



Facility Use & Schedule of Fees

Contact: Jeanne Grillo, Office Administrator
301-299-6007, jeanne.grillo@potomacpresbyterian.org

The physical facilities and resources of Potomac Presbyterian Church (PPC) are designed for the use of the ministry and mission of PPC. Any organization, group, circle, fellowship, or committee within the church may use the facilities by simply clearing the date, time, and purpose with the Property Committee. Use of PPC's facilities by outside groups or organizations must be sponsored by a PPC member who assumes responsibility, and shall be restricted to activities that are consistent with the ministry and mission of the PPC, to be determined at the sole discretion of the Pastor and the Property Committee. All activities requiring Session approval will be referred to the Session by the Property Committee.

	PPC Members (Must Be Present)	Non-Members (PPC Member Sponsor Assumes Responsibility)
LIBRARY Seats 25	Donation	\$60 Per Hour
PARLOR Seats 10-15	Donation	\$60 Per Hour
CLASSROOMS Varies	Donation	\$40 Per Hour
FELLOWSHIP HALL-RECEPTIONS Seats 90/150 Standing 60"rectangular tables/chairs available	\$200	\$800
Fellowship Hall-Meetings/Other 50 or less 51-100	Donation Donation	\$100 (up to 2 hrs.) \$200 (2 hrs. plus) \$150 (up to 2 hrs.) \$300 (2 hrs. plus)
Kitchen Usage To Cook & Serve To Serve only To use Coffeemaker	\$75 Donation \$25	\$300 \$150 \$75
SANCTUARY - WEDDINGS	No Charge	\$1,200
SANCTUARY - MEMORIAL SERVICES	No Charge	\$1,200

Presiding Pastor:

Rev. Anita Hendrix, Interim Pastor

There is no charge to member families; however, members can make a contribution to the Ministers Discretionary Fund (MDF) if they would like to do so. The Minister's Discretionary Fund is used to further the ministry of the church and in outreach to the needy. An honorarium is suggested from non-member families. Contact: Anita Hendrix at anita.hendrix@potomacpresbyterian.org.

Potomac Presbyterian Church (PPC)
10301 River Road, Potomac, MD 20854, 301-299-6007

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Presiding Director of Music:

Tom Andrew, PPC Director of Music & Organist

For musical collaboration and choreography for a Rehearsal and Wedding Ceremony the member rate is \$300, and the non-member rate is \$350. These fees are increased by \$50 an hour if there is any work and/or rehearsal with other musicians. Checks should be made out to Tom Andrew. There is no fee for a member of PPC for a Memorial service, though an honorarium would be accepted. For non-members, the fee is \$350 for a Memorial service. Contact: Tom Andrew at tom.andrew@potomacpresbyterian.org.

Policy Statement On The Use Of Facilities

Our facility is rented with the understanding that, in case of Memorial services, or emergencies, PPC reserves the right to reschedule. If Montgomery County Public Schools close because of inclement weather, our facility will, likewise, be closed. It is the intention of the church that its facilities be available to groups and organizations within the community for their use, provided:

The group's aim does not conflict with the church's beliefs and policies.

The group is a non-profit, community-serving organization, and can present a Certificate of Insurance.

The Property Committee and the Session must approve any exception to PPC's ***Facility Use & Schedule of Fees*** guidelines.

Facility Usage Policies

A responsible adult (representative) shall accept responsibility for the use of the facilities, be in attendance for the entire event, and be liable for any damage incurred. The representative must sign a copy of PPC's usage policies. ***Custodial fees are included in listed pricing however any damages or unplanned custodial expenses will be billed.***

Adequate chaperons must be responsible for groups under 21 years of age and be supervised by adults at all times. One chaperone per ten (10) minors is required.

No alcoholic beverages shall be served or consumed on church property without specific prior approval from the PPC Session. Only wine will be allowed, if approved.

Smoking and the use of any open flames (candles) are prohibited on PPC property.

Equipment such as the dishwasher, range, coffeemaker, etc. shall be used only after receiving permission and proper instruction. Audiovisual equipment must be brought-in. The group using the facility is expected to return equipment, and furniture to their prior condition and location; thus leaving the facility as they found it.

All fees must be paid two-weeks prior to an event.

The church assumes no legal liability for any loss or damage, which may occur to persons or property during the occupancy of PPC.

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Kitchen Usage Policies

If Fellowship Hall without the kitchen has been requested/rented for use by a group, then the kitchen should not be used. Kitchen usage must be arranged for in advance.

Supplies such as; coffee, cream, sugar, trash bags, paper towels, foil, plastic wrap, zip-loc bags etc. must be brought-in and are not included in the rental price.

At the conclusion of an event, any group using the kitchen must remove all items carried in, including all food. No food shall be left in the refrigerator.

The kitchen furnishings, dishes, serving pieces and utensils must be cleaned and returned to their original locations at the conclusion of the event.

All surfaces must be wiped clean, free of food and crumbs.

The kitchen and Fellowship Hall floors must be swept.

All trash must be bagged and placed in the outside bins.

At the end of an event, the restrooms must be monitored for cleanliness.

I have received, read and agree to adhere to all of the PPC Facility Usage Policies contained within.

_____ (Representative Signature & Date)

_____ (Group Name/Address/Phone#)

_____ (Certificate of Insurance #)