



PROVIDENCE  
PRESBYTERIAN CHURCH

# Building Use Manual

Prepared by: The Administration Committee  
Approved: Approved 2017, August 15

## **General**

As a result of the Lord's rich blessing, the congregation of Providence Presbyterian Church has a beautiful building in which to glorify God through worship as well as a place to conduct Christian activities which benefit both the congregation and the community in which we live.

The Session charges the Administration Committee with the task of developing and maintaining a process which governs the use of our building.

## **Purpose**

This manual establishes written guidelines that set forth the policies and practices governing the use of our building by the congregation and community. This manual addresses the following:

- Procedure, purpose and process for making application for building use.
- Procedure, purpose and process for reviewing and approving or disapproving the building use application.
- Establishing conditions of use and other requirements such as janitor use, certificate of insurance, building access, etc...
- Establishing fees for building use

Use of the building for weddings is governed by the separate "Wedding Manual".

## **Definitions**

The term "Group" refers to the applicant/user whether an individual or organization who is either a member or non-member.

## **Application for Building Use**

To ensure the appropriateness of the Group and to permit the proper scheduling of our building, a prospective Group must submit a completed application (see Appendix A) to the church office by the first of the month prior to the month use is requested (i.e., January 1 for use in February). Exceptions may be granted by the Administration Committee Chair for good cause.

The purpose of the application is threefold:

- To provide information to the Administration Committee (the primary reviewing body) as to the identity of the Group, the purpose, area(s) needed and the time needed.
- To permit the Administration Committee to review and either approve or disapprove all requests within the guidelines of the Session approved "Building Use Manual". (Note: All actions of the Administration Committee related to building use are subject to review by the Session.) Session approves all variances from the guidelines of the "Building Use Manual".
- To require the Group to certify by signature their agreement to adhere to all conditions and terms governing the use of the building and to pay any fees in advance.

Groups may obtain applications from the church office during regular office hours Monday through Friday or by calling the Church Administrative Assistant to request an application be forwarded.

Events and activities which are deemed church sponsored activities and which are organized under the auspices of church committees, elders, trustees and staff are exempt from the application process but must adhere to the conditions of use.

Groups must return all completed applications to the church office for processing.

### **Review Process**

The Administration Committee is responsible for reviewing and making the approval and/or disapproval on all building use applications, subject to review by the Session. The Church Administrative Assistant determines availability of time and date requested and when applicable includes the pending reservation on the church calendar. The Church Administrative Assistant forwards all completed applications to the Administration Committee for:

- Review the appropriateness of the Group and purpose.
- Assign area(s) and equipment to be used subject to approval of applicable committee(s). (eg: piano/organ, kitchen)
- Make any necessary comments and/or restrictions.
- Approve, disapprove or forward with recommendation for approval by Session. Group use requests for Groups not associated with the Providence Church community (ie. no Providence members associated with them) require Session approval of their initial request. The Administration Committee approves subsequent requests by such groups, as long as they remain in good standing.
- Groups wishing to use church facilities on a recurring basis must sign an annual Memorandum of Understanding (MOU). The Administration Committee approves MOUs as long as the requesting group remains in good standing with the church.

After the Administration Committee has determined their approval or disapproval of the application it should be included within the Committee minutes for review by the Session. After Session review, the application with Session modifications, if any, will be returned to the Church Administrative Assistant.

### **Conditions of Use**

All Groups using the building will be governed by the conditions of use contained below. Failure to adhere to these conditions will be grounds to cancel the application and deny further use of the building without penalty or future claims.

- The Sanctuary is open to all people for prayer during church office hours. (Use of the Sanctuary after normal working hours must be approved by the Session.)
- Any damage or loss of church property and equipment shall be responsibility of the Group. Groups shall inform the church office of the extent/circumstances surrounding any damage or loss they find upon entering the buildings or which occur during their use.
- Groups shall hold harmless the Session, church employees and members of the congregation for any injuries to the Group or damages to the Group's property and for any injuries to individual(s) and/or property owned by others.
- Smoking, using profanity and/or alcoholic beverages is not permitted on church property.

