

CARY PRESBYTERIAN CHURCH BUILDING USE GUIDELINES

MISSION

- We are God’s family through the common bond of faith in Jesus Christ. In gratitude for God’s love and grace and empowered by the Holy Spirit, we commit ourselves to worship God faithfully, to grow in God’s love, to share the gospel, to nurture one another, and to help those in need.
- The facilities of the church provide a place where members may glorify God through worship, study, prayer, singing, sharing, counseling, and fellowship. They also house the administrative offices, the Preschool and Afterschool programs. The Session of the church, recognizing that Christian fellowship is often promoted by social activities and that the church should encourage non-profit organizations in their attempts to help others, allows the facilities to be used, under certain conditions, for social activities and group meetings.
- Cary Presbyterian Church is completely accessible to those with special needs.
- The Building Use policy is designed to ensure safety to users and to prolong the life and usefulness of the facilities for the good of Cary Presbyterian Church members. All groups using the church and its facilities are asked to cooperate in maintaining the beauty and dignity of the church appointments and the spirit of reverence which characterizes the Presbyterian tradition.

PRIORITY OF USERS

1. Church-related groups, such as church governing bodies, ministry committee meetings, Presbyterian Women and Men, youth groups, Church School classes, the weekday children’s programs, and services of worship, such as weddings and funerals.
2. Adult members of Cary Presbyterian who wish to reserve the facilities for personal (by invitation) use, such as anniversary celebrations, family reunions, and wedding receptions.
3. Adult members of Cary Presbyterian Church who wish to reserve the facilities for the use of an organization to which they belong, such as a homeowner’s association, club, or hobby group.
4. Church-sponsored groups, such as Boy Scouts and Girl Scouts.
5. Non-profit groups which have been approved by the Session but which are not associated with the church.

FACILITY MANAGEMENT AND SCHEDULING

- The maintenance of church facilities is the responsibility of the Board of Deacons. The day-to-day scheduling of the church facilities is handled by the Office Manager, under the guidance of the Board of Deacons.
- Inquiries from new users #2, #3, #4, and #5 about the use of church facilities, requests for Session approval, and requests for an “Application for Use of Church Facilities” should be addressed to the Office Manager through the church office at (919) 467-8700, (919) 467-8340 (Fax), or office@carypresbyterian.org.
- A minimum of six weeks notice is required to process your application and secure Session approval (if necessary). Although applications may be submitted at any time, reservations are confirmed and entered on the church calendar according to the following time frame:
 - #1 users: at any time, but encouraged to get on the calendar as soon as possible
 - #2 users: 6 months in advance of event
 - #3 users: 6 months in advance of event
 - #4 users: 6 months in advance of event
 - #5 users: 3 months in advance of event

It is the responsibility of the user to apply for Session approval and to confirm reservations.

- All individuals or groups requesting the use of space in any part of the facility must schedule it in advance through the Office Manager. The Office Manager will be responsible for orienting each group to the facilities, including fire exits and guidelines for use. Priority of use follows the guidelines above in the event that two groups wish to use the same space at the same time.
- Floor plans of the entire facility are available in the literature racks in the narthex and in the reception area of the office.
- If the sanctuary is being reserved by a church member for a wedding, please refer to the church wedding policy guidelines, available through the office.
- Reservations are not changed without notice. In the event of a conflict due to unforeseen circumstances (e.g., a funeral service), the church staff, in consultation with the Session, reserves the right to change or cancel an event.
- Concerns about church facilities or requests for repair of equipment should be addressed to the Office Manager. Written requests or suggestions may be submitted for review, using forms available in the church office or the form attached to the application.

