

C.N. JENKINS MEMORIAL PRESBYTERIAN CHURCH

# FACILITIES POLICY



RESPONDing to the needs of the community  
RECRUITing lost souls  
REVIVING the spirit of all people  
REJOICing in the name of Jesus Christ!

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Rev. Dr. Jerry L. Cannon, Senior Pastor

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## **General Guidelines**

The facilities of the C. N. Jenkins Presbyterian Church may be made available to charitable and community groups/organizations/members, and member families upon request. Groups, organizations or others requesting use of church facilities to raise funds for personal or private gain will not, under ordinary circumstances, be permitted to rent church space(s). Although the Session of C. N. Jenkins Memorial Presbyterian Church has a general policy regarding the use of the Church, each facility request will receive individual attention. Decisions regarding usage will depend upon the particulars of each request.

Nonprofit organizations may request facility usage for events which meet the criteria for church rental for either a reduced rate (member rate) or without rental charges if the scheduled event occurs during regular church operating hours. Such requests will be considered on an individual basis.

Programs and events held on the C. N. Jenkins campus must recognize, and in no way violate accepted practices of the Christian Church. Alcoholic beverages, games of chance including lotteries, or other activities or planned events that violate or portend to violate the sanctity of the Church will result in the cancellation of the Event. Per the Facilities Use Agreement (FUA), C. N. Jenkins has sole and full discretion in determining when an Event will be cancelled or stopped. The Event Coordinator on duty, in collaboration with other Church officials, is empowered to cancel an Event in progress if needed.

Smoking is NOT permissible in any part of the Church building. A designated smoking area, however, is located outside the Church Fellowship Hall entrance on the grounds adjacent to the parking lot.

### **WHAT C. N. JENKINS PROVIDES**

Facility renters will have access to the room(s) that is/are approved in the facilities use agreement, and to restrooms (male and female) in the space closest to the rental area. Rented space(s) will be clean, and tables and/or chairs set up per agreements in the FUA.

The Sexton or other designated CNJ Representative on duty will remain on site for the entire time covered in the rental agreement, with the maximum time for that service set at 6 hours per day. If more than 6 hours is requested and approved, or if the event runs over the 6-hour limit covered in the FUA, an extra charge of \$50 per half hour will be applied and deducted from the deposit fee received and/or billed.

C. N. Jenkins assumes no responsibility for personal property brought into the building by any person, thus it is important that individuals/groups renting Church facilities encourage their participants to keep personal property with them during events. The Renter (User in the case of nonprofits using facilities without a rental fee) is responsible for the oversight and control of its employees, contractors, agents, and guests, and for the conduct of their planned activities while on the C.N. Jenkins campus. This responsibility is inclusive of all necessary and appropriate safety instructions which need to be conveyed to event participants.

Facility Renters and approved Users may utilize the church parking lots for car parking of Event participants. Bus parking is limited to selected areas of the parking lot as designated by the CNJ Representative on duty. NO parking is allowed in the front circle of the church or on any grass covered campus area. The front circle is ordinarily only a drop-off area (Limousines and Funeral cars are exceptions). ***Facility Users are cautioned against parking cars on Statesville Avenue in front of the sanctuary's main entrance at any time other than during Sunday morning worship hours!***

### **Kitchen Usage**

Regarding kitchen usage, a certified caterer OR a church representative who has received special training on the kitchen equipment *is required*. The facility Renter must include kitchen usage fees in the facilities use request when the kitchen is to be utilized, and must provide the name and contact information of the certified caterer or church representative responsible for kitchen use and clean up.

Individuals and organizations using the kitchen should read the Kitchen Use Guidelines, and complete and submit the C. N. Jenkins Kitchen Use Form, Kitchen Facility Pre-Use Checklist, and Kitchen Facility Post-Use Checklist with each use of the kitchen.

C. N. Jenkins does NOT supply cutlery, paper goods, cooking utensils, table coverings, cleaning supplies, or food items for the use of Renters. Kitchen renters (Users also) are responsible for bringing their own cutlery, etc. The kitchen, as with other areas of the Church facility rented, should be left in the same condition after the Event as it was prior to use by Renter/User. Trash containers and trash bags are furnished by the Church and should be used to clean up at the conclusion of the scheduled Event.

### **Audio/Video Services**

Rental fees for sanctuary use and auditorium use include selected equipment (see Facilities Use Fees). C. N. Jenkins audio visual equipment use MUST be overseen by a certified C.N. Jenkins technician. Thus requests for audio visual equipment should be specified on the rental agreement to allow for equipment set-up and/or the securing of appropriate C. N. Jenkins personnel for on-going event support.

