43 Pine Street Exeter NH 03833 (603) 772-3332 office@christchurchexeter.org

Facilities Use Policy

Please note this policy will be effective for any facility booking beginning August 1, 2026

Christ Church is pleased to make the facilities of the parish available to outside groups and organizations. Approval of the use of facilities, however, does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at Christ Church must not advertise the event in such a way as to imply endorsement by the parish.

To request our facilities, please follow these steps:

1. Please read each section of this policy carefully.
2. Complete and submit the ***Facilities Use Application*** *online only*.
3. Any questions please email office@christchurchexeter.org
4. You will be notified after we review your application as to whether or not your request is approved.
5. If approved, please return the ***Release and Idemity Agreement*** AND the ***Asbestos-containing material (ACM) Awareness Form*** found on the Facility Use page on our website.

Available for Use

The following areas and rooms are generally available for use (unless they have been previously reserved or use has been temporarily restricted due to the needs of Christ Church).

Main Church

- Sanctuary
- Narthex
- Chapel
- Harris House connector hallway
- Exterior Courtyard (with altar and cross)

Harris House

- Upper Floor
  - Parish Hall
  - Dodd Room
  - Kitchen
- Ground Floor
  - Room 8
  - Room 9
  - Room 10

- Room 17 (Community Room)

A. Rules and Regulations

1. Applications

a. Whenever possible, applications should be submitted at least three (3) months prior to the date of the event.

b. Verbal, telephone, or informal email commitment shall not be made at any time. In addition, no dates will be held in advance of approval of the application documents. Only applications on the official application form will be accepted. Only applications filed electronically through our church website will be accepted.

c. Requests for special arrangements, e.g. use of piano or organ (see A8), audio systems (see A9), janitorial services (see A10), or the moving of furniture in the church (see A11), must be made at the time the application is submitted.

d. All applications will be reviewed by the Rector or his designee. Acceptance or denial of the application will be confirmed electronically within two weeks of the submission of the application. Until confirmation is received, please do not assume acceptance of the application.

e. Approval of the use of facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at Christ Church must not advertise the event in such a way as to imply endorsement by the parish.

f. A Certificate of Liability Insurance must be submitted to the church office prior to the planned event.

2. **Priority**

Priority for space is given to meetings, activities, and functions of the parish. Christ Church reserves the right to preempt any facilities for its own use in cases of emergency, such as funerals. Notice will be provided as soon as possible.

3. **Music Lessons**

No individual or group music lessons may be taught at Christ Church except by members of the church staff or those connected with *Pine Street Players at Christ Church*.

4. **Admission Fee**

You are welcome to charge an admission fee (or suggested donation), however, you will then be required to pay a rental fee (see *Fee Schedule*, section C of this packet).

5. **Assigned Space**

Only the facility or room assigned may be used. Many groups use our facilities, some simultaneously with one another. Please be as specific as possible in listing your requirements to allow us to properly schedule your activity (see "Additional Information" for available rooms).

6. **Restricted Use on Weekends**
As a congregation that must prepare for Sunday worship and programs as well as remain available for other sacramental events (e.g. weddings and funerals), use of the facilities is restricted for non-parish groups on weekends as follows:

- The main church area is not available for Saturday evening events.
- Harris House is available after 6:00 PM on Saturday evening on a limited basis.

7. **Breakage**
All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the facilities or its furnishings and equipment which, in the judgment of the Rector, Sexton, Junior Warden or other qualified church representative, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

8. **Asbestos Material Awareness**
The plaster in the Narthex and Chapel walls contain asbestos. There is no risk in the normal, undisturbed state. Should the plaster be disturbed, leave the space immediately, close all doors and notify a member of the Clergy Staff.

9. **Musical Instrument Use**

a. Permission to use the church organ must be granted by the Organist of Christ Church. Only trained musicians are permitted to play this instrument. Regular use of the organ is limited to church members and students of the music staff. Arrangements for practice time must be made in advance through the music staff with the approval of the Rector.

An additional fee is required for the use of the Organ.

b. The bank of memory presets (stop combinations) reserved for visiting organists is the only one that shall be used. Under no circumstance should any combinations in any other banks be modified. Under no circumstance should any person(s) attempt to gain access to the inside of the console or the organ case.

c. Permission to use the Steinway grand piano in the church must be granted by the music staff. If the user wishes to have the piano tuned, it will be tuned at the user's expense by Christ Church's piano technician. Persons or organizations wishing to have the piano tuned for an event <u>must</u> give the music staff at least one month's notice in order to secure the services of our technician. Christ Church will contract directly with the technician and bill the user for the cost. Under no circumstance should the piano be moved from its normal location.

10. **Sound System Use**
The sound systems in the Parish Hall and the Church are available upon request (please check the appropriate boxes on the application). For additional audio needs, an audio technician will be provided for a fee. Under no circumstance should the wiring and configuration of the sound system be altered in any way. This includes, but is not limited to, reassigning mic inputs on the mixing board, altering processor settings, etc. All controls should be returned to the state in which they were originally found

(as referenced by the diagram on the inside door panel). In addition, should you request that an event be live streamed from the church, a fee for this service will also be applied.

