



## Parish Life Center (PLC) Reservation & Usage Guidelines

The Parish Life Center was built to enhance POP's congregational life, as well as, an avenue to outreach to the community. The fees established were based on covering the basic costs of the facility such as utilities and cleaning costs. The following are specific procedures for using the PLC. Please contact the Parish Administrator at (513) 683-4244 if you have any questions.

- All groups will be reserved on a first come, first served basis based on the following reservation guidelines.
- All groups will be required to provide proof of identification (driver's license) if requested.
- At our discretion, an external group may be required to submit a Certificate of Insurance for Liability.
- All groups will have to agree to PLC Usage Guidelines. (see below)
- All External groups need to sign a liability waiver (included in room reservation form).
- No alcohol is to be consumed or served during the event.
- There is no smoking on site.
- Group should be non-profit or service oriented. For example, 12 step support group, Boy and Girl Scouts, Chamber of Commerce, educational groups, etc.
- No retail activities.
- Any person or persons acting in a disrespectful manner towards another person or found defacing the facilities will be asked to leave the premises and may not be allowed to return.
- The staff and Strategic Board will have discretionary power to allow or deny the use of the PLC by any group.
- Prince of Peace retains the right to cancel any confirmed room reservation if it becomes necessary due to an unforeseen church event (e.g. funeral).

### **PLC RESERVATION PROCESS**

The Parish Administrator handles the scheduling of the PLC. Begin the reservation process using the online form at [popluther.org/room-reservation](http://popluther.org/room-reservation). To help in the reservation process of the PLC, we have identified four user groups:

- 1) **INTERNAL** – Member-led POP function (e.g. POP Mother/Daughter Banquet, POP Vacation Bible School). This group would include POP Kids and L.I.F.E.
  - a. Group may reserve one year in advance
  - b. No charge for space
  - c. Members are welcome to use the PLC to shoot baskets based on availability, etc., however, please call the Parish Administrator at (513) 683-4244 to schedule the space and pick up a key card. An adult **MUST** supervise all youth.
- 2) **EXTERNAL/POP MEMBER** – Member-sponsored personal event (e.g. member's wedding reception, non-profit event that a member is involved in and would be the "sponsor" of event)
  - a. Group may reserve 6 months prior
  - b. \$50.00 donation to cover basic cleaning/utilities due at time of reservation
  - c. For Sporting Events/Open Gym (no hardballs allowed)
    - Donation of \$25.00 per 1 ½ hours due at time of reservation
    - Book only 1 month prior

- 3) **EXTERNAL/POP MEMBER** sponsored recreational events, i.e., group exercise program
  - a. Facilitator / leader / presenter must have membership affiliation with POP
  - b. Leader must be certified instructor. Copy of certificate must be provided at time of reservation.
  - c. If the event is recurring, for example, a ten week yoga class, the Strategic Board will review the activity for approval upon receipt of the Reservation Request and the copy of certification. One-time events will be reviewed / approved by the staff.
  - d. Criteria for approval includes all of the above items, plus the intent of the proposal being to encourage use of POP facilities for outreach.
  - e. If approved, the instructor will have all participants sign a waiver, to be Submitted at the time of reservation confirmation. The instructor will keep weekly attendance.
  - f. Only free will donations to defray costs will be allowed. This collection will be placed in the POP safe in an envelope marked with the name of the activity, for example, "Monday Yoga".
  
- 4) **EXTERNAL** - Group with no member connection to POP
  - a. Group may reserve 6 months prior
  - b. For General Events:
    - \$150 donation for 4 hour event without the kitchen due 48 hours prior to the event
    - \$200 donation for 4 hour event with use of kitchen due 48 hours prior to event
    - \$200 damage deposit due at time of reservation confirmation – to be refunded after the event if there is no damage or excessive clean up
    - Each additional hour \$25.00 donation
  - c. For Sporting Events/Open Gym (no hard balls allowed):
    - Donation of \$35 per 1 ½ hours due at time of reservation confirmation

<b>ADDITIONAL SERVICES &amp; FEES:</b>
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- a. Arrangements for staging or sound equipment must be requested at least **2 weeks prior** with Toby Lyke (683-4244) or [tlyke@popluther.org](mailto:tlyke@popluther.org)
  - a. Use of Risers (platforms)
    - Internal – no charge; All External \$10.00 each
  - b. Use of Microphone
    - Internal – no charge; External POP member \$25.00; External \$50.00
  - c. Use of Complete sound/music system
    - Internal – no charge; External POP member \$50.00; External \$100.00
  
- b. Arrangements for specific set up and tear down of tables and chairs must be made **1 week prior** with the Parish Administrator at (513) 683-4244 or [office@popluther.org](mailto:office@popluther.org).
  - a. Group may set up tables and chairs themselves. Chairs and tables must be returned to original position after event.
  - b. For prior set-up of tables/chairs:
    - Internal – no charge; All External - \$100.00/event

Any group may petition to have a charge waived or lessened, or reserved further out than the established guidelines. Contact the Parish Administrator. Staff will review as needed.

## **PARISH LIFE CENTER (PLC) USAGE GUIDELINES**

### **Hours of operation are 8:00 a.m. – 8:00 p.m. (concurrent with church hours of operation)**

1. The PLC will not be reserved for large events during church worship service hours.
2. Prior arrangements must be made to stay longer or get in earlier. Key cards may be checked out in the main office during regular business hours: Monday – Thursday, 8:30 a.m. - 12:30 p.m.

### **Set up and clean up is the group's responsibility**

1. Room and equipment must be returned to original layout.
2. Tables and chairs must be returned to original layout.
3. Trash must be picked up and placed in trash cans. If cans are full or if there is food waste, trash must be dumped in outside dumpster.
4. Large mops are available for sweeping in the janitors room (located in church hallway directly outside of PLC).

### **Kitchen will be locked at all times. Keys may be checked out as above mentioned.**

1. NO food or beverage is to be left in the kitchen.
2. Dishes are to be put away, counters wiped off, appliances cleaned, and floor swept/mopped if needed.
3. Return anything taken from the other kitchen.
4. Ensure all freezer and refrigerator doors are closed.

### **Turn off all lights as you leave including the restroom.**