GENERAL GUIDELINES FOR USE

- Alcoholic beverages, other controlled substances, and smoking are prohibited on church property, either in the buildings or on the grounds.
- Children and youth under the age of 16 are to be supervised at all times, both inside and outside the facilities. Children should not be left at the church before, during, or after meetings without appropriate adult supervision. There should be one adult (age 21 or older) in attendance for each ten children or youth under age 21.
- No skateboarding or rollerblading is permitted on church property.
- Use of church facilities is limited to the hours of 8:00 a.m. to 11:00 p.m., unless prior approval is received from Session.
- **Set-up and take-down of tables and chairs are the responsibilities of the user.** All spaces must be returned to their original arrangement of furniture.
- **No tacks, pins, staples, glue, or tape should be used on any furniture, doors or walls in any room or building.**
- **Nothing should be permanently attached to the walls in any room or building without prior permission from the Board of Deacons.**
- Decorations must be removed immediately following an event.
- Groups or individuals who have been assigned rooms must conduct their activities only in those designated rooms. Other rooms in the facility may not be used unless permission has been granted.
- Groups or individuals who need to use the sound systems in the Sanctuary and/or Fellowship Hall must arrange to receive training prior to the event or must arrange for a qualified operator.
- For fire safety and security reasons, no doors may be propped open, except for classroom doors during the time a class/meeting is in progress.
- Emergency phones are located in hallways throughout the building; dial **9-911**.
- Pulling a fire alarm does **not** alert the Cary Fire Department; you must exit the building and call **911**.
- On departure, windows must be closed and lights turned off. Doors must be locked, if there are no other users in that part of the facility.
- Requests for maintenance services or repairs should be handled through the Office Manager, using the form available for this purpose.
- Cleaning:
 - Empty trash cans, especially any wet or food waste, into trash cans/dumpster on the loading dock outside kitchen. A recycling bin is located in the kitchen.
 - Wipe down tables.
 - Sweep floors, vacuum, or wet mop if necessary. Supplies are kept in janitor closets. Ordinarily, craft activities (gluing, painting, etc.) should be limited to tiled areas. Otherwise, protective coverings should be used over carpeted areas. Spills on carpeted areas must be cleaned up; if stains cannot be removed, the user will be charged for professional stain removal services or replacement of carpet.
 - Paint and craft clean-up should be done in classroom or janitor sinks, not in restroom sinks.
 - Turn off lights and any other appliances; unplug, empty and clean coffee pots.
- Failure to comply with the "Building Use Guidelines" will result in denial for future use.

GUIDELINES FOR SPECIFIC SPACES

- **Sanctuary**
 - Ordinarily the sanctuary is used only for worship services, unless another use is approved by Session.
 - The Communion table, baptismal font, banners and paraments, and other sanctuary furnishings may not be moved without prior permission.
 - Hymnal racks should be straightened and any paper debris (programs, bulletins, etc.) should be collected and disposed of properly. When possible, use the recycling box in the office workroom.
 - The organ may be used only by a trained musician and only with prior permission from the Director of Music.
- **Fellowship Hall (Rm. 211/212)**
 - The fireplace may be used only with prior permission and instruction and must be turned off before departure.
 - **The sliding wall partition may be put in place or changed only by staff or a trained church member. Incorrect usage will result in damage to the panels and the support system.**
 - Limit beverage service to the area with vinyl flooring.
 - Tables and chairs are in a storage room by the beverage service area. Return tables and chairs to the correct caddies and place them in the storage room, according to the diagram on the wall to the left of the door.
 - Tablecloths, for use by church members only, must be washed and returned to the closet in the multi-purpose room (#209) within three days.
 - For use of the kitchen in connection with the Fellowship Hall, please refer to separate Kitchen Use Guidelines.

