

ELIZABETHTOWN PRESBYTERIAN CHURCH, INC.

"We are a community of faith seeking to know Christ and make Him known in all we say and do."

BUILDING USE POLICY- June 2008 revised March 2015

PRESBYTERIAN ACTIVITY CENTER (PAC)

EDUCATION FACILITIES, FELLOWSHIP HALL, SANCTUARY

I. Overview

- A. The church, its facilities, and surroundings, are owned by each member of Elizabethtown Presbyterian Church, Inc. We should be aware and considerate of the rights and privileges of others and careful not to abuse what is ours.
- B. We should each assume the responsibility of keeping the building and grounds clean; turn off lights, heat, and air conditioning when they are not needed; and make sure the buildings and equipment are treated with proper respect.
- C. The buildings and grounds of the church shall be used in the highest standards of the Christian faith.

II. Participation

- A. Members of Elizabethtown Presbyterian Church, Inc.
- B. Member of church-sponsored organizations
- C. Children of members
- D. Elizabethtown Presbyterian Church, Inc. staff
- E. Other groups or individuals approved by the Operations Committee or Session.

III. Scheduling

- A. The Building Use schedule will be posted outside the church office on the church calendar, in the church newsletter, and on the church web page. Church related activities and other activities as room permits will be posted in the Sunday bulletin.
- B. All church related activities have priority scheduling; however, reservations already approved will be honored. Funeral Services and Disaster Relief efforts will take priority.
- C. PAC activities will not be scheduled during regularly scheduled worship services. The PAC will be closed on Sunday mornings unless used for the regularly scheduled worship service.
- D. All buildings will be locked and thermostats set appropriately when not in use to promote security and conservation of energy.
- E. Reservations from the membership should be made at least two weeks in advance; taking in to consideration it has not been previously scheduled.
- F. Reservations from outside of the membership must have an adult church member sponsor and should be made two (2) months in advance. This will avoid conflict with church related activities and programs.
- G. All scheduling must be approved by a selected committee of three session members (one from each class of elders) and the minister serving ex-officio. The elders will be selected by the entire session body.
- H. Those using the building that need to get into a locked door need to coordinate that with the church office. Office hours are: Monday- 8:00am- 12:30pm, Tuesday, Wednesday, Thursday- 8:00am-1:30pm, Friday- 8:00am-12:00 noon.
- I. The PAC gym may be used only under the supervision of an adult, 18 or older, who is a member of the church who must coordinate this through the committee to avoid conflict with other activities. The adult supervisor must be present at all times during the scheduled time and will be held responsible for the facility as well as for enforcing rules and regulations set for use of church property.

- J. If a member wishes to use the building for recreational purposes on “spur of the moment”, the member must consult the online church calendar on the church’s website. Upon arrival at the build, the member must use wise judgment to observe whether the building is already setup for an upcoming event.

IV. Fees

A. Overview

1. The deposit is required with the completed Reservation Form and will be refunded if the building is left undamaged, clean and everything returned to its proper place.
2. The user fee is due no later than two weeks prior to the rental date.
3. Cancellation Policy: Cancellation made two (2) weeks or more before rental date shall result in full refund; cancellation made less than two (2) weeks before the rental date shall result in full forfeiture of fees paid. If the area is subsequently rented for the same date a full refund will be made.
4. There may be an extra fee for set-up the day before the event or if the building can not be used the next morning. If earlier setup is needed, that time must also be approved by the committee.
5. The committee reserves the right to grant exemptions for usage fees for missional purposes.

B. **Members-** Members are required to pay a deposit of \$100.00 (\$100 is refundable based on cleaning and key return)

C. **Non- Member- Non- Profit-** The rental fees for an activity sponsored by a non- member non-profit group will be as follows:

1. Fellowship Hall/Kitchen - \$200.00 deposit (\$200 is refundable with cleaning and key return)
2. PAC Gym/ Kitchen-Rental fee is \$200.00 up to 4 hours. (\$200 is refundable based on cleaning and key return). Beyond 4 hours is considered a day. Day events will be \$350 with \$200 refundable with cleaning and key return.
3. All non-member/non-profit groups must be sponsored by a church member who must be present at all times during the scheduled event; and will be held responsible for the facility as well as for enforcing rules and regulations set for use of the church property.

D. **Members & Non-Members- For Profit-**

Not recommended to rent for profit groups, but may be approved by consent of Session. Fees will be set by session.

V. Regulations

- A. All activities and uses of the Church building, grounds, and equipment must be in keeping with the Mission Statement of the Church: “ We are a community of faith seeking to know Christ and make Him know in all we say and do.”
- B. Participants in church activities are asked to conduct themselves in accordance with the highest Christian standards.
 1. Profanity will not be tolerated.
 2. Tobacco use is not permitted on the church property. Alcohol and controlled substances are not permitted on church property.
 3. Weapons of any kind are strictly forbidden from the church buildings and property.
 4. Any and all conduct deemed inappropriate by adults in charge is not permitted.
 5. Any activity or conduct that might cause damage to church building or property is not permitted.

