

# Policy for the Use of Church Facilities



Office - First Presbyterian  
5/1/2014

# POLICY FOR THE USE OF CHURCH FACILITIES

God has richly blessed Berwick 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 building exists for the same purpose that we as individual exist-to exhibit the Kingdom of God.

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

1. The building of Berwick Presbyterian Church does not belong to any group, individual, or even to the congregation. It belongs to God. God 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 exhibit the Kingdom of God, and to help the children of God.

With these principles in mind, the following guidelines apply:

1. Activities of Berwick Presbyterian Church take precedence over all other activities.
2. Use of church facilities may be requested by church members 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 whose charter and/or by-laws state that the primary purpose of such group is of benevolent nature.
4. Other churches or schools in town may use church facilities.

5. If the use of church facilities by outside groups or other churches necessitates the church custodian to work additional hours, these entities will be asked to compensate the custodian at a cost determined by the Building 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, chairs or kitchen items 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 the location of church equipment.

Other provisions:

1. **NO** alcoholic beverages are allowed on the premises.
2. Smoking is not allowed in the church building.
3. Dancing is permitted in the Social Hall and Youth Room.
4. A responsible person will be given “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 AND DEPOSIT SCHEDULE**

The fees shown below include utilities and use of equipment. When labor for setup, take-down or clean up is required, a custodian fee will be charged. Fees are subject to approval of the Building Committee. Fees for non-profit organizations using the church facilities may be waived by the recommendation of the Building Committee to Session.

### **FEE AND DEPOSIT SCHEDULE FOR NON-CHURCH MEMBERS**

	<b>FEE</b> (non-refundable)	<b>DEPOSIT</b> (refundable)*	<b>TOTAL</b>
Social Hall w/Kitchen	\$200	\$50	\$250
Social Hall	\$175	\$25	\$200
Kitchen	\$100	\$25	\$125
Meeting Room	\$50	\$10	\$60
Parking Lot (outdoor function)	\$50	\$10	\$60

\*The deposit will be retained and an inspection after 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 Building 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 custodian 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.

REQUEST FOR USE OF FACILITIES FORM  
BERWICK PRESBYTERIAN CHURCH

Name of person requesting facilities: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Church Member \_\_\_\_\_ Non-Member \_\_\_\_\_

Facilities requested to be used on \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Start \_\_\_\_ Time End \_\_\_\_

Is this request for: \_\_\_\_\_ one time use

\_\_\_\_\_ weekly

\_\_\_\_\_ monthly

\_\_\_\_\_ other \_\_\_\_\_

Facilities requested to be used

Use of equipment

\_\_\_\_ Social Hall

\_\_\_\_ Tables# \_\_\_\_\_

\_\_\_\_ Kitchen

\_\_\_\_ Chairs# \_\_\_\_\_

\_\_\_\_ Wagner Lounge

Kitchen Equipment:

\_\_\_\_ Youth Room

\_\_\_\_\_

\_\_\_\_ Classroom

\_\_\_\_\_

\_\_\_\_ Nursery

\_\_\_\_\_

\_\_\_\_ Sanctuary

\_\_\_\_\_

\_\_\_\_ Parking Lot (outdoor function) Other: \_\_\_\_\_

For what purposes are the facilities to be used? \_\_\_\_\_

Date application received by the church office: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date reviewed by Building Committee: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date reviewed by Session \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Approved or \_\_\_\_ Denied