### **Organ/Piano/Keyboard Availability**

The specific musical instrument that will be available for use when the sanctuary or auditorium is rented, if any, is determined by the C. N. Jenkins Minister of Music on a case-by-case basis. Renters of the sanctuary, as well as members utilizing the sanctuary for weddings, funerals, etc. should contact the Minister of Music for C.N. Jenkins so that this determination can be made. Compensation for musicians playing for weddings, funerals, etc. is the responsibility of the requesting family or individual (musician compensation for funerals of members-in-good standing is the responsibility of C.N. Jenkins, per CNJ guidelines). If the family wishes to request the services of the C.N. Jenkins Minister of Music or other C.N. Jenkins musicians for events, they should coordinate such contacts with the Pastor, Clerk of Session, and/or Church Administrator.

### **Event Coordinator**

C. N. Jenkins Event Coordinators work with individuals/organizations renting C.N. Jenkins Memorial Presbyterian Church facility spaces. An Event Coordinator is involved in the finalization of the FUA, and in other parts of the facilities rental process. An Event Coordinator will be the contact person for C. N. Jenkins during the scheduled Event for which C. N. Jenkins has been rented. Questions regarding appropriate facility use should be directed to the Event Coordinator. At the conclusion of the scheduled Event, the assigned Event Coordinator will seek to complete a ‘walk-through’ with the Contact Person listed on the C. N. Jenkins Facilities Use Request Form or his/her designee to assess possible areas of damage, etc. that might influence the return of the Damage Fee paid.

### **Wedding Services**

C. N. Jenkins does NOT provide wedding planning services; however, an Event Coordinator will assist brides and their wedding planners with wedding preparation. Specifically, the Event Coordinator will provide directions regarding photography timing, video or audio taping of the wedding ceremony, decoration placements, and the appropriateness of music for the ceremony within the Church.

### **Cancellation/Refund Policy**

The availability of refunds is dependent upon when the User’s written request for Event cancellation is received/stamped in the Church office (Monday – Thursday ONLY as the office is closed on Fridays). Should the written cancellation request be received sixty (60) or more days prior to the approved Event date, one-half (1/2) of the total monies paid by the Renter or User to that point plus the Damages Fee (Deposit fee includes a \$75 Hold the Date Fee and a \$100 Damages Fee) will be refunded within thirty (30) days of the written request’s receipt. When the written request for cancellation is received within 31 – 59 days prior to the approved Event date, one-fourth (1/4) of monies paid by that date will be refunded. Written cancellation requests received 30 days or less prior to the scheduled Event will ONLY be refunded the Damages Fee.

### **RESPONSIBILITIES OF FACILITY RENTERS/USERS**

In addition to the responsibilities outlined earlier in this document, groups/organizations or others desiring to use C.N. Jenkins facilities must fully complete a Facilities Use Request Form available from the Office of the Secretary. The completed request should then be placed in front of the folder containing Facilities Use Request Forms for review and action. To facilitate the orderly planning of facility usage, and to minimize the possibilities of conflicting scheduled events, facility use requests should be submitted at least three months (3 months) in advance of the desired facility date of use. Timely consideration of facility use requests cannot be assured if those requests are received less than the requested three months before the desired date(s) of use (excludes facility use for funerals).

The Contact Person requesting facility use will be notified of the decision within three (3) weeks of the request’s receipt.

Upon facility use approval, an Event Coordinator will contact the Contact Person listed on the C. N. Jenkins Facilities Use Request Form/General to finalize arrangements for the proposed Event.

### **Rental Fees**

Cashier checks or money orders **ONLY** are acceptable payment methods, and checks must be made payable to C.N. Jenkins Memorial Presbyterian Church. *No personal checks will be accepted.*

### **Deposit Fee**

The Deposit Fee of \$175.00 includes both a Hold Your Date assessment of \$75.00 (non-refundable) and a Damages/Cleaning Fee of \$100.00. The entire Deposit Fee of \$175.00 is due at the time the Facilities Use Agreement (FUA) is completed and secures the desired/agreed upon date for the User. The Deposit Fee is **not** applied to the fees assessed for facility usage.

If damages occur to the Church property or cleaning is required beyond what represents reasonable wear and tear as a result of the Contact's use of the facility, those costs will be deducted from the Damages/Cleaning Fee of the Deposit. If repair or cleaning costs exceed the Damages/Cleaning Fee received, a bill for the balance will be submitted to the User and becomes due and payable upon receipt of the bill by the Contact person. ALL unused Damages/Cleaning Fee monies will be refunded to the Contact person within thirty (30) days following the completion of the scheduled Event. If the Renter cancels the event, the Hold Your Date assessment will NOT be refunded, the Damages/Cleaning Fee, however, will be refunded within 30 days of receipt of the written cancellation notification.

### **Decorations**

Regarding decorations, only tabletop decorations are ordinarily used. Candles, if used on tables, must be set in a globe enclosure. NO tape, nails, screws, pins or similar devices are to be used to affix signs, posters, etc. to wall surfaces, ceilings, pews, or tables in the facility. Event Coordinators are available to assist with questions related to signage posting, etc.