- **Narthex and Hallways**
 - The Narthex and hallways should remain clear of excess objects at all times.
 - Baskets and covered boxes for collections should be removed from the narthex or hallways after 12:30 p.m. on Sundays.
 - Folding tables (5' long, dark tops) for registrations/sign-ups in the narthex are stored on end under the coat rack near the front door. When not in use, they should be taken down by the user and returned to the coat rack storage area.
- **Parlor (Rm. 205)**
 - The drop-leaf refreshment table should be covered with a protective tablecloth if food and/or beverages are served.
- **Youth Classrooms (Rms. 101, 103, 105, grades 6-12) and Adult Classrooms (Rms. 100, 102, 106)**
 - The two youth rooms open onto a common room with recreational equipment and a tile floor.
 - Care should be taken to use recreational equipment responsibly, and paddles, balls, etc. should be collected and stored properly.
 - Food (such as pizza) should be served in the non-carpeted areas.
 - A kitchenette (Rm. 104) is available for simple food service. All items in the refrigerator must be labeled with name and date. There are no cooking appliances other than a microwave and coffee pots.
- **Christian Education Building (Rms. 120-125 and 220-225, ages infant-grade 5)**
 - **No glass containers may be used in this building.**
 - Empty diaper pails daily and re-line them.
 - Properly store toys, puzzles, games, and craft materials.
 - Wipe tables and put chairs completely on top of tables (backs of chairs should not hang down below the level of the table top).
 - No craft supplies, paints, or brushes should be left in or near sinks.
 - Small children must be supervised in the restrooms.
 - Do not flush paper towels down the toilets.
- **Restrooms with Showers**
 - Make certain that shower curtain is positioned to drain water into the shower stall.
 - Towels, soap, and shampoo for use in the showers are the responsibility of the user; the church does not provide linens.
- **Outdoor Facilities**
 - Picnic tables, the field, and the outdoor chapel must be reserved through the Office Manager as outlined in "Facility Management and Scheduling" above.
 - The playground is reserved for the use of the Preschool and Afterschool programs.
- **Storage**
 - All storage closets have been assigned. Do not store materials in a closet without the prior approval of the person/program to whom the closet has been assigned.
 - **Storage of any materials in any closet or room labeled "Mechanical" is prohibited.**
 - The classrooms in the Christian Education Building have dual closets: one for use by the Preschool or Afterschool program and one for use by the Church School.
- **Display Cases and Bulletin Boards**
 - Display cases are assigned and supervised by a chairperson; some are permanent displays and others rotate among various ministries of the church. For information, contact the Office Manager.
 - Two easels remain in the narthex to announce on-going or special activities and schedules. These are also supervised by the person above.
 - Bulletin boards are placed throughout the building and are assigned to various ministries of the congregation. Please remove out-dated material promptly.
 - Easels and whiteboards are available for use; check with the church staff.
 - **No tacks, pins, staples, glue, or tape should be used on furniture, doors, or walls in any room or building.**
 - **Nothing should be permanently attached to the walls in any room or building without prior permission from the Board of Deacons.**

CHURCH EQUIPMENT AND FURNISHINGS

- Ordinarily, tables and chairs may not be borrowed for personal use. Exceptions to this policy require approval from the Board of Deacons.
- Grounds or building maintenance equipment, audio-visual or other electronic equipment may not be borrowed.
- Inter-church loans of tables and chairs are exempted from these guidelines.

KITCHEN USE AND FOOD PREPARATION

- Cary Presbyterian Church is not liable for food that is prepared or served by contractors or caterers or other non-church parties. All licensed caterers must provide proof of liability insurance two (2) weeks prior to the event.
- The kitchen adjoining the Fellowship Hall will remain locked for safety and to prevent damage and loss.
- Persons under 16 years of age are not permitted in the kitchen behind the serving counter.
- If any equipment is to be used during an event by a church member, training from the Kitchen Committee is required prior to the event. A church approved trained attendant must be present during all functions that require use of the kitchen. If the group using the kitchen does not have an approved attendant, an attendant will be provided for a fee. The Office Manager maintains a list of approved trained attendants.
- Instructions for proper use are hanging on the wall next to each piece of equipment. A complete kitchen manual is on the shelf next to the “keeper,” which is to the left of the stove. A “Kitchen Equipment Instruction Guide” is available as a separate document, which may be requested as needed.
- Do not attempt to repair inoperative equipment. Notify the attendant, the Kitchen Committee or the church staff as soon as possible.
- All persons using the kitchen equipment will be expected to return all kitchen equipment to its original sanitized condition after each use. This includes:
 - Wash, dry and put away all utensils, pots, pans, trays, and any other items used.
 - Wipe down counters.
 - Clean out sinks.
 - Clean/rinse out coolers and coffee pots.
 - Clean all appliances and work surfaces.
 - Sweep kitchen floor.
 - Mop floor if needed; mop and bucket are located in the scullery.
 - Clean off rolling carts.
 - Drain dishwasher and turn off controls for sprayer.
 - **If you turned it on, turn it off!**
- Food stored in the refrigerators or freezer must be labelled and dated. The kitchen committee will dispose of food items deemed unsafe. Do not leave any food items on the counters.
- No equipment will be removed from the kitchen without permission of the Kitchen Committee.
- All trash must be properly bagged and deposited in the church dumpster located next to the loading dock.
- Drying towels that are used for each event are to be taken home, laundered, and returned to the kitchen by the next day, if possible.
- The left pantry (large) is to be used for food and dish storage. The right pantry (small) is to be used for paper product storage.
- The hood over the stove contains a fire suppression system. If a fire is out of control:
 - Pull the loop pin on the fire alarm located next to the right pantry door.
 - Evacuate the kitchen through the back kitchen door out to the loading dock.
 - Call 911.
 - Activating this system for other than an “emergency/fire” will carry fines for clean up and reactivation costs payable by the person(s) responsible for renting (using) the kitchen at that time.

