

BUILDING USE POLICY

S-1.0000

INTRODUCTION

Use of the facilities at Second Presbyterian Church, Staunton (hereafter, "Church"), with specific rooms to be designated, will be available to the following:

1. Active Members (including members of their immediate family), groups, and organizations of the Church, without charge. ("Immediate family" is defined as dependents still living in a parent(s)' household.)
2. Groups and organizations related to the governing bodies of the Presbyterian Church (U.S.A.), without charge.
3. Religious and charitable groups, on a one-time basis. Decisions on whether the following fees will apply shall be determined by the Property Committee.
4. Other individuals, groups, and organizations, including religious and charitable groups on a continuing basis, with charge, according to the fee structure, below.

S-1.0100
S-1.0101
Availability to Specified Groups

This policy exists as guidance for the Session on the use of the building. However, the Session and/or the Property Committee reserves the right to alter or make exceptions to this policy at any time.

S-1.0102
Effect of Policy

APPROVAL OF REQUESTS

Requests to use the Church facilities shall ordinarily be made at least one month in advance of the desired date of use. The "Request for Building Use" shall be filled out in full and signed by the responsible party. Requests for building use will not be considered complete without all information being provided in full.

S-1.0200
S-1.0201
Process for making Requests

Among the factors the Church will consider in approving requests are:

1. Compatibility of the requested use with current Church use.
2. Frequency of requested meetings.
3. Anticipated impact to facilities and utilities.
4. Appropriate size of group.
5. Custodial service required.
6. Demand on church staff to accommodate proposed use.

S-1.0202
Criteria for Approval of Requests

The Session delegates to the Property Committee the authority to approve short-term and one-time uses of the building, except for events which involve services of worship (such as a wedding). Long-term use of the building shall be decided by the Session, ordinarily upon recommendation of the Property Committee.

S-1.0203
Process of Approval

If the Property Committee is unable to meet in a timely fashion, the Pastor shall handle requests for one-time or short-term use, in consultation with the Chairperson of the Property Committee.

S-1.0204
Alternative Approval Process

When use of the building is approved, such approval shall not be set aside in favor of a later request by any individual, group, or organization, whether affiliated with this Church or not. Permission for building use, including requested equipment, shall be honored at all times.

S-1.0206
Approval guarantees use

The following fee structure shall apply:

1. Fees for room use, to cover operating costs (e.g., utilities) and normal wear and tear on the facilities, will be charged using the following schedule:
Sanctuary\$200.00
Fellowship Hall and Kitchen\$150.00
Fellowship Hall only\$100.00
Kitchen only\$75.00
Chapel.....\$75.00
Classroom / Parlor\$40.00

S-1.0207
Fees

2. Fees for other areas shall be subject to the proposed activity and the requested room, upon determination by the Property Committee.

Other Areas

- | | |
|--|------------------|
| 3. Whenever a fee is assessed, it must be paid to the Church Office at least one week prior to the proposed use. | Payment Deadline |
| 4. For building use outside of Church Office hours, there shall be a \$10.00 deposit for a key to the building. This deposit shall be refunded when the key is returned. The key may be picked up at the Church office during normal business hours: Monday - Friday, 9:00 am - 2:00 pm. | Key Deposit |
| 5. At the discretion of the Session, an appropriate security deposit may be required for the use of the building. | Security Deposit |

SANCTUARY USE

Use of the Sanctuary is restricted to services of worship and occasions of a definite religious character, such as weddings, funerals, choir rehearsals, programs of sacred music, etc. The Pastor, or in the Pastor's absence, the Clerk of Session, shall coordinate requests for use of the Sanctuary. Requests for use require approval by the Session.

S-1.0300
S-1.0301
Restrictions
on use

Use the pipe organ shall be cleared through the Church Organist for those who are rehearsing or playing for a regular service of worship, wedding, funeral, or approved program.

S-1.0302
Use of
Pipe Organ

Exceptions to the policy regarding Sanctuary use may only be granted by the Session.

S-1.0303
Exceptions

BUILDING USE REGULATIONS

Individuals, groups, and organizations using the Church facilities shall adhere to the following regulations:

S-1.0400
Building Use
Regulations

1. No smoking, alcoholic beverages, or controlled substances are permitted in the Church or on its grounds.
2. Tables and chairs may be rearranged, but must be returned to their original location after use.
3. Those using the facilities are expected to clean up any mess made by their activity, and make sure all lights, including those in restrooms are turned out, and that the building is locked before leaving (if applicable).
4. All windows opened during use of the building shall be closed.
5. Use of kitchen materials shall be cleared through the chairperson of the Kitchen Committee. All utensils and kitchen equipment used shall be cleaned and returned to their proper places. Groups shall provide their own table service.
6. All children and youth must be adequately chaperoned and supervised by adults.
7. Those using the facilities will be responsible for repair or replacement of any damage to equipment and/or facilities which results from their use.
8. Those using the facilities shall not charge admission for the event or meeting to be held, unless prior approval has been granted by the Session when application was made for the use of the area(s).
9. Audio-visual equipment belonging to the Church may be used within the Church facilities by an individual, group, or organization of the Church. The Christian Education Consultant will oversee the scheduling and use of such equipment.
10. Portable equipment, including tables, chairs, and audio-visual equipment, may not be removed from the Church premises.

**SECOND PRESBYTERIAN CHURCH
STAUNTON, VIRGINIA**

REQUEST FOR BUILDING USE

The undersigned, _____, hereby requests approval to use the following facilities of Second Presbyterian Church, Staunton, in accordance with the Church's Building Use Policy, copies of which we have received and reviewed:

FACILITIES TO BE USED: _____

DATE: _____

TIME: _____

APPROXIMATE NO. OF
PERSONS IN GROUP _____

INTENDED USE: _____

WILL THERE BE AN ADMISSION CHARGE,
ITEMS FOR SALE, OR OFFERING RECEIVED? YES NO

If Request for Use is approved, we understand that the fee for such use shall be \$_____, and that we shall be required to pay such fee at least one week in advance of the scheduled activity.

Signed _____ Date _____

Address: _____

Telephone: _____

→→ **▼▼▼ Church Office use only ▼▼▼** ←←

Above requested use approved denied by action of _____ Property Committee _____ Session.
on _____ (date).

Security Deposit Required Not Required \$ _____

\$10.00 Key Deposit (if applicable) collected _____; returned _____

\$ _____ use fee collected on _____ (date).

**SECOND PRESBYTERIAN CHURCH
STAUNTON, VIRGINIA**

REQUEST FOR USE OF CHURCH PROPERTY

The undersigned, _____, hereby requests approval to use the following items belonging to Second Presbyterian Church, Staunton:

ITEMS TO BE BORROWED.....	Items from Kitchen (itemize): _____
_____ Tables	_____
_____ Chairs	_____
_____ Equipment:	_____
_____ Other:	_____

DATE(S):

If this request is approved, we understand that we are responsible for returning the items borrowed in good condition, and that we are responsible for any damage to the items borrowed.

Signed _____ Date _____

Address: _____

Telephone: _____

→→ ▼▼▼ Church Office use only ▼▼▼ ←←

Above requested use ____ approved ____ denied by Property Committee. on _____ Date

Items inspected upon return by: _____ on _____ Date

_____ Items returned in good condition

_____ Items damaged (itemize): _____