If candles (**ONLY** drip-less are allowed) are placed in candelabras for decorative purposes, a plastic cover must be placed beneath the candelabra to protect Church flooring. Battery operated candles may be substituted for drip-less candles in candelabras. Drip-less and battery operated candles are the only candle types which can be placed in Church windows.

Renters and users of Church facilities are expected to leave the space(s) used in the same condition as the space(s) was/were prior to use. Trash (decorations, handouts, etc.) should be placed in trash bags/trash containers supplied by the Church. Users should place trash in the dumpster at the side of the back entrance to C. N. Jenkins prior to leaving the Church at the conclusion of their Event.

### **Facilities Use Fees for C. N. Jenkins Memorial Presbyterian Church**

The fees below apply to facility usage up to a maximum of six hours a day within the regular opening hours of the Church (Monday – Thursday – 9 a.m.– 9:00 p.m.; Saturday – 8 a.m. – 12 Noon; 6:30 p.m. – 9:00 p.m.; Sunday – Post 11 a.m. service – 2:00 p.m.). Facility usage outside of these hours of operation, if approved, may involve additional costs.

<b>Facility</b>	<b>Non-Member Fee</b>	<b>FUNERALS/Non-Member Requesting</b>
Sanctuary (incl. 1 Mic and Piano/Keyboard)	\$500.00	\$250.00
Auditorium (incl. 1 Mic)	\$350.00	\$350.00
Fellowship Hall (Will need Floor Model PA System for sound)	\$250.00	\$250.00
Kitchen	\$250.00 – 400.00*	\$250.00-\$400.00*
Whole Facility <b>ALLOF THE ABOVE</b>	\$1300.00 – 1450.00*	\$1050.00 – 1200.00*
Conference Room	\$50.00	\$50.00
Classroom	\$25.00 per room	\$25.00 per room
Deposit due at time Facilities Use Agreement signed	\$175.00 <sup>1</sup> (\$75 to hold date; \$100 refundable if no damages to property or excessive cleaning costs incurred)	NA

<sup>1</sup> Deposit for Conference Room only rental is \$75.00 (\$25 to hold date; \$50 damage fee; Deposit for Classroom(s) only is \$50.00 (\$25 to hold date; \$25 damage fee)

\*If cooking occurs along with use of other selected kitchen items, the upper cost fee is assessed. If only items such as the sink, ice maker, refrigerator, and warmer are used, then the lower cost fee is assessed.

The additional AV services below are available through the C. N. Jenkins AV Ministry. Requests for these additional services by those renting facilities of C.N. Jenkins should be included in the Facilities Use Agreement (FUA). Nonprofit organizations which have been granted facility usage for events at either a reduced rate or without rental charges will be responsible for paying for any of the optional AV services below if desired. An A/V Tech Service Fee of \$75.00 is required when C.N. Jenkins monitored equipment (e.g. sound board, laptop, floor model PA System) will be utilized by the facility renter/user. If non- C. N. Jenkins A/V equipment has been approved for event usage, a Set Up Fee of \$20.00 will be assessed if a C. N. Jenkins technician is needed for the set up. The Set Up Fee does not provide for monitoring of equipment functioning during the planned event.

#### **Additional Charges (Optional AV Services)**

Additional Microphone (Wired)	\$ 17.00
Additional Microphone (Wireless)	\$ 35.00
Laptop hook-up	\$ 25.00
Mounted Projector	\$150.00
Flat Screens	\$ 30.00
Podium	\$ 15.00
Portable Screen	\$ 15.00
Portable Projector	\$ 75.00
Floor Model PA System	\$ 96.00
Bull Horn	\$ 17.00

**Additional Charges (Security for Special Meetings or outside, i.e. non CNJ ministry, events with 50 or more participants is REQUIRED)**

Number of Centurions for 50- 99 persons (1)	\$25.00
Number of Centurions for 100 – 199 persons (2)	\$50.00
Number of Centurions for 200 -299 persons (3)	\$75.00
Number of Centurions for more than 300 persons (4)	\$100.00

*Centurion presence for outside events with guests less than 50 anticipated will be handled upon request at a rate of \$25 per Centurion.*

**Centurion leadership reserves the right to bring in outside assistance, i.e. law enforcement and or extra security after evaluation by the Centurions detailing any event. The event sponsor shall be responsible for payment for the Officers and/or Centurions as part of the contractual process.**

**Violation of the policies contained herein, or additional ones provided in the C. N. Jenkins Memorial Presbyterian Church Standard Facilities Use Agreement could result in denial of an organization's/ individual's future request(s) for facilities use!**



**C.N. JENKINS FACILITIES USE REQUEST FORM**

(Wordprocess or print all responses to insure legibility and avoid delays in request's consideration)

Place this completed form in the Facilities Use Request Form slot found on the wall outside of the Secretary's office for review and approval consideration. Submit requests at least three months (3 months) before the requested Event date whenever possible to reduce the likelihood of scheduling conflicts, etc. If additional space is needed to respond to any of the requested information, use a blank sheet of paper and attach to this completed form. Incomplete forms will be returned for completion if submitted!

