
PROPERTY GUIDELINES

New Philadelphia Moravian Church



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Table of Contents

Section I: Properties Committee Policy Guidelines.....	3
A: Background.....	3
B: Duties of the Properties Committee.....	3
C: Congregational Mission Statement and the Use of Our Property	3
Section II: Rules and Regulations - Use of Church Property	4
A: Responsible Person.....	4
B: General Guidelines for the Use of Church Property.....	4
C: Fees Charged to Non-Members	6
D: Cleaning Fees for Members Engaging Space for Private Use	6
E: Church-sponsored Functions.....	7
Section III Weddings at the Church	8
A: Regulations Regarding Weddings	8
B. Wedding Fee Schedule for Members: Includes Cleaning.....	10
C. Wedding Fee Schedule for Non-Members: <i>Includes Cleaning</i>.....	10
D. Wedding Information Form.....	11
Section IV Audio/Video Services-Weddings	12
A. Request for Audio/Visual Services – Wedding.....	13
Section V – Audio/Video Services – Other Events.....	14
A. Request for Audio/Visual Services – Other Events.....	15
Section VI Kitchen Clean-Up Procedures.....	16
Section VII: Procedures	17
A. Church Office Procedures:	17

Section I: Properties Committee Policy Guidelines

A: Background

1. *The Moravian Book of Order* provides that the scheduling/ planning function of the church's facilities falls under the purview of the Board of Elders. Under normal circumstances, i.e. those having to do with General Church Programming of an ongoing nature, this charge is not to be abridged. However, because expenses are incurred and fees are collected for certain Uses of the Church Property, in these instances, the Trustees share decision-making responsibilities with the Elders.
2. In the Rules and Regulations of New Philadelphia Moravian Church, Article III, Section 4, A "Use of Church Property" is addressed:

There shall be annually established by the Executive Boards a (Properties) Committee which shall determine for what purpose the church owned buildings, grounds, and other property may be used and which shall seek to regulate their use in such a way as to avoid conflict between groups that use them. The committee shall consist of the following members: the Senior Pastor, three members of the Board of Elders and three members of the Board of Trustees. Committee members from the Executive Boards shall be chosen by their respective Boards.

3. It is recommended that to maintain continuity, that service on the committee be staggered and for more than one year. The Properties Committee is therefore a joint committee of the Joint Board. The Chairperson will be an Elder.

B: Duties of the Properties Committee

(If a request to use Church Property is routine according to the guidelines laid out herein, the Church Secretary will pencil in the request on the church calendar. If it is not routine, she will at her discretion notify the Properties Committee).

1. The charge of the Properties Committee is to be the decision-making authority on the use of the physical facilities, including both the buildings and grounds of New Philadelphia Moravian Church, by both members and non-members. Under normal circumstances any decision made by the Properties Committee regarding a request to use our facilities is final.
2. However, should a decision made by the Properties Committee be challenged by the person or group petitioning to use the property; the Elders will adjudicate the issue.

C: Congregational Mission Statement and the Use of Our Property

1. Our congregational mission statement is as follows:

New Philadelphia Moravian Church seeks to be a caring fellowship worshipping God, and encouraging one another to seek a closer relationship with Jesus Christ, as we follow the leading of the Holy Spirit in service and in mission.

2. It is clear that all decision-making criteria used by the Properties Committee should reflect the spirit and direction set forth in our mission statement. The physical property of the church should be used to support our members, and to be a Christian outreach to the community we serve.
3. It is clear that Church membership in good standing affords members the privilege to use the facilities and the responsibility to maintain the integrity, cleanliness, and Godliness of the facility.
4. It is also clear that, though the use of our building by outside groups is certainly compatible with our mission statement, the church is not for rent to the public at large for secular uses that do not meet the Christian outreach intent of our mission statement.
5. In light of all the above, the Properties Committee will carefully and prayerfully evaluate all requests to use our church property and will reach decisions using the guidelines listed herein.
6. The issue of Christian outreach is subjective. As our congregation strives to reach out to and minister within our community, we must rely on the good judgment of those Committee Members and Board Members charged to evaluate requests for use of our property. Members and friends of our congregation are asked to prayerfully encourage and support those who do this important work.
7. The physical property of the church shall not be for rent to members or nonmembers for profit-making events or financial gains.

