

2018

Using the Church Facility



Instructions and Guidelines

Version: 8
February 11, 2018

Getting Started

Welcome

Welcome to the Metropolitan Community Church of San Diego. We are excited to extend our beautiful facility to you. We are a very busy place and our primary purpose is to carry on the ministry of our church. Our spirit-filled Christian community is about bringing people closer to God and one another. We are very proud of our diversity and our active ministries for children, youth, adults, and seniors. Everyone is welcome at The Metropolitan Community Church of San Diego.

We are excited that you are considering our building for your group meeting or event. Utilization of our church facility is managed by our Church Administrator and once the Facility Rental Agreement has been completed and executed by the Church Administrator your requested space will be reserved.

The Metropolitan Community Church of San Diego facility is available for local non-profit organizations and individuals requesting one-time or short-term usage of our facilities. Our first priority is to programs and membership needs of the church. Priority is then given to non-profit groups that are supported by the church, and finally to other non-profit organizations and community groups. We have limited space for community organizations requesting long term meeting space.

Thank you for considering our church facility for your meeting or event. We look forward to working with you on your space needs and let us be the first to welcome you to The Metropolitan Community Church of San Diego. We hope your experience with us will be enjoyable and if there is anything you need please let us know.

A Brief History

The Metropolitan Community Churches were founded by Rev. Troy Perry in 1968 as an affirming denomination open to all, with a particular outreach to the gay, lesbian, bisexual, transgender community, families and friends. The denomination now has over 200 churches world-wide. The Metropolitan Community Church of San Diego was formed in 1970 and currently has nearly 300 active members.

An Overview of the Facility

Overview

Conveniently located an ocean breeze away from Mission Bay, The Metropolitan Community Church of San Diego is a wonderful facility that captures the uniqueness of a church by the bay. This 30-40 year old building has a modern look-and-feel and the spaces are designed with today's meeting and event needs in mind.

We look forward to working with you on your rental space needs.

Perfect for Your Event

We have spaces designed to meet your needs for various occasions including:

- Events
 - Support Groups
 - Weddings
 - Special Events
 - Limited Parties
 - Small Receptions
 - Classes
 - Meetings
 - Films
 - Book Fairs
 - Craft Shows
 - Theater Rehearsals/Performances
 - And so much more
-

Rental Eligibility

The Metropolitan Community Church of San Diego Community has an affordable and comfortable space available for daily, evening, weekly or weekends and can be used by individuals and non-profit 501c3 groups.

Continued on next page

An Overview of the Facility, Continued

Location The church is located close to Mission Bay in the heart of San Diego Council District 6. The church is just east of I-5 at the Clairemont Drive exit (Exit #22). Our address is:

2633 Denver Street
San Diego, California 92110
619-521-2222

Transportation The church is on bus route 105 (105A).

Facility Amenities Our facility has a wonderful ocean breeze and offers the following amenities:

- One or two floors of space, large or small
 - Air-Conditioning
 - Casual and Comfortable
 - Limited Kitchen Facilities
 - Tables
 - Chairs
 - Grand Pianos
 - Organs
 - Audio-Visual Equipment
 - Sound System
 - Recording Equipment
 - Basic Stage Lighting
-

Available Spaces The church has four designated areas available for your meeting or event:

- Sanctuary
 - Social Hall/Kitchen
 - Community Room
 - Conference Room
-

Continued on next page

An Overview of the Facility, Continued

Sanctuary

Our beautiful sanctuary is available for use Monday through Saturday, and Sunday after 1 pm. Although regularly used for weddings, the sanctuary can also be used for seminars, speaking engagements, concerts as well as performing art shows, respecting the fact that it is first and foremost a sanctuary. A sound system, recording equipment; audio-visual equipment and some stage lighting are in place. The sanctuary also has a Baldwin grand piano and an organ.

Room Details	
Capacity	175 people seated
Room Size	Approximately 2,000 square feet
Equipment	Sound system; recording equipment; audio-visual equipment; stage lighting; piano; organ

Social Hall/ Kitchen

The Social Hall is conveniently located next to the kitchen and is directly across from the sanctuary. This space is great for small receptions and networking style events. The room also has a grand piano. The kitchen is equipped with a stove and refrigerator.

Room Details	
Capacity	70 people standing or approx. 40 seated
Room Size	Approximately 500 square feet
Equipment	Stove; refrigerator; piano; round tables

Community Room

The Community Room is equipped with a conference table and chairs. This room is frequently used for training seminars, speaking engagements, child care playroom, presentations and group gatherings.

Room Details	
Capacity	15-20 people seated or 30 people standing
Room Size	Approximately 200 square feet
Equipment	Large table and chairs

Continued on next page

An Overview of the Facility, Continued

Conference Room

The Conference Room is set-up as a traditional meeting room, with a large conference table in the center. General meetings or small conferences can be held comfortably in this space.