**Organization/Group/Individual's Name** \_\_\_\_\_

**If an Individual request, check the appropriate line per the *C.N. Jenkins Memorial Presbyterian Church Policy Manual, p. 7***

**CNJ member in Good Standing**                       **Non-CNJ member in Good Standing**

**Contact Name** \_\_\_\_\_

**Contact's Phone Number(s)** \_\_\_\_\_ **Email** \_\_\_\_\_

**Purpose of Proposed Program/Event** (Include the event/program name, the event's purpose, proposed activities and expected content. Provide enough information to clearly define the scope of the planned program/event. If a nonprofit requesting facility use at either a reduced rate (member rate) or without charge, provide supportive information here or as an attachment. )

\_\_\_\_\_

**Event Preferred Date(s)** \_\_\_\_\_

**Alternative Date(s) IF any** \_\_\_\_\_

**Requested Room(s)** \_\_\_\_\_ **Alternate Room(s)** \_\_\_\_\_

**Start Time of Event** \_\_\_\_\_ **End Time of Event** \_\_\_\_\_

**Requested Set Up Time for Event** \_\_\_\_\_ **Expected Clean Up End Time** \_\_\_\_\_  
(The rental time contracted for includes set up time, the Event, and clean up time.)

**Estimated Event Attendance** \_\_\_\_\_ **Centurion/Security Fee Due** \_\_\_\_\_

**Circle one of the following regarding expected attendees**

Private

Event Open to Public

Event Open to Congregation

**Name/Telephone Number of Certified Caterer or Eligible C.N. Jenkins Kitchen User**

\_\_\_\_\_ **Name** \_\_\_\_\_ **Telephone Number(s)**

**C. N. Jenkins Representative**

\_\_\_\_\_ **(Printed Name)**  
\_\_\_\_\_ **(Office or Title)**  
\_\_\_\_\_ **(Signature)** **Date** \_\_\_\_\_

**The signature below indicates that the Contact Person named below and listed as the Contact person for the Event described in this C.N. JENKINS FACILITIES REQUEST FORM has read and understands the C. N. Jenkins Facilities Policy.**

**Contact's Information**

\_\_\_\_\_ **(Printed Name)**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>For Office Use Only</b>	
Request Received/Stamped on _____	
Request Approved/NOT Approved by Session on _____	
Deposit Fee Received on _____ by _____	
Rental Fee Received on _____ by _____	
Event Placed on Church Calendar on _____ by _____	
O/C Personnel Notified of Calendar Event on _____ by _____	
Assigned CNJ Representative _____ OR CNJ Representative Assignment NA ( CNJ Representative Assigned and Date of Receipt of CNJ Representative's Name)	

Revised 3/21/17

## Member Guidelines

### **SCHEDULING OF WEEKLY/MONTHLY CNJ MINISTRY EVENTS**

The Master Calendar for C. N. Jenkins Memorial Presbyterian Church is maintained in the church office and on the C. N. Jenkins website ([www.cnjenkins.org](http://www.cnjenkins.org)) by the Communications Administrator. Church members and/or ministries wishing to schedule recurring weekly/monthly events for the upcoming year should submit their scheduling request(s) at the time designated in the church bulletin, usually during November and December of each calendar year. The Master Calendar for the upcoming year developed from those requests is then submitted for approval to Session by December 31<sup>st</sup>.

C. N. Jenkins ministries and church members in good standing (see p. 7 of the *C. N. Jenkins Memorial Presbyterian Church Policy Manual* available on the church website for the definition of ‘member in good standing’) receive priority consideration for facility use over requests from external groups when the requested dates of usage are the same. Members in good standing may schedule events which meet the criteria for church rental without rental charges IF (1) the event is open to the entire congregation, and (2) the event is held during regular church operating hours (Monday – Thursday - 9 a.m.- 9 p.m.; Saturday – 8 a.m. – 12 Noon; 6:30 p.m. – 9 p.m.; Sunday – Post 11 a.m. service – 2:00 p.m.).

### **SCHEDULING OF OTHER CNJ MINISTRY EVENTS**

Ministry meetings and events not appearing on the approved Master Calendar will be scheduled as meeting space(s) is/are available per the following guidelines. Church Office staff members add ministry meetings to the Master Calendar if those events occur during the Monday – Thursday workday or other regular Church operating hours. Any requests for facilities use outside regular Church operating hours must be submitted for review and approval on the Church Ministry Event & Set-up Form. These forms are available in the Ministry Event and Set Up Form folder on the wall outside of the Secretary’s office. The completed form should be placed in the same slot, but outside of the folder with the blank forms. All such ministry requests should be submitted at least four (4) weeks prior to the requested meeting date to allow timely review and response by the Church Administrator or other designated personnel. Session is to receive notification of any approved activities through the clerk. Ministries and members are encouraged to request space as early as possible prior to events to facilitate space usage and avoid conflicts with other church and external requests.