- Food or beverage is not permitted in the Sanctuary and is permitted only in the area(s) so designated (eg: fellowship hall or any classroom specifically approved in advance).
- Groups may only use those spaces of the facility that have been approved/assigned.
- Furniture and equipment will be returned to their original place and Groups will not remove any property from the church without prior Session approval.
- Groups will clean up after themselves and dispose of any trash in the appropriate outside receptacles. Events which involve a caterer are required to remove any trash they generate from the premises.
- Groups shall inspect all common areas (restrooms, hallways, etc.) to ensure water is not running, lights have been turned off, windows are closed and doors are locked. In cases where multiple Groups are meeting, the last Group in the building is responsible for securing the building.
- Groups will have present either the church custodian, staff member, or a church member for gatherings of forty or more. Additional staff fees may apply.
- Groups shall not post notices on church property.
- Groups may decorate assigned spaces. All decorations shall be appropriate for a church setting and be removed at the end of the event. Any damage resulting from the decor shall be the responsibility of the Group.
- The Kitchen, nursery, AV equipment, musical instruments, PA system and any other special equipment require special permission for use. Additional conditions and/or fees may apply. Groups shall ensure all special use equipment has been turned off and are returned to their original space.
- Groups who have access during normal business hours must check in with the office at the beginning and end of their program. (Monday - Friday, 9am -3pm). Groups using the facility after normal business hours may be issued a key on a case-by-case basis. If an entry key is issued to approved applicants, it may be picked up at the church office prior to the date needed. Unless other special arrangements have been made, the key is to be returned to the office on the first working day after the use of the building is completed. A separate key application is required to issue a key. Additional conditions and fees may apply to receive a temporary key.
- Groups belonging to official organizations (eg: Boy Scouts, Girl Scouts) are to submit a copy of the certificate of insurance.
- Fundraising events are limited to three hours and are only for Groups which hold a tax exempt status under U.S. Internal Revenue Service rules and regulations and whose fundraising efforts are for the purpose of raising funds for a charitable cause or to defray Group expenses. Fundraising events may not be advertised to the local community nor open to the general public and may not be conducted in the Sanctuary or Parlor.

## Fees

Fees for use of the building shall be established by the Session. Waiver or changes in the fees as established by the Session may only be made by the Session.

The following fees have been established by the Session and are applicable for the areas listed below on a per use basis.

<b>Building Use Fees</b>	<b>Hourly</b>	<b>1/2 Day<sup>(4 hours)</sup></b>	<b>Full Day<sup>(8 hours)</sup></b>
Classroom	\$ 25.00	\$ 75.00	\$125.00
Parlor	\$ 35.00	\$ 90.00	\$160.00
Fellowship hall	\$100.00	\$300.00	\$500.00
Courtyard	\$ 35.00	\$ 90.00	\$160.00
<b>Staff Fees</b>			
Custodian	\$ 35.00		
<b>Specialty Use Fees</b>			
AV Technician	\$ 50.00	-na-	-na-
Key Deposit	\$ 25.00	\$ 25.00	\$ 25.00
Kitchen (for setup only)	\$ 35.00	\$ 90.00	\$160.00
Kitchen (use of equipment for cooking)	\$100.00	\$300.00	\$500.00
Musical Instrument Consultation/Instruction		TBD based on instrument and use	

## **Deposit**

A \$100.00 deposit check will be required by the Group. This deposit is refundable, in full, provided the Group complies with all the conditions of use. The church may deduct from the deposit any charges incurred resulting from the Groups failure to meet the conditions of use. Withholding of the entire deposit does not constitute the Groups limit of liability should charges/damages exceed the deposit. The deposit will be held in the office and available for pick up during normal office hours no sooner than two business days from the event.