KITCHEN SAFETY RULES

- **Review where the fire extinguishers, fire alarms, phone, emergency exit, and first aid kit are located.**
- The stove and ovens are natural gas fired. Therefore, the stove, oven and griddle are always **hot**. Do not place plastic, paper, wooden, or any other combustible items on top of these areas.
- Wear sensible clothing to protect yourself from hot spills, steam, and machinery: closed shoes, long pants, no loose jewelry, hair, or loose clothing.
- Never leave pans on the stove or in the ovens unattended.
- Keep pan/pot handles turned inward to prevent them from being knocked and spilled.
- In case of fire:
 - Pull the nearest wall alarm.
 - Exit the building.
 - Call 911.
 - The alarm system does not alert the Cary Fire Department.

KEYS

- All church officers and staff have building keys. If one’s responsibilities in the church necessitate the regular use of a key, a request may be made through the Office Manager. The Board of Deacons must approve all requests for keys.
- A loaner key may be arranged for #1 users. For #2, #3 and #4 users a \$25 key deposit is required. This deposit is returned when the key has been turned in. #5 users will not be issued keys. Anyone making an unauthorized key copy will be held responsible for rekeying the entire facility.

PARKING

- Handicap parking spaces are located by the main entrance to the sanctuary, by the front entrance to the education building, and by the lower entrance at the rear of the building.
- “Special needs” parking spaces for those with significant limited mobility are located across from the main entrance to the sanctuary.
- **Parking on the rear circle is prohibited; this is a fire lane.**
- Overflow parking is on the field. **No parking on the grass along Griffis Street.**
- The traffic flow in front of the main entrance is one-way, entering the narrow driveway from Griffis Street. The wide driveway is marked for enter, exit left and exit right. Do not turn from this entrance drive into the area in front of the sanctuary.

MECHANICAL SYSTEMS (more detailed information is available from the Board of Deacons)

- **Fire Protection**
 - The system does not call 911. Call 9-911 and give the following location: Cary Presbyterian Church, 614 Griffis Street, Cary, NC (919) 467-8700
 - Fire Alarm:
 - **If actual fire or smoke**, take note of alarm zone, call 9-911, inform operator of zone # and physical location of alarm. Hand the firemen the zone map, which is located in the lobby outside main office. Assist in building evacuation. The alarm cannot be turned off if there is an actual fire.
 - **If false alarm**, press system re-set in the lobby outside main office. If alarm activates again or cannot be turned off, there is possibly an actual fire. Verify zone indicated and investigate further. Notify a second person of your activities.
- **Lighting**
 - In many of the larger rooms there are double light switches. One switch turns on one fluorescent bulb in each fixture; the second switch turns on both bulbs.
 - The lights in the stairwells stay on all the time. The light on the right at the foot of the Link stairs should be left on all of the time.
 - Please turn out all lights when exiting the room/rooms you have used.
- **Heating and Cooling (HVAC)**
 - Thermostats have been pre-programmed by the Board of Deacons to provide comfort during occupied hours and to maintain energy efficiency. On certain days when temperature changes are extreme, it may take the systems more time to react. Please be patient.
 - Do not open the cover to adjust the temperature.
 - If you desire to change the temperature in your room, use the *up* arrow for heat and the *down* arrow for cooling. The LED on the lower left corner of the thermostat is red for heating and green for cooling.
 - Be aware that in most cases adjusting the temperature will also affect the adjacent room.
- **Plumbing**
 - Hot water is generated by electric hot water heaters located throughout the building. The hot water for the kitchen is generated by a large gas water heater for faster recovery.
 - Restroom locations: off the narthex, in the lower hallway outside youth common room, in the multi-purpose room (#109), off the hallways on both levels of the Education Building.
 - Drinking fountain locations: between the restrooms off the narthex, between the restrooms on the lower level outside the youth common room, in the hallways of the Education Building.
- **Fireplace in Fellowship Hall**
 - Gas control is on the right side as you face the fireplace.
 - Igniter is on the left side as you face the fireplace.
 - To start: turn the gas control to *pilot* and push in. While holding this control in, push the igniter several times until you see/hear the gas ignite. Once it lights, hold the gas control in for another 20-30 seconds. Release and turn setting to left or right to desired flame height.
 - When finished, turn gas control to *off*.
- **Elevator and Lift**
 - An elevator is located across from the entrance to the Fellowship Hall. This is for the use of those with mobility problems and those moving large/heavy items between floors. It is not an amusement ride for children.
 - A lift is located in the Link for access between the lower level of the main building and the lower level of the Education Building. A key is chained in place for use at each of the stations of the lift.