Section II: Rules and Regulations - Use of Church Property

A: Responsible Person

Definition: The term "RESPONSIBLE PERSON" refers to the person making the Request for Use of New Philadelphia Moravian Church Property.

B: General Guidelines for the Use of Church Property

1. Prior to using any of the facility, a facility usage request form must be completed through the church office. The form must be completed at least thirty (30) days in advance of the event date. ***Ordinarily, outside groups may not reserve our facilities more than sixty (60)* days in advance of the event date.*** Weddings are the exception. In order to better facilitate planning your wedding, it may be booked four months prior to the actual date of the ceremony, but not before consulting with a Pastor.
2. The Properties Committee will act on the REQUEST (See Section VII Herein) and the Church Secretary will notify the RESPONSIBLE PERSON listed on the REQUEST.
3. **All Non-Member and Members booking space for personal use will pay a key deposit of \$40.00. This fee cannot be waived, and must be paid when the key is picked-up.**
4. All Non-Members will be required to pay usage fees before a key will be issued.
5. All Members are required to pay cleaning fees as per SECTION II.C., before a key will be issued.

6. The sound system will only be operated by a trained and qualified person approved by the church after a proper request has been issued. (See Sections IV and V)
7. Caterers employed for non-church sponsored events must be approved by the Properties Committee.
8. The Church Property Manager and the RESPONSIBLE PERSON should visit the area to be used to inspect the space for any problems that may exist. Discrepancies will be noted by the Church Property Manager.
9. All groups or individuals who use any part(s) of the facility shall park only in proper parking spaces.
10. At all approved events the RESPONSIBLE INDIVIDUAL will be responsible for seeing that persons confine themselves to their assigned area.
11. All children brought to adult gatherings must be supervised.
12. No one is authorized to tamper with any parts of the heating or cooling system.
13. Smoking is not allowed inside the church buildings.
14. Consuming alcoholic beverages is not allowed on any church property.
15. **All functions on church property are to end by 10:00 P.M. The RESPONSIBLE INDIVIDUAL must lock all buildings and turn off all lights.**
16. Before an area is vacated, the RESPONSIBLE INDIVIDUAL must see that any furniture that has been moved has been returned to its original place.
17. The RESPONSIBLE INDIVIDUAL should see to it that the area is picked-up, and the trash properly bagged, etc. As near as possible, the facility should be left in the same condition in which it was found.
18. The properties committee has the authority to act as it sees fit concerning exceptional cases. This includes the waiving of fees.

C: Fees Charged to Non-Members

The following rental fees reflect the cost of heating or cooling and cleaning* the space you wish to use. All of the prices are based on a period of use not to exceed four hours. The Responsible Person is charged with set-up, take-down and initial cleaning after take-down. Upon the departure of your group, the space you use should look very much like it did upon your arrival. The cleaning fees which are included in your rental fee are for sweeping, dusting, cleaning of the bathrooms, mopping of the kitchen, emptying of trash, etc. Those using the kitchen should adhere to the Clean-up Procedures listed in Section VI herein.

Key Deposit	\$40.00 (refunded when the key is returned)
Sanctuary	\$290.00*
Banquet Room (BR)	\$290.00*
Classrooms	\$40.00*
Conference Room	\$40.00*
Fellowship Hall (FH)	\$390.00*
Fire House	Not Rented.
Kitchen (Cold)	\$140.00*(Rented only with FH or BR)
Kitchen (Hot)	\$215.00* (Rented only with FH or BR)
Friendship Room	Weddings and Funerals Only. Comes with Sanctuary.
Scout Hut	Not Rented.
Youth Building/Pavilion	Not Rented.
Audio Video Services	See Section IV & V below

D: Cleaning Fees for Members Engaging Space for Private Use

The cleaning fees which are included in your rental fee are for sweeping, dusting, cleaning of bathrooms, emptying of trash, etc. The RESPONSIBLE INDIVIDUAL is asked to pick-up the area and to return all furniture to its original location. Those using the kitchen should adhere to the Kitchen Clean-up Procedures listed in Section VI herein.