**Ministries and members using church facilities are cautioned to allow only authorized persons (Sexton, Pastor(s), Minister of Music, Office Staff, Centurions) to provide access to the Church building when the building has been/is locked.**

### **Kitchen Use**

C. N. Jenkins does not budget for purchase of cutlery, paper goods, dish detergent or food items for church ministries or individual member users, thus ministries and members using the kitchen are expected to provide their own cutlery items, food, etc. Individuals and organizations using the kitchen should read the Kitchen Use Guidelines, and complete and submit the C. N. Jenkins Kitchen Use Form, Kitchen Facility Pre-Use Checklist, and Kitchen Facility Post-Use Checklist with each use of the kitchen.

If stock items are used in emergency situations, the ministry or individual member borrowing is expected to replace the item(s) used so that stocked items will be available for general churchwide sponsored events. Items borrowed, along with the name(s) of the borrower(s), should be noted on the Kitchen Facility Post-Use Checklist. Church members in good standing (see p. 7 of the *C. N. Jenkins Memorial Presbyterian Church Policy Manual* available on the church website for the definition of ‘member in good standing’) utilizing the kitchen for personal events such as weddings, birthday celebrations, etc. should also provide cutlery, food, and related items so that stock items are available for general churchwide events.

**Facilities Use Fees – Members ONLY**

<b>Facility</b>	<b>CNJ Member<sup>1</sup> Fee</b>	<b>FUNERALS/Member<sup>1</sup> Requesting (FOR nonmember spouse, brother, sister, mother, father, son, or daughter)</b>	<b>FUNERALS/Member<sup>1</sup> Requesting (FOR nonmembers other than family members in previous column)</b>
Sanctuary (incl. 1 Mic and Piano/keyboard)	\$300.00	\$150.00	\$250.00
Auditorium (incl. 1 Mic)	\$175.00	\$350.00	\$350.00
Fellowship Hall (Will need Floor Model PA System for sound)	\$125.00	\$250.00	\$250.00
Kitchen	\$200.00	\$250.00-\$400.00*	\$250.00 - \$400.00*
Whole Facility <b>ALLOF THE ABOVE</b>	\$750.00	\$ 950.00-\$1100.00	\$1050.00 -\$1200.00
Conference Room	\$50.00	\$50.00	\$50.00
Classroom	\$25.00 per room	\$25.00 per room	\$25.00 per room
Deposit due at time Facilities Use Agreement signed	\$175.00 <sup>2</sup> (\$75 to hold date; \$100 refundable if no damages to property or excessive cleaning costs incurred)	NA	NA

<sup>1</sup>Rate differential applies to Members in Good Standing (see definition of in the *C.N. Jenkins Memorial Presbyterian Church Policy Manual* on the website, p. 7, [www.cnjenkins.org](http://www.cnjenkins.org))

<sup>2</sup> Deposit for Conference Room only rental is \$75.00 (\$25 to hold date; \$50 damage fee; Deposit for Classroom(s) only is \$50.00 (\$25 to hold date; \$25 damage fee)

\*If cooking occurs along with use of other selected kitchen items, the upper cost fee is assessed. If only items such as the sink, ice maker, refrigerator, and warmer are used, then the lower cost fee is assessed.

The additional AV services which follow are available through the C. N. Jenkins AV Ministry. Requests for these additional services by those renting facilities of C.N. Jenkins should be

included in the Facilities Use Agreement (FUA). CNJ Ministries will not be charged for the optional A/V services, but ministries should include all such service requests on their Ministry Event & Set-Up Form. C. N. Jenkins Members-in-Good Standing will not be assessed the A/V Tech Service fee of \$75.00, and will pay only one-half (50%) of the optional equipment charges cited here.

**Additional Charges (Optional AV Services)**

Additional Microphone (Wired)	\$ 17.00	Ministries FREE
Additional Microphone (Wireless)	\$ 35.00	Ministries FREE
Laptop	\$ 25.00	Ministries FREE
Mounted Projector	\$150.00	Ministries FREE
Flat Screens	\$ 30.00	Ministries FREE
Podium	\$ 15.00	Ministries FREE
Portable Screen	\$ 15.00	Ministries FREE
Portable Projector	\$ 75.00	Ministries FREE
Floor Model PA System	\$ 96.00	Ministries FREE
Bull Horn	\$ 17.00	Ministries FREE

## Funeral Services

For the funeral services of C.N. Jenkins members-in-good standing (see definition below), there are no costs for use of the Church sanctuary or areas used for meals. C. N. Jenkins will provide a meal for the family after the funeral service for up to 50 persons at no cost to the family if the family so desires in the Fellowship Hall of the church.