- C. Unsafe activities, accident, or injury must be reported to adults in charge immediately.
- D. Unauthorized animals are not allowed in the church buildings.
- E. No nails, staples, thumbtacks, glue products, or other potentially damaging products may be used for attaching materials to walls, tables, floors, doors, ceilings, etc.
- F. Activities requiring glue, glitter, paste, paint, markers, crayons, etc. are limited to covered tables and adult supervision.
- G. Supervision: All groups under the age of 18 should have adequate adult supervision; age groups fourth grade and under, a one-to-five ratio of adults to children is recommended; a one-to-ten ratio is recommended for fifth through twelfth grades.
- H. Many areas in the church have specified layouts for tables, chairs, and equipment. Permission is needed for these to be moved and used. If these are moved for an event, they should be replaced where they were originally found.
- I. Gymnasium
 - 1. Programmed activities will be given priority over free play.
 - 2. Participants are not permitted to hang on the goals or dunk the ball.
 - 3. Time limits for pickup games may be set when others are waiting.
 - 4. During play time please keep food and drinks off the court.
 - 5. The Gymnasium should be thoroughly clean after each use. This includes disposing of all trash in the outside dumpsite if it contains food or drink, cleaning all spills and splatters with water/ mop and sweep the floor after each use.
 - 6. All access for entering and exiting the PAC should be through the front doors of the building. All other doors will be locked and used only for emergency exit and controlled use.
- J. Kitchens
 - 1. An adult must be present during any and all uses of the Kitchens.
 - 2. Renters shall provide paper products, cleaning supplies, table clothes, all linens, and dish cloths.
 - 3. Groups using the Kitchens are responsible for clean-up including, but not limited to, the following: Cleaning/ sanitizing all surfaces used, sweeping the floor, washing all dishes and utensils used, cleaning up spills and splatters with soap and water, turning off appliances (not refrigerators), disposing of trash in the outside dumpsite, and wiping up spills in oven and on eyes of the stove.(Trash bags provided)
 - 4. Unplug coffee maker
 - 5. Turn the dishwasher to the off position
 - 6. Groups using the Kitchens are not authorized to use other facility areas without permission.
- K. Stage
 - 1. Use of the Stage may be scheduled through the Church Office.
 - 2. Equipment on the Stage or in Stage-Storage may be moved with permission of the Sponsor in charge.
 - 3. The Stage is not to be altered, modified, or damaged in any way with props, nails, screws, tacks, drills, equipment, lighting, etc.
- L. General Use of all Buildings and Equipment/ Appliances
 - 1. Persons responsible for meetings, activities, meals, or any other activities in church buildings, held either during the daytime or nighttime hours should make sure that following the activity, lights, equipment/ appliances, heat and air conditioning are turned off. There will be check lists posted next to the office door for use of education space, on the refrigerator in the Fellowship Hall kitchen for use of Fellowship Hall and kitchen, and on the refrigerator in the PAC

Building for use of PAC and PAC kitchen. The check list will remind you of requirements before locking up the building.

2. All equipment, tables, and chairs should be returned to its proper place.
3. The area used should be left clean and the building locked up. Do not assume that someone else will lock the doors, turn off the lights, heat, or air conditioning.
4. Food and drinks should be limited to eating areas unless approved by an adult leader. If permitted all spills should be cleaned and trash be disposed of in the outside dumpsite,

VI. Discipline

- A. The buildings of the church are operated by volunteers and staff under the direction of the Pastor. The volunteer or staff in charge is responsible for the interpretation and enforcement of the Rules and Regulations.
- B. In the case of a non-member group the designated contact person is responsible for the interpretation and enforcement of the Rules and Regulations as laid out in this policy.

VII. Equipment

- A. All equipment must be used for its intended purpose only.
- B. Screen and sound equipment may only be used and operated by a trained church member and a fee of \$300.00 charged to non-church member groups. (Fee includes use of equipment and operator.) Members will pay operator an agreed fee.
- C. All PAC athletic equipment use should be under supervision of adults in charge.
- D. Equipment that is damaged through improper use, or lost, destroyed or stolen will be the financial responsibility of the user.
- E. All personal equipment should be approved by the adult supervisor and removed after the activity.
- F. Only PAC tables and chairs are approved for use in the PAC. They are not to be used outside the building and will not be loaned out. Tables and chairs brought into the PAC must be approved by the Committee.
- G. All uses of tables and chairs from other parts of the building such as the Fellowship Hall shall be approved by the Committee.
- H. Tables, chairs, other equipment, and items belonging to the church shall not be used outside of the property or loaned out. Special circumstances of offsite church events will be considered on a case by case basis.

