

POLICY FOR THE USE OF CHURCH FACILITIES

God has richly blessed Summerville Presbyterian Church with beautiful facilities for its mission and ministry. The primary purpose of these facilities is to provide a place for the worship of God, a place where people can learn of God's ways and his will for life, and a place where God's people can enjoy Christian fellowship. Our buildings exist for the same purpose that we as individuals exist – to advance the Kingdom of God.

Two principles of stewardship guide Summerville Presbyterian Church in the use of its facilities:

- 1.) The buildings of Summerville Presbyterian Church do not belong to any group, individual, or even to the congregation. They belong to God. God has entrusted us with the use of these facilities and thus they must be maintained and cared for in a manner that would be pleasing to the Lord.
- 2.) As an entrustment, God does not want us to hoard the facilities, or to keep them only for ourselves. He wants us to share what we have with others who also want to advance the Kingdom of God, and to help the children of God.

With these principles in mind, the following guidelines apply:

- 1.) Activities of Summerville Presbyterian Church take precedence over all other activities.
- 2.) Use of Church facilities may be requested by church members in good standing and session approved organized church groups for special occasions such as birthday parties, baby or bridal showers, anniversaries, etc.
- 3.) Church facilities may be used by outside groups who are non-political and non-profit organizations, and whose charter and/or by-laws state that the primary purpose of such group is of a benevolent nature.
- 4.) Other churches or schools in town may use Church facilities, but they must demonstrate that they do not have the facilities to accommodate the program or the activity for which the request is made.
- 5.) If the use of church facilities by outside groups or other churches necessitate the church Sexton to work additional hours, these entities will be asked to compensate the Sexton at a cost determined by the Property Committee. If additional utilities are used, these groups may be asked to defray such expenses.
- 6.) If any church members desire to borrow tables, table cloths, or chairs for a private event, the member must complete the "Request for use of facilities" form. This will allow the Church staff to monitor the use and location of Church equipment.

Other provisions:

- 1.) NO alcoholic beverages are allowed on the premises.
- 2.) Smoking is not allowed in any church building.
- 3.) Dancing is permitted in the gymnasium only if hard sole shoes, or high heels are not worn.

4.) A responsible person will be given a building condition checklist to be completed after use of the facility. Failure to leave the facility in satisfactory condition will result in losing the privilege to use the facility in the future. If damage occurs during the use of the facility by an outside group, or another church, they will be responsible for the cost of repairs.

FEE & DEPOSIT SCHEDULE:

The fees shown below include utilities and use of equipment. When labor for setup, take-down or clean up is required, a Sexton fee will be charged. Fees are subject to the approval of the Property Division.

FEE AND DEPOSIT SCHEDULE FOR NON-CHURCH MEMBERS

	FEE(non-refundable)	DEPOSIT (refundable)*	TOTAL due at issue of key	SEXTON FEE (optional)
Lanneau Hall W/Kitchenette	\$200	\$100	\$300	\$175
Lanneau Hall	\$150	\$100	\$250	\$125
Meeting or Classroom	\$ 35	\$15	\$50	\$25
Gym with Kitchen	\$400	\$200	\$600	\$175
Gym Only	\$300	\$175	\$475	\$125

*For on-going/repetitive use, the deposit will be retained and an inspection after each use will be conducted to determine need for reconciliation of additional charges.

OPERATIONS:

All requests for the use of church facilities must be submitted to the church office in writing using the "Request for Use of Facilities" form. The church office will coordinate requests with the Property Committee. The office issues a key to the approved user prior to the date of use. On the next business day following the use of the facility, the user will return the key and the completed Building Use Checklist form to the church office. Prior to returning the deposit, the sexton will perform an inspection of the facility and will report any unsatisfactory condition. User will be responsible for the repair of any damages to the facility. If any additional cleaning is required, a fee of \$50 per hour will be deducted from the deposit.

BUILDING USE – CHECK LIST
SUMMERSVILLE PRESBYTERIAN CHURCH

Please use this list to guide you in your effort to return the facility used by your group to the condition in which you found it. We hope you found it suited to your use; we appreciate your help in keeping it fit for the next user.

The Property Committee

- _____ 1. Return chairs and other furnishings to locations in which you found them.
- _____ 2. Clean area of debris, spills, and paper.
- _____ 3. Dry mop floors.
- _____ 4. Restrooms neat.
- _____ 5. Room(s) in neat order.
- _____ 6. Lock windows.
- _____ 7. Turn lights off.
- _____ 8. Doors locked AND checked.
- _____ 9. Complete checklist and return with key in person to church office on the following business day.

Name/Title of Organization _____

Name of Adult Completing Check List: _____

Telephone Number: Day _____ Evening _____