Key Deposit	\$40.00 refunded when the key is returned
Sanctuary	\$90.00
Fellowship Hall	\$90.00
Youth Building/Pavilion	\$65.00
Friendship Room w/Kitchen	\$65.00
Classrooms	\$40.00
Fire House	Not to be used.
Scout Hut	Not to be used.
Kitchen (Hot)	\$115.00
Kitchen (Cold)	\$65.00
Banquet Room	\$65.00

E: Church-sponsored Functions

No fees or key deposits will be charged for church-sponsored functions, such as Sunday School Classes, CE Committee, Family Life Committee, Preschool, Scouting, or other congregational activities.

Section III Weddings at the Church

A: Regulations Regarding Weddings

1. The services and facilities of New Philadelphia Moravian Church are offered to its members, and to non-members in accordance with the policies approved by our church boards. Weddings will be coordinated through the Senior Pastor and the Officiating Pastor is responsible for all wedding activities he presides over.
2. **Reservations:** Reservations for a Wedding must be made through the Pastoral Staff in the Church Office at least 30 days in advance. Non-Members may not book earlier than four months from the date of the actual service. General details of the Wedding, including Premarital Counseling, the Rehearsal and Reception shall be discussed with the Pastor(s) *before* the date and time are placed on the Church Calendar. If you are planning a Reception at the church, arrangements to reserve the Fellowship Hall, the Banquet Room, the Parlor, or the Pavilion should be made at the same time that the Wedding Ceremony itself is scheduled.
3. **Premarital Counseling:** We require each couple to have Premarital Counseling from the minister who will officiate at their wedding. Our pastors usually require at least two counseling sessions and a rehearsal.
4. **Minister:** No fee is charged by our Pastor(s) when officiating at the wedding of a Member of New Philadelphia Moravian Church. An honorarium is acceptable. For Non-Members, the standard fee for two counseling sessions, a rehearsal and the ceremony is \$150.
5. **Visiting Ministers:** If a visiting minister is to conduct the ceremony, prior approval must be obtained from the New Philadelphia Senior Pastor.
6. **Wedding Director:** The bride is required to designate someone other than the Minister to serve as the Wedding Director. The Director shall consult our pastor to become familiar with the customs and traditions of New Philadelphia.
7. **Music:** Only music appropriate for a church ceremony may be used. If there are questions regarding musical selections, you shall discuss them with the pastor and church organist.
8. **Organist:** A Church Organist is available to play for Weddings (and other services such as funerals). A minimum fee of \$150 is charged for this service, to be paid directly to the Organist. A conference should be scheduled with the Organist to determine what music shall be included. If a guest organist is to play for the service, the church office is to be notified. The guest organist should call the church office to discuss the matter with the church Director of Music.
9. **Audio-Request:** See Section V herein, "Audio-Video Services for Your Wedding."
10. **Decorations:** In planning for decorations, remember that a Wedding is a service of worship and plan accordingly. Please notify the church office of the florist you have selected. No nails, tacks, or screws are to be inserted in any part of the building or furnishings. No artificial platforms or structures are to be used. Candles are to be furnished by the florist. The "Chase Candle" is required by the church. A key that admits the florist must be picked up by a member of the wedding party. It is labeled

“FLORIST”. A deposit of \$40 is required at the time of pick-up. The deposit will be refunded by mail no later than 10 days after the key has been returned to the Church Office.

11. **Florists:** Florists are responsible for any property damage or cleaning expenses incurred by the use of candles and other materials. It is the responsibility of the wedding party to insure that any floral arrangements that are to be left for the church be put in an appropriate location. The florist or family should remove other floral arrangements and/or additional property within 3 hours after the service so that the sanctuary can be cleaned by the cleaning service.
12. **Catering:** Catering services must be provided by the persons holding the reception. The wedding party will be responsible for the general cleanliness of the space used. (Discuss with item II. B. 7)
13. **Clean-up and Lock-up:** Two hours after the end of the event, the wedding party is responsible for personal item clean-up and lock-up of church property. Both Members and Non-Members will pay the scheduled facility clean-up fee for room(s) utilized during the wedding as outlined in Sections III. B. and III. C. in this document.
14. **Miscellaneous Rules and Regulations:** The bride and/or bridegroom should inform all members of the wedding party of the following rules and regulations:
 - a. No alcoholic beverages may be served on church property.
 - b. No flash photography equipment may be used in the sanctuary during the ceremony.
 - c. No rice or birdseed may be thrown in the sanctuary or anywhere inside the building.
 - d. Smoking is not permitted in church buildings.
 - e. No sanctuary furniture may be moved without permission from the pastor. If permission is granted, all furniture must be returned to its proper location. Any damage incurred is the responsibility of the wedding party.
 - f. The bride and bridesmaids should dress in the Friendship Room, and the groom and groomsmen in the Conference Room located on the first floor.
 - g. Personal valuables should not be left in dressing rooms. The church cannot be responsible for the theft of personal items.

