DELMAR PRESBYTERIAN CHURCH

**PROCEDURES FOR FACILITY RENTAL**

One of the missions of Delmar Presbyterian Church is to invite members of our community to enjoy our building. We have been blessed with a beautiful setting and a lovely facility. While its primary function is serving as a sacred place for worship, it is our pleasure to share it with people who need a place to gather, to celebrate, to work and to play. We hope you have a pleasant experience while here, and it is important to recognize that your success depends on a number of people working together at DPC to provide a safe and clean space for your event.

Of course, we cannot accommodate every request. We are not to be regarded as a banquet hall or conference center which is set up for large groups and has a staff dedicated to booking such activities. Also, the mission of the church is foremost, and access to the facilities is based on consistency with the stated mission, along with space availability (with priority given to church members and church events).

All requests are reviewed first by the Chair of the Administration Committee and the Pastor, and then by Session, the Church’s ruling body, which meets once a month. They have the authority to approve or deny applications and you will be advised of their decision following the meeting.

Renters are responsible for the setup and cleanup of the rooms used. A cleaning checklist will be provided to you upon acceptance. We have a small, part-time staff who cannot take time away from their regular duties to move furniture or setup equipment. Please do not enter rooms that have not been agreed upon. Sound equipment is not provided.

Large groups, over 50 people, must provide a deposit of $150 which will be returned in full upon confirmation by church representatives that the facilities utilized were sufficiently maintained.

Procedural timeline:

* Contact church office to check availability, to receive a copy of the request form, or request a tour
* Complete and return the form to the office allowing at least a month for approval
* You will be notified of your status following the monthly meeting
* Arrangements will be made for the key and for payment/deposit
* Following your event, the key will be returned to the office

We hope we can work together to make your event a success!