For C. N. Jenkins members-in-good standing who wish to use the church to funeralize a non CNJ member, the C. N. Jenkins sanctuary can be rented at a reduced rate. C.N. Jenkins does not in such cases, however, provide financial support for food purchasing. The CNJ member may request that a meal be prepared by the church for the family, but the member is responsible for the cost of the meal. All applicable fees are below:

### Facilities Use Fees for C. N. Jenkins Members in Good Standing (Funerals)

Facility Use	Funerals/Member <sup>1</sup> Requesting (FOR nonmember spouse, brother, sister, mother, father, son, or daughter)	Funerals/Member <sup>1</sup> Requesting (FOR nonmembers other than family members in previous column)
Sanctuary (incl. 1 Mic and Piano/Keyboard)	\$150.00	\$250.00
Auditorium (incl. 1 Mic)	\$350.00	\$350.00
Fellowship Hall (Will need Floor Model PA System for sound)	\$250.00	\$250.00
Kitchen	\$250.00-\$400.00*	\$250.00-\$400.00*
Whole Facility <b>ALLOF THE ABOVE</b>	\$ 950.00-\$1100.00	\$1050.00-1200.00
Conference Room	\$50.00	\$50.00
Classroom	\$25.00 per room	\$25.00 per room
Deposit due at time Facilities Use Agreement signed	NA	NA

<sup>1</sup>Members who do not actively participate in church ministries and/or contribute financially to the church's budget for a period of two years will not be considered 'members in good standing', and thus will not be eligible for member rates for church facility rentals, etc. Members on the church's sick and shut-in list are EXEMPT from this requirement for maintaining membership in good standing" (C. N. Jenkins Memorial Presbyterian Church Policy Manual, p. 7).

\*If cooking occurs along with use of other selected kitchen items, the upper cost fee is assessed. If only items such as the sink, ice maker, refrigerator, and warmer are used, then the lower cost fee is assessed. Note requirements for Kitchen Usage on page 2 also.

**Facilities Use Fees for non-C. N. Jenkins Members (Funerals)**

<b>Facility</b>	<b>FUNERALS/Non-Member Requesting</b>
Sanctuary (incl. 1 Mic and Piano/Keyboard)	\$250.00
Auditorium (incl. 1 Mic)	\$350.00
Fellowship Hall (Will need Floor Model PA system for sound)	\$250.00
Kitchen	\$250.00-400.00*
Whole Facility <b>ALLOF THE ABOVE</b>	\$1050.00-1200.00*
Conference Room	\$50.00
Classroom	\$25.00 per room
Deposit due at time Facilities Use Agreement signed	NA

\*If cooking occurs along with use of other selected kitchen items, the upper cost fee is assessed. If only items such as the sink, ice maker, refrigerator, and warmer are used, then the lower cost fee is assessed. Note requirements for Kitchen Usage on page 2 also.

The fees cited include up to six (6) hours of facility availability.

**WHAT C. N. JENKINS PROVIDES**

Facility renters will have access to the room(s) that is/are approved in the Facilities Use Agreement (FUA), and to restrooms (male and female) in the space closest to the rental area. Rented space(s) will be clean, and tables and/or chairs set up per agreements in the FUA.

The Sexton or other designated CNJ Representative on duty will remain on site for the entire time covered in the rental agreement, with the maximum time for that service set at 6 hours per day. If more than 6 hours is requested and approved, or if the event runs over the 6-hour limit covered in the Facilities Use Agreement, an extra charge of \$50 per half hour will be applied.

An Event Coordinator will be available for questions and/or support during the period covered in the FUA. The Events Coordinator will coordinate with the funeral home and others as identified by the Person Requesting Facility Use on the C. N. Jenkins Facilities Use Request Form/Funerals.

C. N. Jenkins assumes no responsibility for personal property brought into the building by any person, thus it is important that individuals/groups renting Church facilities encourage their participants to keep their personal property with them during events. The Renter (User in the case of non-profits using facilities without a rental fee) is responsible for the oversight and control of its employees, contractors, agents, and guests, and for the conduct of their planned activities while on the C.N. Jenkins campus. This responsibility is inclusive of all necessary and appropriate safety instructions which need to be conveyed to event participants.

Facility Renters and approved Users may utilize the church parking lots for car parking of Event participants. Bus parking is limited to selected areas of the parking lot as designated by the CNJ

Representative on duty. NO parking is allowed in the front circle of the church or on any grass covered campus area. The front circle is ordinarily only a drop-off area (Limousines and Funeral cars are exceptions). ***Facility Users are cautioned against parking cars on Statesville Avenue in front of the sanctuary's main entrance at any time other than during Sunday morning worship hours !***

**Audio/Video Services**

Rental fees for sanctuary use and auditorium use include selected equipment (see Facilities Use Fees). C. N. Jenkins audio visual equipment use MUST be overseen by a certified C.N. Jenkins technician. Thus requests for audio visual equipment should be specified on the Facilities Use Agreement (FUA) to allow for equipment set-up and/or the securing of appropriate C. N. Jenkins personnel for on-going event support when requested.