B. Wedding Fee Schedule for Members: Includes Cleaning.

Your Fees pay for heat or cooling our facility. They also include a Cleaning Fee.

This fee covers sweeping, dusting, cleaning of bathrooms, the emptying of trash, the mopping of the kitchen, etc. The RESPONSIBLE INDIVIDUAL is asked to pick-up the area and to return all furniture to its original location. (This also includes the flowers for Sunday service [if already in place] and the parament belonging in the pulpit.) Those using the kitchen, or their caterers, should adhere to the Kitchen Clean-up Procedures listed in Section VI herein.

Key Deposit	\$40.00 refunded when the key is returned
Sanctuary	\$90.00
Fellowship Hall	\$90.00
Youth Building/Pavilion	\$65.00
Classrooms	\$40.00
Friendship Room w/kitchen	\$65.00
Fire House	Not to be used.
Scout Hut	Not to be used.
Kitchen (Hot)	\$115.00
Kitchen (Cold)	\$65.00
Banquet Room	\$65.00
Audio/Video Services	See Section IV below

C. Wedding Fee Schedule for Non-Members: Includes Cleaning

Key Deposit	\$40.00 refunded when the key is returned
Sanctuary	\$290.00
Banquet Room (BR)	\$290.00
Classrooms	\$40.00
Conference Room	\$40.00 <i>(No charge with weddings.)</i>
Fellowship Hall (FH)	\$390.00
Fire House	Not Rented
Kitchen (Cold)	\$140.00*(Rented only with FH or BR)
Kitchen (Hot)	\$215.00* (Rented only with FH or BR)
Old Fellowship Hall	Not Rented
Friendship Room	Comes With Sanctuary. <i>Exception: No charge with weddings and funerals.</i>
Scout Hut	Not Rented
Youth Building/Pavilion	Not Rented
Audio/Video Services	See Section IV Page 12

