

Harrison Center Use Policy

Priority – the Harrison Center was built by the parish to be a center for church related activities and to support outreach in the community. Consequently, the following priority of availability is established.

1. Church related activities and meetings – these are gatherings and meetings of normal church functions and ministries that are regularly scheduled during the church year.
2. Church member sponsored activities and meetings – when a church member wishes to sponsor a group or function that is not associated directly with the routine activities of the church and the member assumes responsibility for the function. An event may be deemed a church supported activity with Vestry or Rector approval of the function.
3. Outreach/Ministry activities and meetings – when the church wishes to support outside groups who perform ministries and activities that benefit the community and are in concert with the vision and mission of Christ Church. Groups should be Non-Profits
4. Commercial use – uses that are unrelated to the mission and ministries of Christ Church.
5. Recurring Meetings-These are church sponsored groups or civic related meetings that meet Weekly, bi-monthly or monthly. Political meetings are excluded.

Fee Schedule – use of the Harrison Center creates a cost to Christ Church; therefore the Vestry has adopted a Fee Schedule to help offset the costs incurred. The Fee Schedule will be reviewed annually and is subject to change.

Alcohol Usage – alcoholic beverages of less than 18% (beer&wine) are allowed to be served. Service must be by a designated server (no self serve). When alcohol is served, there must be equal availability and attractiveness of non alcoholic beverages. All containers and food containing alcohol must be labeled. All State and federal laws pertaining to the use and dispensing of alcohol must be obeyed. Alcoholic beverages must be removed from the premise immediately after the end of the event. Non church supported events that have alcohol available must provide “Host Liquor Liability” insurance. Proof of insurance must be provided to the church at least 10 days prior to the event.

Monitoring – use of the Harrison Center during non church business hours requires a church approved monitor. Use by a church member sponsored group requires the church member to be present for the preparation and entire function including the closing of the facility. Use of the Harrison Center by a commercial user requires the presence of a church approved monitor which will be charged to the user. Variances to this policy requires the approval of the Vestry or Rector in writing.

Use of the Kitchen – Church Supported Activities may use the kitchen at no charge. Commercial use of the kitchen for food preparation is restricted to licensed caterers approved by the Church. A fee will be charged. Use of the kitchen to prepare/warm food brought into the facility will also be charged a fee. All use of the kitchen must be cleaned and returned to the condition it was prior to the event. Failure to

adequately clean the kitchen will cause charges for cost of cleaning and a forfeit of all deposits which will be applied to the cleaning cost.

Attendance – no event may have more than 185 people in attendance. If this capacity is exceeded, the event sponsor will be notified by the Church's onsite monitor. Failure to correct the situation and bring the event into attendance compliance will result in a call to the New Bern Police who will terminate the event. No deposits or fees will be refunded in the case of police action.

Trash – all trash receptacles in the meeting hall and kitchen must be emptied at the end of the event. City trash receptacles are located behind the kitchen in the parking area. If the receptacles are full, trash must be placed in the dumpster in the adjacent parking lot. Do not leave bags of garbage on the ground behind the kitchen.

AV equipment – the Harrison Center has the following equipment available for use: handheld microphone; CD player with remote; DVD player with remote; wall mounted motorized screen; wall mounted projector; computer inputs for PowerPoint presentations, view board. There is a charge for AV equipment use. If you need the use of AV equipment a technician is required.

Noise – the Harrison Center is a first-floor space with residential homes above it. Thus, all music or loud sounds must cease no later than 10pm. Complaints from residents above must be honored. Failure to abide with this policy will affect future use of the facility by the offending group.

Parking – there is no parking allowed behind the Harrison Center. There is a designated "VISITOR" space, that if unoccupied, may be used for loading and unloading ONLY. Vehicles must be moved immediately after loading or unloading. Should you or guests park behind the Harrison Center those vehicles may be towed at the owner's expense.

Smoking – the Harrison Center is a NO SMOKING facility.

Linens – Linens are provided for Church functions and Church member sponsored functions. The church group or church member sponsor is responsible for cleaning and returning the linens within 5 days of the function. For outreach and commercial functions, no linens are provided. If desired the linens are the responsibility of the renters to obtain.

Decorations – the use of glitter, rice, or fog machines are not allowed. No decorations of any kind may be attached to any wall surface.

Deposits/Final Payment – Deposits are due upon acceptance of "Reservation Request". Final payment for the facility is due in full 7 days prior to the event. If an event that has reserved the use of the Harrison Center is canceled more than 14 days prior to the event, the deposit will be fully refunded. Cancellation of a reservation within 13 - 7 days of the event will receive a 50% refund of their deposit. No refund of deposit or final payment will be made if a reservation is canceled with less than 7 days notice. All cancellations must be provided to the Church in writing. Cleaning deposits are fully refundable following

an inspection of the facility and approval by the Director of Church Life, who finds the facility to be in satisfactory condition.

Liability – the sponsor, group, or organization using the Harrison Center will be held responsible for any and all damage to the facility and/or equipment caused by negligent or improper use.

Acceptance of Use Policies, Release of Liability and Indemnification of Christ Episcopal Church

The undersigned, being the person responsible for the group using the Harrison Center on the date and time set forth below, has read and agrees to the policies and procedures pertaining to the use of the requested facilities and with the authority from the group to engage the facility and to execute this Acceptance and Use of Policies, Release of Liability and Indemnification of Christ Episcopal Church Agreement. I understand the terms and conditions set forth in the above Agreement, and recognize and understand that as part of the consideration for the facilities being available for the use by me and/or my group, the undersigned group and I, individually, do hereby fully release, discharge, and agree to hold harmless and indemnify Christ Episcopal Church, New Bern, NC from any and all liability of any kind and character, any claim, demand, or cause of action which might be asserted on behalf of the group or any individual or secondary groups that are using the facilities under the Agreement with the undersigned person or other entity serving as Sponsor.

The undersigned has voluntarily requested that it/I be permitted to utilize the Harrison Center facilities on Middle Street, New Bern, North Carolina, which is owned by Christ Episcopal Church, and the Episcopal Diocese of East Carolina. The fee being charged for the utilization has been developed recognizing that this release and indemnification agreement is part of the overall consideration being provided to Christ Episcopal Church for the utilization of the facility.

I/we hereby recognize and accept the activity and the property pursuant to the fee established at the end of this document. The Facilities and Activities to be conducted therein involve certain inherent risks, including but not limited to, the possibility of accident, injury or death as a result of any and all activities performed or participated in within the said facility and the undersigned expressly acknowledges that the undersigned and the persons being allowed to utilize the facility under the sponsorship of the undersigned in the Activities and entering the Property are doing so voluntarily and at their own risk and are assuming the terms of this Agreement.

I AM AWARE AND HAVE MADE ALL OF THE PARTICIPANTS AWARE THAT THE ACTIVITY AND PROPERTY MAY BE DANGEROUS AND THAT I AND EACH OF THEM COULD SUSTAIN SERIOUS INJURY OR DEATH. I AND EACH OF THEM ARE VOLUNTARILY PARTICIPATING IN THE ACTIVITIES TO BE CARRIED ON IN THE FACILITY AND ENTERING THE PROPERTY WITH KNOWLEDGE OF THE DANGER INVOLVED AND AGREE TO ASSUME AND DO HEREBY ASSUME ANY AND ALL RISKS OF ACCIDENT, BODILY INJURY, DEATH, OR PROPERTY DAMAGE, WHETHER THOSE RISKS ARE KNOWN OR UNKNOWN.