The additional AV services below are available through the C. N. Jenkins AV Ministry. Requests for these additional services by those renting facilities of C.N. Jenkins or members who have not been assessed for sanctuary or feeding space usage should be included as part of the Facilities Use Agreement (FUA) and C. N. Jenkins Facilities Policy/Funerals form approval process. An A/V Tech Service Fee of \$75.00 is required when C.N. Jenkins monitored equipment (e.g. sound board, laptop, floor model PA System) will be utilized by the facility renter/user. If non- C. N. Jenkins A/V equipment has been approved for event usage, a Set Up Fee of \$20.00 will be assessed if a C. N. Jenkins technician is needed for the set up. The Set Up Fee does not provide for monitoring of equipment functioning during the planned event.

C. N. Jenkins Members-in-Good Standing using or renting church facilities, on the otherhand, will not be assessed the A/V Tech Service fee of \$75.00 and will pay only one-half (50%) of the optional equipment charges listed below.

**Additional Charges (Optional AV Services)**

Additional Microphone (Wired)	\$ 17.00
Additional Microphone (Wireless)	\$ 35.00
Laptop	\$ 25.00
Mounted Projector	\$150.00
Flat Screens	\$ 30.00
Podium	\$ 15.00
Portable Screen	\$ 15.00
Portable Projector	\$ 75.00
Floor Model PA System	\$ 96.00
Bull Horn	\$ 17.00



**Additional Charges (Security for Special Meetings or outside /non CNJ ministry events with 50 or more participants anticipated is REQUIRED)**

Number of Centurions for 50- 99 persons (1)	\$25.00
Number of Centurions for 100 – 199 persons (2)	\$50.00
Number of Centurions for 200 -299 persons (3)	\$75.00
Number of Centurions for more than 300 persons (4)	\$100.00

*Centurion presence for outside events with guests less than 50 anticipated will be handled upon request at a rate of \$25 per Centurion.*

**Centurion leadership reserves the right to bring in outside assistance, i.e. law enforcement and or extra security after evaluation by the Centurions detailing any event. The sponsor for the event shall be responsible for payment for the Officers and/or Centurions as part of the contractual process.**

Special Note:

*Centurion presence for inside (CNJ ministry sponsored) events with guests or attendees of 50 or more anticipated is required. Compensation at the rate of \$25.00 per Centurion per 50 persons is part of the Centurion’s line on the church budget.*

**Kitchen Usage**

Regarding kitchen usage, a certified caterer OR a church representative who has received special training on the kitchen equipment *is required* for nonmember facility renters as well as for member renters and users. The facility Renter must include kitchen usage fees in the facilities use request when the kitchen is to be utilized, and must provide the name and contact information of the certified caterer or church representative responsible for kitchen use and clean up. Individuals and organizations using the kitchen should read the Kitchen Use Guidelines, and complete and submit the C. N. Jenkins Kitchen Use Form, Kitchen Facility Pre-Use Checklist, and Kitchen Facility Post-Use Checklist with each use of the kitchen.

**Organ/Piano/Keyboard Availability**

The specific musical instrument that will be available for use when the sanctuary or auditorium is rented, if any, is determined by the C. N. Jenkins Minister of Music on a case-by-case basis. Renters of the sanctuary, as well as members utilizing the sanctuary for weddings, funerals, etc. should contact the Minister of Music for C.N. Jenkins so that this determination can be made. Compensation for musicians playing for weddings, funerals, etc. is the responsibility of the requesting family or individual (musician compensation for funerals of members-in-good standing is the responsibility of C.N. Jenkins, per CNJ guidelines). If the family wishes to request the services of the C.N. Jenkins Minister of Music or other C.N. Jenkins musicians for events, they should coordinate such contacts with the Pastor, Clerk of Session, and/or Church Administrator.

## **RESPONSIBILITIES OF FACILITY RENTERS/USERS**

In addition to the responsibilities outlined earlier in this document, individuals desiring to use C.N. Jenkins for a funeral service must have a completed C.N. Jenkins Facilities Use Request Form/Funeral Services on file, and sign this document verifying as stated below their understanding of this C. N. Jenkins Facilities Policy for Funeral Services. Forms are available from the office of the Secretary and assistance is available in completing all necessary documents. The completed C. N. Jenkins Facilities Use Request Form/Funeral Services form is then provided for review and action. To facilitate the orderly planning of facility usage, and to minimize the possibilities of conflicting scheduled events, the facility use request should be submitted as soon as possible prior to the proposed funeral date.

