

Guidelines for Building Use

Building use must be consistent with the mission and principles of Pacific School of Religion. If you are unsure what these are, please check with the PSR Facilities and Scheduling Coordinator. PSR facilities are only available for non-profit organizations. Permission to use the PSR Buildings does not imply endorsement of the group or its focus by the Pacific School of Religion.

- Event sponsors are responsible for set-up and break-down of their event. If rooms are not returned to their original set-up, PSR Facilities will break down the room and bill the renter at \$30 per hour.
- Cleaning is billed at \$30 per hour. Damages are billed at cost to repair, including materials and labor.
- All AV/Media requests should be made at least one week prior to your event. **Only PSR events are able to use PSR AV/Media services.** Please make AV/Media requests separately at www.psr.edu/reserve
- Displays may not be removed or tampered with. User is responsible for damage to facilities equipment.
- Admissions may not be charged by groups using these facilities; donations may be received.
- Smoking is not permitted on the premises.
- Open flames are not permitted on the premises.
- Alcohol is not permitted on the premises except by special permission of the PSR Chief Financial Officer.
- An official representative of Pacific School of Religion has the right to enter the facilities at any time.
- Animals, other than service animals, are not permitted in the buildings.
- Food is not permitted in the facilities without permission of the PSR Facilities and Scheduling Coordinator
- Banners, art displays, artifact cases, and religious ornamentations including crosses may not be moved or removed.
- No tacks, pins, tape, nails, etc., are to be used on the woodwork, floors, or walls. Please clean all spills. Do not pour candle wax down restroom drains. Report any damages to the Facilities department.
- Rice is not to be thrown at weddings. Birdseed is permitted but only on lawns, not in the chapel, other buildings, or porticos.
- Lawn space is not available for use.
- Do not move the pews in the Chapel.
- During business hours, keys are to be checked out and returned to the Reception desk before closing time. In most cases, the night custodian will lock up any even ending past 5:00 p.m. Monday – Friday.

****Weekend events require a key host to open/close the space. Weekday events that run past the 9:30 p.m. required ending time require a key host to close. Key host fees are \$30 to open and \$30 to close.****

Bade Museum Space Checklist:

Stewardship

Never leave the room unlocked or unsupervised. It is mandatory that a staff member is present at all times in the museum space whenever the space is unlocked and in use. The museum houses valuable objects and artwork and if you reserve this space for a program or event, we ask you to be a responsible guardian against theft, damage, or misuse of any of the items in the museum space.

Food/Drink

Food and drink are permitted in the museum. Please keep food and drink at a distance from the collection and make sure guests do not use display cases for placement of food or drink items. Lastly, if food or drink stains are left behind on the carpet in the room, it is necessary to spot remove and vacuum the space.

Placement of Chairs and Equipment

As a general rule all items brought into the room (chairs, AV equipment, supplies) must be placed at a minimum distance of **2 feet** from the interior walls in order to protect the artifacts in the room. Museum public hours are Tuesday, Thursday, and Friday from 10:00 a.m. – 3:00 p.m. All equipment and supplies must be removed prior to the beginning of public hours. It is important that the space returns to its original state before the museum opens. Fire code maximum seating capacity is 60 persons.

Benches

If you reserve the museum for an event, please be careful around the benches and return the benches to their circular arrangement beneath each of the two chandeliers in the space. Also, note that these benches are small and extremely lightweight and may be used or moved around easily for events and meetings.