision (excludes serving line, beverage area).
 9. Any forms of private benefit or organizations that might jeopardize CLPC’s tax-exempt 501(c)(3) non-profit status will be prohibited ([IRS Publication 1828](#))([Property Tax Code 11.18,11.20](#)). IRS Letter of Determination is required. Texas Sales Tax Permits required for business sales (state.tx.us).
 10. All groups holding events on CLPC premises must have their own event insurance liability policy and must be able to provide CLPC with a Certificate of Insurance. Can be obtained online (theeventhelper.com).
- Reservations:
 1. Reservations may be scheduled through the church staff by email. Events are scheduled on a first come, first serve basis. However, some flexibility is required as adjustments may be asked of you to accommodate others. Name of the event, contact information, time, and location information is required for the event. Tables and chairs are available for activities.
 2. Confirmation must be in the form of an email from the church office. The Church calendar can be checked online to confirm that the event is actually in the schedule.
 3. Key arrangements can be made with the church office if absolutely necessary.
 4. Use of sound or video/audio equipment must be requested when making the room reservation and will be used only after instructed by church staff or the appropriate elder. An audio/visual tech may be needed for an additional fee.
- Fee Schedule:
 1. Please follow the table below for most associated costs. * *For more specific information about Wedding costs and procedures, please contact our Wedding Coordinator [Kari Euker](#).*

Room	Room Cost	Setup Deposit Fee (if applicable)	Audio/Visual Tech
Sanctuary	\$200	\$100	Contact: Will Stephens
Fellowship Hall/Celebration Hall	\$150	\$100	\$75 (more than 5 hrs.)
Other rooms	\$75	\$50	\$15/hour (less than 5 hrs.)

1. Please know any special circumstances will be handled on a case by case basis with the church staff and some may be required to have Session approval.
2. Recurring events will be asked to make a discounted monthly donation depending on the event.
3. Certain outreach and community events may have fees waived per staff or Session determination.