11. **Janitorial Services**

If it is necessary for the church to do additional cleaning after your event, you will be billed at the Sexton's current rate.

It is understood that organizations using our facilities will be responsible for their own set up and clean up, unless alternate arrangements have been made. If you would like to use our Sexton, your request must be received at the time you submit your application, and you will be billed at the Sexton's current rate.

When should you request the services of our church Sexton?

a. If you will need chairs, tables, or other equipment set up or taken down in the Parish Hall before you arrive or after you depart.

b. If you are unwilling to perform any of the required clean up tasks listed in A18, below.

c. If your event requires changing the location of any of the furniture in the church (see A11).

12. **Policy on Moving Furniture in the Church**

The space was designed with flexibility in mind; however, there are specific moving and storage procedures for the furniture. Under no circumstances is anyone other than authorized church personnel allowed to move church furniture.

If you will need to reconfigure any part of the church space, you must request these services at the time of your application. It will be at the church's discretion to determine who makes the modifications to the space.

The following items are not to be moved by anyone other than authorized church personnel:

a. Altar
b. Altar rails
c. Choir modesty screen
d. Ambo (lectern)
e. Pulpit
f. Baptismal font
g. Choir chairs
h. Choir risers
i. Credence table
j. Piano
k. Organ Console
l. Candelabra or similar floor-standing items

Please be aware that if altar rails and/or choir modesty screens need to be removed for your event, the fee is $500 for this service.

In addition, be advised that under no circumstances are organ pipes to be touched or covered in any way.

13. **Smoking**
There is no smoking inside any of our buildings. Exterior doors should be kept closed. A smoking area has been designated outside of the lower parking lot entrance into Harris House. All cigarette butts should be disposed of in the provided receptacle.

14. **Alcohol Use**
Alcoholic beverages are not to be consumed at any time, either inside or outside of the building. Violation of this rule may result in the immediate termination of the organization's permission to use our facilities. *The Christ Church alcohol use policy is restricted to parish-sponsored events and private events sponsored by pledging members. In all cases, permission is required. For a copy of the alcohol use policy, please contact the office.*

15. **Other Substances & Flammables**
Illegal drugs, firearms, and weapons are prohibited on church property. Violation of this rule may result in the immediate termination of the organization's permission to use our facilities, and necessitate the intervention of local, state, and federal authorities. Use of flammable materials (e.g. propane, charcoal lighter fluid) shall be identified in the appropriate space on the *Facilities Use Application.*

Use of the Parish Hall fireplace must be arranged at the time of use request. The user must meet with a church representative prior to using the fireplace.

16. **Decorations, Signs, Posters**
Items may not be tacked, screwed, or nailed to walls and woodwork. Signs and other light objects may be hung with masking tape only, and must be removed once your event is over. Damage due to the use of nails, screws, tacks, or permanent tape will be handled according to A7, above.

17. **Parking**
Parking must take place in the paved lot at the rear of the church, in the handicapped spaces (with proper documentation or special plate), or out along Pine Street. There is absolutely no parking permitted on any of the grass.

18. **Security**
Christ Church works to maintain a safe and secure environment within the facilities; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. Christ Church is not responsible for theft or damage to personal property.

19. **At Conclusion of Your Event**
Organizations are asked to please leave the facilities in as good condition as found.

a. All furniture and equipment should be returned to its original location according to the posted diagram -- excluding the sanctuary furniture moves which will be handled by designated church personnel.

b. Pick up all trash and recycling and place it in a proper cans. Replace trash can liners, and take outside and round the corner of the lower level to the trash cans.

c. Make sure all lights are off, including bathrooms and closets.

d. All toilets should be flushed.
e. Ensure that all coffeemakers, appliances, and the gas stove are turned OFF.
f. Close and lock all windows and doors **(**unless the Sexton is designated to secure the building, see B1 below).

B. Building Security Guidelines

1. For one-time and special events, church and Harris House keys are not available. The church janitor (Sexton) or designated church representative will be present to open and close the building. (Please note that having someone open and close the building does not constitute replacement of the Sexton.) If the Sexton is required, you will be billed at the Sexton's current rate (see "Additional Information" below).

2. For regular use (e.g. AA, WIC, etc.):

a. One key will be issued by the Administrative Assistant to organizations and individuals authorized to use the Christ Church facilities.

b. Duplication of keys is strictly prohibited. If additional keys are needed, please call the church office (603-772-3332, ext. 11) with your request.

c. If the leadership and/or key holder of an activity changes from one person to another in your organization, the key should be returned to the Administrative Assistant, who will then reissue the key to the new person in leadership. This helps keep track of the outstanding keys.

d. When Harris House is being used, it is often useful to put the exterior doors in an "unlocked" position to allow participants to enter the building without having to knock on a locked door. Please call the church office (603-772-3332, ext. 11) to schedule a time to be shown the procedure of how to lock and unlock the exterior glass doors. The member of the organization who gets trained in the procedure should be the person responsible for unlocking and locking the doors.

e. All interior doors are to be locked upon departing, unless there is a transfer of the responsibility to individuals using the rooms after you leave.

f. When a group departs, they must relock all exterior doors. If another group is entering as the first group departs, please inform the incoming group leader which doors are unlocked, thus transferring the responsibility to secure the building to that person.