FEES

- Hourly fees for users begin with set-up and end with take-down.
- The deposit is payable at the time the reservation is confirmed. It will be held for seven (7) days following the event and will then be refunded, with any deductions for damage.

- **Fee Schedule for Rooms**

	Classroom/Parlor	Fellowship Hall	Overnight
1 and #4 user	no charge	no charge	no charge
#2 user	suggested donation \$15	suggested donation: \$50/up to 4 hours; \$100/over 4 hours Cleaning Fee \$110	\$100 overnight Cleaning Fee \$150
#3 user	\$10/hour per room	\$25/hour Deposit \$100 Cleaning fee \$110	\$100 overnight Cleaning Fee \$150 Deposit \$100
#4 user	No charge	No charge	Cleaning Fee \$200
#5 user	\$20/hour per room	\$100/1 st hour + \$50 each add'l. hour Deposit \$100 Cleaning fee \$110	\$250 overnight Cleaning Fee \$200 Deposit \$100

- **Fee Schedule for Kitchen** (may not be rented separately from other facilities)

Supervising attendant (required for all events)*		\$25/hour with 2 hour minimum
#1 user and #4 user **		no charge
#2 user		\$40/event Cleaning fee \$40
#3 user	Cold food service	\$40/event
	Cold food service with china/silver	\$60/event
	Hot & cold food service	\$80/event
	Hot & cold food service with china/silver	\$100/event
	Deposit	\$100
		Cleaning fee \$40
#4 user	no charge	
#5 user	Cold food service	\$130/event
	Cold food service with china/silver	\$260/event
	Hot & cold food service	\$200/event
	Hot & cold food service with china/silver	\$330/event
	Deposit	\$100
		Cleaning fee \$40

- The Office Manager maintains a list of approved, trained attendants.
- ** #4 users are encouraged to make a donation for supplies or provide their own

CPC KITCHEN EQUIPMENT INSTRUCTION GUIDE

All persons using the kitchen facility will be expected to return it to the original sanitized condition after each use. This includes equipment, dishes, utensils, and floors. (If you turned it on, turn it off!)

Persons under 16 years of age are not permitted in the kitchen behind the serving counter.

The left pantry (large) is to be used for food and dish storage. The right pantry (small) is to be used for paper product storage.

1. **ALL EQUIPMENT** (Except Stove Top Griddle Surface)

- Clean with mild soap and water – EXCEPT GRIDDLE ON STOVE. Sanitize stainless steel surfaces periodically -- spray with sanitizer (spray bottle provided), let sit no longer than 1 minute (as the metal will be damaged) and wipe clean with damp clean towel.
- NEVER USE CHLORINE BLEACH**, or the stainless steel will rust.
- Preheat cooking/warming units 20-30 min before use.

2. **TILT SKILLET** (gas heat with automatic electric pilot)

- Check faucet location and move from lid, if necessary.
- Raise lid and 'fill' skillet with relocated faucet, or oil as desired.
- Always have something in it before it is turned on.
- Open gas valves and electric circuit and set dials to desired temperature and time.
- After use, drain cooled liquids (turn wheel) to a bucket and sewer. If water, recycle if oil or grease.
- After cleaning, return water, gas and electric controls to resting places.