The Person Requesting Use will be notified of the decision as quickly as possible after receipt of the request so that an Event Coordinator and/or Clerk of Session can assist the Person Requesting Use and/or the family in completing the C. N. Jenkins Facilities Policy/Funerals document.

### **Rental Fees**

Cashier checks or money orders **ONLY** are acceptable payment methods, and checks must be made payable to C.N. Jenkins Memorial Presbyterian Church. ***No personal checks will be accepted.***

**C.N. JENKINS FACILITIES USE REQUEST FORM/FUNERAL SERVICES**  
(Wordprocess or print all responses to insure legibility and avoid delays in request's consideration)

Place the completed form in the Facilities Use Request Form/Funeral Services slot found on the wall outside the Secretary's office for review and approval consideration.

**Person Requesting Use** \_\_\_\_\_

	Last	First	Middle/Maiden
<b>Circle the Appropriate Response</b>	CNJ Member in Good Standing*	Non CNJ Member	

**Name of Deceased** \_\_\_\_\_

	Last	First	Middle/Maiden
<b>Circle the Appropriate Response</b>	CNJ Member in Good Standing*	Non CNJ Member	

**Relationship of the Deceased to Person Requesting Facility Use** \_\_\_\_\_

**Requested Date and Time/Funeral** \_\_\_\_\_

**Alternative Date/Times** \_\_\_\_\_

**Requested Room(s)** \_\_\_\_\_  
(In addition to sanctuary)

**Officiating Minister** \_\_\_\_\_

**Name of Funeral Home/Contact Person/Telephone #** \_\_\_\_\_

\*"Members who do not actively participate in church ministries and/or contribute financially to the church's budget for a period of two years will not be considered 'members in good standing', and thus will not be eligible for member rates for church facility rentals, etc. Members on the church's sick and shut-in list are EXEMPT from this requirement for maintaining membership in good standing" (C. N. Jenkins Memorial Presbyterian Church Policy Manual, p. 7).

<b>Requested Facility Space(s)</b>	<b>Rental Fee</b>
_____	_____
_____	_____
_____	_____
<b>Optional AV Services (if any)</b>	_____
_____	_____
_____	_____
_____	_____
<b>Centurion/Security Fee Due</b>	_____
<b>TOTAL Rental Fee</b>	_____

**C. N. Jenkins Representative**

\_\_\_\_\_ (Administrative Staff, Clerk of Session  
or Event Coordinator)

\_\_\_\_\_ (Signature)      Date \_\_\_\_\_

**The signature below indicates that the Person Requesting Use for the Funeral described herein has read and understands the C. N. Jenkins Facilities Policy For Funeral Services.**

**Person Requesting Use's Information**

\_\_\_\_\_ (Printed Name)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>For Office Use Only</b>	
Request Received/Stamped on	_____
Request Approved/NOT Approved by Session on	_____
Rental Fee Received on	_____ by _____
Service Placed on Church Calendar on	_____ by _____
O/C, BS, Sec Personnel Notified of Funeral date/time on	_____ by _____
Assigned CNJ Representative	_____ OR CNJ Representative Assignment NA ( CNJ Representative Assigned and Date of Receipt of CNJ Representative's Name)

Revised 3/21/17

**C.N. Jenkins Memorial Presbyterian Church  
Ministry Event & Set-Up Form**

Received by \_\_\_\_\_  
Date \_\_\_\_\_

This form should be completed in its entirety at least **ten (10) working days** in advance for each activity/event. Completed forms must be submitted to the church office. Please contact the church office at (704) 332-9137 or [admin2@cnjenkins.org](mailto:admin2@cnjenkins.org) for additional questions and information.

Ministry Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Name of Event \_\_\_\_\_ Estimated Attendance\* \_\_\_\_\_  
Event Date(s) \_\_\_\_\_  
Start Time \_\_\_\_\_ AM PM End Time \_\_\_\_\_ AM PM  
Requested Room(s) \_\_\_\_\_ Alternate Location(s) \_\_\_\_\_  
Event Description (Describe the type of activity that is taking place.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Centurion presence for events with guests or attendees of 50 or more anticipated is required.*

**CNJ ministries, see Special Note on page 16**

**Set-Up Requirements**

# \_\_\_\_\_ Round Tables   # \_\_\_\_\_ Rectangle Tables   \_\_\_ Podium   # \_\_\_\_\_ Chairs   \_\_\_\_\_ Easel Stand

**Audio/Video Requirements**

\_\_\_ Wired Microphone                      \_\_\_ Laptop                      \_\_\_ Flat Screens  
\_\_\_ Wireless Microphone                  \_\_\_ Portable Screen            \_\_\_ Portable Projector  
\_\_\_ Floor Model PA System                \_\_\_ Bull Horn

**Please sketch your room set-up request on the back of this form to ensure clarity**

Revised 3/21/17