C. Fees for Use

See *Additional Information* on pages 11-12 for the current fee schedule.

1) **For Charitable Benefit Events**
If all guests are able to gain admission to the event with no financial transaction necessary:*

No Charge for use of the space; honorary donations to the church are always welcome.

*You *are* allowed to make a voluntary offering when proceeds will be donated to a charitable cause. You may have a suggested donation at the door, but it must be clearly published that contributions are voluntary and will support the charitable cause.

2) **For Recitals**
There is a usage fee for all for-profit activity in the church, including music recitals for students of private teachers.

3) **For Events with an Admission Charge or "Suggested Donation"**
There is a usage fee if you are selling tickets to the event, or if there is a required financial transaction to gain admittance into the event (including "suggested donation")

4) **For Regular Use with an Admission Charge or "Suggested Donation"**
Arrangements for regular use will be arranged under a separate contract with Christ Church. This contract must be approved by the Rector and Vestry. In all cases separate contracts will conform to sections A and B of the Christ Church Facilities Use Policy.

6) **Use by Designated Community Organizations**
In keeping with our committed outreach to the community, space is provided to designated non-profit community groups without charge. In some cases, a group may make a free will offering. See *Additional Information* for designated groups.

Please Note:

- Use of Christ Church's Sexton (janitor) will be billed at the Sexton's current rate.
- Use of Christ Church's sound technician will be billed at a rate agreed upon by both parties.
- Use of the worship space for events typically extends into Harris House for use of restrooms and possibly space for changing. Use of the Harris House space in this manner is considered **ancillary** and included with the fee paid for use of the worship space.
- Use of the worship space for events sometimes extends into Harris House Hall as a **committed** use in support of the worship space event: e.g. post-event receptions. In this case, an additional fee is charged. See *Additional Information* for current fees.
- Please request room capacity numbers.

Emergency Contact Numbers:

The Rev. Mark Pendleton, Rector
Cell phone: 860-490-8544

Kevin Clark, Buildings and Grounds Chair
Cell phone 352-316-0611

CHRIST CHURCH
EXETER, NH

Additional Information

Fee Schedule

See Section C, *Fees for Use*, for more details.

1) **For Charitable Benefit Events***
No Charge for use of the space; honorary donations to the church are always welcome.

2) **For Recitals and small not-for-profit concert events***
A base Usage Fee of $200 includes 2 hours of time in the facility. Additional time (for longer performances, dress rehearsals, etc) will be billed at $25/hour.
("Small concert events" are defined as a performing group hosted by a non-for-profit entity of less than 10 individuals where attendance is not anticipated to exceed 50 people.)

3) **For Events with an Admission Charge or Suggested Donation***
Rental Fee is $400.00

Rehearsal time will be billed at a rate of $50/hour providing the rehearsal is scheduled for a different day than the performance.

4) **For Harris House Use Only* (to be applied to For-Profit groups charging admission)**

Parish Hall (includes use of kitchen, if desired)	$250
Parish Hall (in conjunction with paid worship space)	$150**

"In conjunction with" means that a related event will be held in The Parish Hall as well as in our worship space (e.g., a reception following a concert, etc.). If The Parish Hall is used only for assembly purposes prior to or during an event in the worship space (considered to be ancillary), no fee will be charged.

Classrooms and Dodd Room	$75 each

5) Use of the Organ: $100

6) Audio System and Live Stream

There will be no fee for the use of the sound system in the church in it's existing format (i.e. Lectern or handheld wireless microphone) for the purpose of announcements, introductions, lectures … etc. Additional configuration/set-up of microphones or other equipment will require the use of Christ Church sound technician for a fee of $50. Use of the audio technician during the event will be billed at a rate agreed upon by both parties. Use of an Outside Audio Engineer may be contracted directly by the group, and it must be indicated on the application.

The fee for Live Streaming through the existing system in the church is **$150.** The request for live streaming must be indicated on the initial application as technical resources must be scheduled in advance. Use of an Outside Technical Service for Live Streaming may be contracted directly by the group.

**Use of Christ Church's Sexton (janitor) will be billed at the Sexton's current rate.*

***Use of rooms in Harris House (other than the restrooms) may require additional fees.*

Sexton's Rate

Christ Church no longer has a dedicated volunteer who opens and closes doors for events. A paid sexton is now required to be on site for the entirety of the presence of outside groups.

Sexton's hourly rate is $25 per hour, with a minimun of 3 hours per call or usage.

This rate is subject to change. If you are applying for an event for the next calendar year, the rate may increase. The church office will notify you of any changes.

Designated Non-Profit Community Groups

See Section C6 for more information. As of January 1, 2026 the fee is waived or reduced for the following groups.

- Rockingham Community Action (includes WIC)
- Scouts
- Al-Anon
- Alcoholics Anonymous