



# CENTRAL Facilities Use Policy

PRESBYTERIAN CHURCH

We have enhanced our commitment to hospitality by adopting a new "Building Use Policy" that encourages utilizing and sharing our facilities while maintaining responsible stewardship of God's property. The facilities and equipment of Central Presbyterian Church exist for the primary purpose of being used by its members through its organizations and ministries.

Regularly scheduled church meetings and activities of Central Presbyterian Church will have first priority in the use of its facilities. Other church-related meetings and functions would have second priority. Groups outside the church which are non-profit or ministry related in nature may use the facilities when they are not already scheduled for use by some church function, and the purpose is ministry related.

## **Fees for each event are as follows:**

AV Technician Services	\$200.00 for 1 <sup>st</sup> 4 hours and \$45.00 each additional hour
Event Coordinator	\$150.00 for 1 <sup>st</sup> 4 hours and \$35.00 for each additional hour
Food Service Manager	\$225 1st 4 hours and \$50.00 for each additional hour
Room Rental	Varies per room

A **Space Use Request** Form must be completed by all outside organizations and individuals who are not members or regular attendees, and submitted to the Church Operations Coordinator to reserve a portion of the building for your use at least four (4) weeks prior to the event. The request will be evaluated for appropriateness of use and availability of space.

If approved, the reservation will be placed in the master church schedule. Activities and programs are limited to the space and equipment that have been assigned. An Audio/Visual Request Form must be provided to the Church Operations Coordinator at least four weeks in advance of the date of any event or activity in which any sound support (even one microphone) or video support is being requested.

A *Certificate of Insurance/Damage Waiver* must be provided by all outside groups to Central Presbyterian Church.

## **GENERAL GUIDELINES**

Using and sharing our facilities is a ministry of Central Presbyterian Church. In the interest of influencing others for Christ, the speech, dress, and conduct of all participants will be in accordance with the highest Christian standard and the conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house. Common courtesy and adherence to church regulations are required.

As a church-wide policy of Central Presbyterian Church, no child or group of children must ever be left alone at a ministry function or in a church facility without the minimum of two adult supervisors being present.

Smoking, alcoholic beverages, illegal substances and weapons are not permitted in the buildings or on the grounds of the church.

Dining or the serving of food is limited to pre-approved designated areas and must follow Central's Food Policies. Please contact the church office if you plan on serving food.

The users are expected to leave the building clean and remove all items associated with their program immediately following the event. Church furniture or equipment is not to be moved or adjusted without prior approval. Trash should be taken to the dumpster before leaving.

The user will be held responsible for any damage done to church property and assumes liability for injuries to persons attending the event as well as damages or loss of user's property. The user may be asked to provide a Certificate of Insurance with Central Presbyterian Church as an additional insured.

Ministry furniture and equipment (i.e. tables, chairs, projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of Central Presbyterian Church. The requesting party assumes full responsibility for the costs of damage repair or replacement.

No items may be affixed to any surfaces without the consent of the Executive Director of Ministry Support or a member of the Buildings and Grounds Committee.

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Signature

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Date