3. **STOVE & OVENS – 6 Burner with Griddle + 2 Ovens**

- Turn on overhead lights and fan located on hood.
- Griddle frying area - bring to heat slowly (10-15 min)
- Use Griddle Brick to clean the surface – DO NOT USE soap and water on the griddle.**
- 3 controls, 3 burners, left/center/right, pilots visible between controls
- No thermostat/thermometer on stove or griddle, do not overheat surface (>550 deg)
- Cast iron burners and oven – standing pilots, always see flame
- Lighting pilots (instructions are inside bottom panel):
 - Burner - turn slightly on, light with match
 - Oven – push button in lower panel, raise floor of oven and light with match, hold button for 60 sec to ensure gas line has no air remaining.

The hood over the stove contains a fire suppression system. If a fire is out of control, pull the loop pin on the fire alarm located next to the right pantry door. Evacuate the kitchen through the back kitchen door out to the loading dock. Call 911.

4. **KEEPER – FOOD WARMER** (20amp electric plug in circuit)

- Left dial – humidity
- Right dial – temperature
- Dials show numbers, the temperature is displayed digitally
- Use at approx 160 degrees, no lower than 140, no higher than 180
- Fill water pan at bottom manually, use when humidity is required, but not for crispy foods like fried chicken. Empty water pan after use.
- Periodically use a brush to clean the heating element under the water pan, may need to purchase de-limer, element must be kept clean
- When cleaning, also check the bottom drain pan

5. ICE MACHINE

- ❑ Always Use Scoop when getting ice. Put scoop back into holder. Do NOT use your cup or hand—this will contaminate the entire batch of ice.

6. FOOD SERVING WELLS

- ❑ **HOT** - Wells are sealed, pour about 1” water in prior to use, turn unit on, turn on each individual well as appropriate. At end of use, open drain (lever on copper tubing below wells) to drain water out of storage wells.
- ❑ **COLD** – Place ice in the bottom and replenish as needed.
- ❑ Water use is recommended by manufacturer to provide even heating/cooling.

7. GARBAGE DISPOSER

- ❑ Push lever forward to run disposer. Off is center and back (towards you) is reverse. Water automatically engages when disposer is on. Rubber ring is for tapping dishes and catching silverware, etc. It is removed easily when you are ready for the food to be disposed. For your own safety, be very careful not to place hands in disposer. Don't be too curious on how it works!
- ❑ Feed garbage steadily and let it run 3 minutes to clear itself when finished to keep it odor-free and avoid drain clogs
- ❑ If it stops or is jammed, reverse the lever. If that doesn't clear it... STOP and check manual for further instructions.

8. HOBART DISHWASHER

- ❑ Push the black washer button up to turn on the dishwasher, flip up the circuit breaker for the hot water booster unit (located under drain board to the left of the washer), and make sure the drain lever inside the Hobart is down. Water will need about 20 minutes to heat.
- ❑ Turn the ceiling hood fan “on” (switch to the left of the washer on wall).
- ❑ Place dirty dishes and silverware in appropriate racks. Rinse dishes in rack over sprayer sink.
- ❑ Slide rack into washer.
- ❑ **Pull down handles on the left/right side doors. This turns on the dishwasher. Soap and rinse agent are automatic and will dispense on their own.**
- ❑ Note temperatures for wash and rinse (>150 and 180, respectively)
- ❑ **When wash/rinse cycles are complete, lifts handles and slide rack out to the left side of the washer and all to air dry before transferring dishes to dolly for storage. Be careful of the steam! Dishes and utensils will be very hot.**
- ❑ When finished with all the dishwashing, lift drain lever, turn all units off, including the ceiling hood fan, and the water booster circuit breaker, and clean the surfaces as necessary, turn off the water in sprayer sink.

9. 3-SINK UNIT

- ❑ Left-wash sink. Push soap dispenser.
- ❑ Center-rinse sink
- ❑ Right-sanitize sink. Push sanitizer dispenser – let pots, etc. air dry on right area of sink.

10. REFRIGERATORS & FREEZER

- ❑ All food stored in the refrigerators or freezer must be labeled with your (group) name and dated. The kitchen committee will dispose of food items deemed unsafe.

11. CLEAN FLOORS

- ❑ A Bucket, mop, and floor cleaner are provided for this purpose. (Floor cleaner is located and dispensed on the far wall in the scullery.)

12. Towels

- ❑ Drying towels that are used for each event are to be taken home, laundered, and returned to the kitchen by the next day, if possible.

Refer to the equipment manual for any questions.