VIII. Liability

- A. The use of any of the Church buildings and any of its equipment, furnishings, or accessories is at the risk of the participant. The Elizabethtown Presbyterian Church, Inc. and its administrators, staff, employees, volunteers, Session, and agents do not assume liability or responsibility for any injuries, sicknesses, losses, costs, claims, damages, or liabilities whatsoever, whether or not based on negligence, including strict liability arising out of, or in any way connected with, participation in the activities or programs of the church.
- B. The Elizabethtown Presbyterian Church, Inc. does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures, furniture, or accessories.
- C. The Elizabethtown Presbyterian Church, Inc. is not liable or responsible for personal equipment, supplies, or belongings brought to the church building.
- D. Any non-member entity or individual using the church buildings shall hold harmless and indemnify the church for injuries and damages to third persons as a result of their use of

the church facilities. If any suit is filed, the third party shall pay any attorney's fees and cost the church might expend in defending the said claim.



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**BUILDING AND GROUNDS
RELEASE FORM**

As a participant in activities and programs of the Elizabethtown Presbyterian Church, Inc. or of organization or groups using the building and grounds of the church I acknowledge that I have be given a copy of the Building Use Policy and agree to be bound by any and all policies stated therein.

In consideration of my participation and the participation of my group using the building and grounds of Elizabethtown Presbyterian Church, Inc., I hereby covenant and agree to release, indemnify and hold harmless, the Elizabethtown Presbyterian Church, Inc., its administrators, staff, employees, volunteers, and agents from any and all losses, costs, claims, damages, injuries, or liabilities, whatsoever, whether or not based on negligence, including strict liability arising out of, or in any way connected with, my participation in the activities on the building and grounds of Elizabethtown Presbyterian Church, Inc.

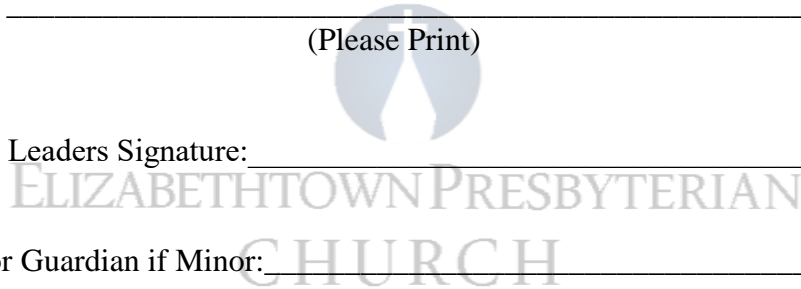
Participant’s Name: _____
(Please Print)

Group Representing: _____
(Please Print)

Participant’s / Group Leaders Signature: _____

Signature of Parent or Guardian if Minor: _____

Date Signed: _____



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**BUILDING AND GROUNDS
RESERVATION FORM**

Please Print

NAME _____ **DATE** _____

ADDRESS _____ **PHONE Res.** _____

Bus. _____

ZIP _____ **Cell** _____

EPC CHURCH MEMBER _____ NON-MEMBER _____

If NON-MEMBER, ADULT CHURCH SPONSOR _____

DATE REQUESTED _____ **HOUR NEEDED** _____

PURPOSE _____

AREA REQUESTED

- ____ Entire Presbyterian Activity Center
- ____ PAC Kitchen/Gym
- ____ Fellowship Hall/Kitchen
- ____ Sanctuary
- ____ Class Rooms –Specify
- ____ Library

I understand and acknowledge that by signing this document I agree to the following terms, conditions, and covenants:

1. I acknowledge that I have been given a copy of the Building Use Policy and agree to be bound by any and all policy stated therein.
2. I agree to release, discharge, and hold harmless the Elizabethtown Presbyterian Church, Inc. from any and all responsibility or liability for injury, damage, or loss of any kind involving the use of the building and grounds and any of its equipment, furniture, or accessories.
3. All rentals end at 11:00 p.m.
4. All rentals are subject to approval of the Committee or Church Session.
5. All activities and uses of the building and grounds must be in keeping with the Mission Statement of The Elizabethtown Presbyterian Church, Inc.

APPLICANT'S SIGNATURE _____ **DATE** _____

CHURCH MEMBER'S SIGNATURE _____ **DATE** _____

Deposit paid _____ **Date** _____ **Rent Paid** _____ **Date** _____ **Facilities Inspected by:** _____

Deposit Returned _____ **Date** _____

Request for equipment, furniture, materials etc

Approved returned

**CHECK LIST
FOR
CLEANING & SECURING BUILDING**

1. Follow regulations as outlined in Building Use Policy.
2. No nails, staples, thumbtacks, glue products, or other potentially damaging products may be used for attaching materials to walls, tables, floors, doors, ceiling, etc.
3. DO NOT stand on tables and chairs.
4. All equipment, tables, and chairs should be returned to its proper place. **Leave the building set up as you found it.** For example, if it is set up for 100 people leave it set up like that. Any tables and chairs you bring out from storage should be returned to storage.
5. Sweep all floors and mop spill spots as needed in used areas such as kitchen and gym area.
6. Clean and sanitize all surfaces, wash any dishes and utensils used (if permitted) and dispose of all trash in the outside dumpster located at the back of building. **All areas should be left clean and buildings locked up. Turn Air Conditioner up to 78 degrees during hot months and down to 68 degrees during colder months.** Do not assume that someone else will lock the doors, turn off the lights, and reset air conditioner.

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