D. Wedding Information Form

Name of Groom _____

Phone _____

Email _____

Address _____

City/State/Zip _____

Name of Bride _____

Phone _____

Email _____

Address _____

City/State/Zip _____

Wedding Date _____

Wedding Time _____

Rehearsal Date _____

Rehearsal Time _____

Counseling (1) _____

Counseling (2) _____

Responsible Party for cleanup/lockup

Name _____

Phone _____

Signature _____

Date _____

Section IV Audio/Video Services-Weddings

1. **Requests:** (To be submitted on form after carefully reading the conditions outlined below).
2. **Video Services at Weddings:** At this time New Philadelphia recommends that persons who desire video of their weddings contact a professional Videographer. Your Videographer will be responsible for supplying, installing, and using all the necessary video and audio connections to tape your service. He will most certainly want to provide his own, quality microphones that have been tested to work with his system. Professionals prefer to work with their own equipment, and we require it.
3. **Audio Services at Weddings:** In the past, we have conducted many weddings at New Philadelphia without amplifying the service electronically. This is still an option. However, Should you desire to use the Sanctuary Audio System, then you must hire one of our trained Audio System Operators. Your request for an Audio System Operator should be made at the time of the 1st Counseling Session with one of our Pastors. Following your request, the Church Secretary, will fill your request by contacting an Audio System Operator. The Operator's name, telephone number, and email address as appropriate will be forwarded to you with-in one week of your request. You may then contact the Operator that has been assigned to you with questions you have regarding your wedding.
4. **What to Expect:** Our Audio System Operators want your wedding to be a success. They will work with you to insure that your guests will be able to enjoy your music and hear your vows. They will also furnish you with a tape of the service. However, this tape is just a by-product of amplifying the sound in the sanctuary, and is not intended nor guaranteed to be professional quality.
5. **Time Required for Audio Services:** In order to adequately amplify your wedding an Audio System Operator will need to work approximately three hours. 1) They will need to test and pre-set the equipment. 2) They will need to attend your rehearsal. 3) They must, of course, attend your wedding. We do not vary from this policy. Three hours is the minimum, and our fees reflect that fact. If you desire to consult with your Audio System Operator about additional audio services, you may do so.
6. **Cost:** The cost for Audio Services as described above is \$150.00. If the time exceeds three hours, there is an additional fee of \$35.00 for each hour or part there of. If one desires Audio/Video (sound or projection) services in the Fellowship Hall, without Audio Services in the Sanctuary, there is an initial fee of \$150.00 (minimum) for the first three hours, and an additional fee of \$35.00 for each hour or part thereof. If one desires services in the Sanctuary (\$150.00), and in the Fellowship Hall, the fee for the Fellowship Hall is \$35.00 for each hour or part there of beyond the wedding proper with a minimum charge of \$70.00.
7. **Payment:** Payment must be made to the Church Secretary at the 2nd Counseling Session with one of our pastors. The check should be made out directly to the Audio/ Video System Operator who has been assigned to you.

A. Request for Audio/Visual Services – Wedding

To Be Completed By the Responsible Individual Requesting Services

Disclaimer of Responsibility: *New Philadelphia Moravian Church makes no warranties, expressed, implied, or otherwise, concerning the fitness of its audio-video systems for any particular purpose, or the skill or ability of any of its operators and hereby specifically disclaims any responsibility for any damages, actual or consequential, that any individual may incur as a result of using the Audio/ Video systems, whether such damages are incurred due to a deficiency in the Audio/ Video systems or through the error of any of the operators.*

I Request the Following Service(s):

Date & Time of Wedding _____

Date & Time of Rehearsal _____

Name of Responsible Individual _____

Address _____

City/State/Zip _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

I have read and agree to abide by the policy of New Philadelphia Moravian Church as stated above:

Signed: _____

Date of Request _____

Operator Assigned:

Name _____

Phone _____

Email _____

Services Request

Sanctuary Audio only

Fellowship Hall Audio
Video

Date Assigned _____

Payment Received _____

Section V – Audio/Video Services – Other Events

1. **Requests:** (To be submitted on this form after carefully reading the conditions outlined below).
2. **Video Services in Our Fellowship Hall:** New Philadelphia has a PROJECTION SYSTEM capable of playing sound or video CD's, DVD's, Computer Presentations and VHS-TAPES. It requires the use of one of our trained Audio-Video System Operators as outlined below. Your request for an Audio System Operator should be made at the time you secure your date on the Church Calendar. Following your request, the Church Secretary will fill your request by contacting an Audio System Operator. The Operator's name, telephone number, and email address as appropriate will be forwarded to you with-in one week of your request. You may then contact the Operator who has been assigned to you with questions you have regarding your event.
3. **Audio Services:** Should you rent our Sanctuary for a service, you must hire one of our trained Audio System Operators. Your request for an Audio System Operator should be made at the time you secure your date on the Church Calendar. Following your request, the Church Secretary will fill your request by contacting an Audio System Operator. The Operator's name, telephone number, and email address as appropriate will be forwarded to you with-in one week of your request. You may then contact the Operator who has been assigned to you with questions you have regarding your event.
4. **What to Expect:** Our Audio-Video System Operators want your event to be a success. They will work with you to insure that your guests will be able to enjoy your presentation. If your event is in our sanctuary, they will also furnish you with a tape of the service. However, this tape is just a by-product of amplifying the sound in the sanctuary, and is not intended nor guaranteed to be professional quality.
5. **Time Required for Audio or Video Services:** In order to adequately plan for your event, an Audio System Operator will need to work approximately three hours. 1) They will need one hour for consultation. 2) They will need one hour to prepare for your event, including testing and pre-setting the equipment. 3) They must, of course, attend your event. We do not vary from this policy. Three hours is the minimum, and our fees reflect that fact. If you desire to consult with your Audio-Video System Operator about additional audio services, you may do so.
6. **Cost:** The cost for Audio-Video Services as described above is \$150.00. If the time exceeds three hours, there is an additional fee of \$35.00 for each hour or part thereof.
7. **Payment:** Payment must be made to the Church Secretary at least one week prior to your event. The check should be made out directly to the Audio/ Video System Operator who has been assigned to you.