Room Details	
Capacity	8-12 people seated
Room Size	Approximately 100 square feet
Equipment	Conference room table and chairs

Scheduling a Room

To schedule a room simply complete the Facility Rental Agreement and return the following documentation to the Church Administrator:

- Completed Facility Rental Agreement Form
 - Any additional information you feel might be useful in helping us determine if we can accommodate your group
 - Any necessary documents such as a Certificate of Liability Insurance, verification of non-profit status etc.
-

Facility Space Donation Rates

Rate Types

The Metropolitan Community Church of San Diego has established the following facility space donation rate types based on the type of organization requesting the facility:

Rate Type	Description
Standard Rate	The standard rate is for businesses, individuals and political candidates.
Non-Profit Rate	The non-profit rate is for educational, cultural and other non-profit organizations

Facility Rental Rates

The Metropolitan Community Church of San Diego standard facility space donations are as follows:

Space	Standard Rate	Non-Profit Rate
Sanctuary	\$225	\$150
Kitchen*/ Fellowship Hall	\$150	\$90
Community Room	\$50	\$50
Conference Room	\$40	\$40

*limited use

Time Segments

Fees are based on one segment of time. We currently offer three time segments:

- Morning Segment
- Afternoon Segment
- Evening Segment

A segment is considered to be 4 hours. If more time is required, agreement to an additional segment at the appropriate rate would be necessary.

Building Availability

The Church Facility is available most any day between 9 a.m. and 9 p.m. except when being used for church services, our ministries or other commitments.

- The building is not available on Sundays 8:00 am to 1:00 pm (worship services)
- The Church Office hours are Monday through Thursday 9:00 a.m. to 5:00 p.m.

Clearing and Cleaning

The building must be completely cleared and cleaned no later than 9:30 pm. Users are expected to assist in emptying trash, picking up, cleaning the space, and otherwise leaving it as found. Exceptions to these times must be approved in advance and will be subject to a custodial or issued key surcharge.

What is included in the Space Donation?

The space donation includes the use of the following amenities:

- Air Conditioning/Heat (except 1st floor)
- Water
- Lights
- Restrooms
- Parking
- Standard Room Configuration
- Tables
- Chairs
- Available furniture as needed

The Sanctuary use may include (upon specific approval):

- Grand Piano
- Sanctuary Organs
- Sanctuary Audio-Visual Equipment
- Sanctuary Sound System
- Sanctuary Recording Equipment
- Sanctuary Basic Stage Lighting

Continued on next page

Facility Space Donation Rates, Continued

Key Deposit In the event of the issuance of a building key for long-term use or set-up outside of normal business hours, a **\$25.00** refundable key deposit will be received.

Pre-Payment Policy Full payment for the space must be received at least 10 days before the event date or the space will not be available for use. Any payments within 10 days prior to use must be made in cash.

Cancellation If you need to cancel your meeting space use, we request that you notify us immediately. In the event of cancellation, a full refund will be provided minus \$25 for processing, as long as notification is received at least 72 hours prior to the event.

Custodial There is a required Custodial Contribution minimum of **\$65** for all events in the Sanctuary and Social Hall/Kitchen. This fee covers on-site supervision, limited custodial time to open and close the building, review clean-up and ensure that on-site concerns are handled.

Item	Fee
Open/Close Custodian	\$65-80 per segment
Over-Time/Extended Hours	\$15 per hour

Additional Use Costs There may be additional service donations when using the following services or amenities (based upon availability):

Description	Fee
Sound Technician	\$80 per segment
Musician	\$100 per segment
Multimedia Technician	\$70 per segment
Soloist	\$80 per segment

Continued on next page

Facility Utilization Guidelines

Damages All individuals and groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person signing the Facility Use Agreement Form shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the individuals or group involved.

Room Configuration All rooms have been designated with a standard room set-up. Any set-up changes requested by the group are subject to approval by the Church Administrator.

Organ and Piano The musical instruments are available upon request. If you wish to have instruments tuned, they will be tuned at your expense preferably by our contracted technicians. The instruments should not be moved except by permission from the Church Administrator, and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

Sanctuary Sound System The Sanctuary sound system and recording equipment are available upon request. The systems may be operated by the church sanctuary sound technicians only at an additional cost. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors.

Smoking Policy All individuals and groups using our facilities should abide at all times by a “No Smoking” policy in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately the individual or group’s use of the facilities and/or to deny use in the future. We request that smokers in the group use the designated smoking areas located in pre-designated outside areas outside the church facility.

Continued on next page

Alcohol and Drug Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the parking lot.

Supervision of Children and Youth

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy regarding proper supervision of children, the presence of an adult certified in First Aid and CPR, and for events involving children, training related to child abuse prevention and possible background check.

Any questions regarding this policy should be directed to the Church Administrator.

Endorsement

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

Food and Drink

No food or drink are allowed in the Sanctuary except water bottles.

Decorations

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. All such decorations must be removed immediately and completely following the event. Users are responsible for any damage incurred.

Emergency Scheduling Conflicts

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Recycling

Recycling is an initiative of our church. As a part of that goal we have placed receptacles for recycling glass and aluminum. We encourage every organization to help save our planet and participate in our recycling efforts.

Storage There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing necessary items offsite.

Parking Our church parking lot is on the south side of the building. Parking on the church facility is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Groups may also use the following adjacent parking lots after business hours:

- The Dentist Office to the North of the Church
- The Strip Mall to the South of the Church
- The Lot on the North Side of the Best Western and West of the Car Wash (please do not park by the motel rooms)

You may also park on the streets surrounding the church:

- On Denver Street Both South of the Church
 - The North Side of Clairemont Drive
 - Along Ingulf Street (the first east-west street south of the church)
 - Along Clairemont Drive East of Denver St
-

Security Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Final Decisions In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.