A. Request for Audio/Visual Services – Other Events

To Be Completed By the Responsible Individual Requesting Services

Disclaimer of Responsibility: *New Philadelphia Moravian Church makes no warranties, expressed, implied, or otherwise, concerning the fitness of its audio-video systems for any particular purpose, or the skill or ability of any of its operators and hereby specifically disclaims any responsibility for any damages, actual or consequential, that any individual may incur as a result of using the Audio/Video systems, whether such damages are incurred due to a deficiency in the Audio/Video systems or through the error of any of the operators.*

I request the following service(s):

Date & Time of Event _____

Name of Responsible Individual _____

Address _____

City/State/Zip _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

I have read and agree to abide by the policy of New Philadelphia Moravian Church as stated above

Signed _____

Date of Request _____

Operator Assigned:

Name _____

Phone Number _____

Email _____

Services Requested

Sanctuary Audio only

Fellowship Hall Audio Video

Date Assigned _____

Payment Received _____

Section VI Kitchen Clean-Up Procedures

The cleaning fees (see III. B. and III C. herein) and key deposit of \$40.00 must be paid when the key is picked-up.

1. All dishes must be properly washed using the supplied detergent in the industrial strength, germ killing dishwasher and put away dry.
2. All silverware must be properly washed using the supplied detergent in the industrial strength, germ killing dishwasher and put away dry.
3. All pots and pans must be washed using the supplied detergent in the industrial strength, germ killing dishwasher and put away dry.
4. The dishwasher must be emptied, *drained* and cleaned, and the dishwasher trays must be put away dry.
5. All washable dish towels need to be put into the washing machine, but not washed.
6. All appliances, especially the stove and refrigerator must be properly cleaned. *Do not leave perishables in the refrigerator.*
7. Everything that has been used in the kitchen must be returned to its original place.
8. Spills must be cleaned-up. *Sinks and steam tables should be wiped of all excess water.*
9. The trash must be properly bagged & tied in the plastic garbage bags supplied.
10. Everything must be returned to the state in which it was found with the following exceptions:
11. The floor will be swept and/or mopped for you.
12. The bathrooms will be cleaned for you.
13. The lights must be turned off and the doors locked. The Responsible Individual must insure the security of the building.

Section VII: Procedures

A. Church Office Procedures:

1. The most important element in the successful use of the church facilities is the scheduling function performed by the Church Office. Central to that effort is the Church Calendar maintained by the Church Administrative Assistant.
2. A Facilities Use Request Form should be filled out for each and every request that is made to use any part of the church facility.
3. The Administrative Assistant will fill out the Facilities Use Request Form when a request is made to use the church facility and maintain these on file.
4. If the request is routine, the Secretary will pencil in the request on the church calendar.
5. If a request comes in that the Church Secretary determines that the Properties Committee ought to review, then it will be put on the next Properties Committee Meeting Agenda to review. At its monthly meeting (if not before) the Properties Committee will review the Facilities Use Request Forms on file. If a Request is compatible with our Church's Mission, and if there is space in the building and on the Church Calendar, then the Properties Committee will instruct the Church Secretary to add it to the Church Calendar. The Church Secretary will then contact the person making the request.
6. Should special cleanings be required, the Property Manager will schedule the contract cleaning service to do the cleaning before Sunday worship services.
7. Pastors will have the ability to determine those circumstances that would permit a Non-Member to be married and pay Member fees. Examples: 1) A couple is about to join the congregation, and no convenient date is available before the wedding. 2) A couple has a New Philadelphia connection, parent(s) or grandparent(s) who will be paying at least a portion of the fees. These examples are not exclusive.
8. The Audio/Video Committee will be responsible for establishing and maintaining a list of approved Operators. As each event is scheduled, the Church Secretary will call the next listed name on the current list furnished to her by the Committee.
9. This document will be divided into "Word Processing Files" that can be printed out for each relevant request. We will attempt to furnish only those items listed herein that pertain to the requested event.