

Our Policy concerning

# *Building Use*



Building Use Policy  
Peace Presbyterian Church

# Building Use Policy

## Peace Presbyterian Church

### **Who can use the facilities at Peace Presbyterian Church?**

As part of our mission to the community, Peace Presbyterian Church intentionally seeks to share our facilities with all individuals, groups and organizations who request it. These requests are prioritized and categorized into three groups:

1. Peace Presbyterian Church organizations and members using the facility for church related activities.
2. Peace Presbyterian Church members using the facility for private activities (not directly related to the church).
3. Non-related individuals and organizations using the facility for private activities.

Because Peace Presbyterian Church is granted a 501(c)(3) tax-exempt status by the Internal Revenue Service, we must manage the use of our building so as to not jeopardize our tax-exempt status.

### **What can it be used for?**

All activities and programs offered at Peace Presbyterian Church must be consistent with the mission and values of Peace Presbyterian Church and the Presbyterian Church (USA). In order to comply with tax-exempt guidelines, the facility may not be used for “commercial purposes.” The facility may only be used for “church purposes”. According to the government agencies regulating tax-exempt churches, “church purposes” are defined as “*religious worship, or related administrative, educational, eleemosynary [related to charity], and social activities.*” This definition is fairly broad and inclusive and recognizes that the church’s objectives include much more than religious services but the well-being of the community and its residents as well. Hence, activities such as a private family gatherings and community activities are acceptable uses of the facility.

### **Who can authorize its use?**

The Session of Peace Presbyterian Church is ultimately responsible for the facility and its use. However, the oversight of building use is delegated to the Administrative Committee for normal requests. All worship related and fund-raising activities, however, must receive prior approved by the Session of Peace Presbyterian Church.

Permission to use the facility is automatically granted to Peace Presbyterian Church organizations and members for Peace Presbyterian Church activities. All other users, including Peace Presbyterian Church members intending a private use (i.e. a birthday party, family gathering), must request permission and must fill out a Building Use Request Form along with a Safe Places Policy form.



### **How to apply to use the building?**

1. Obtain the Building Use Policy and Request Form and the Safe Places Policy from the church office or website.
2. Read these documents carefully and thoroughly.
3. Complete the Building Use Request Form and Safe Places Policy form and submit them to the church office with payment in full.
4. Your request will be considered “approved” only after the use has been authorized under the authority of the session and payment in full has been received. If the session does not or cannot approve your request, payment will be refunded in full.
5. Please do not print any materials, send letters, publicize meeting date/location, or assume in any way that your request has been approved until you hear positively from a representative of the session.

## How much does it cost?

Fees may be charged to help offset the cost of providing the building; this includes supervision, utilities, maintenance, and custodial expenses.

### Room Use Fees

Sanctuary	\$150 first three hours; \$25 each hour thereafter
Fellowship Hall	\$150 first three hours; \$25 each hour thereafter
Chapel	\$100 first three hours; \$25 each hour thereafter
Classrooms	\$ 25 per use (not to exceed two hours); \$25 each hour thereafter
Kitchen	not available for outside groups

### Other Fees

Building Supervisor Fee	\$ 20 per hour
Sound Operator	\$125 per event
Font Draining	\$100 per event
Piano Moving	\$100 per event
Pulpit Moving	\$ 50 per event
Sat PM Event Cleaning Fee	\$150 per event scheduled for Saturday afternoons

All aforementioned fees apply in full to all non-church related individual and organization use. A damage deposit may be required.

## Are discounts available?

Church members with groups under 25 people will not be charged for a one-time event, once per year.

Church members with a group over 25 people will be charged 50% of the aforementioned fees. If a church member wishes to make a case for consideration of waived or further reduced fees, a written request can be submitted to the Administration Committee.

Daily, weekly, or monthly meetings by any group or organization are subject to specific contract negotiations with the Administration Committee and ultimately the Session.

If two or more meeting spaces are reserved for the same evening, by the same organization, the largest fee applies in full and all subsequent meeting space fees will be reduced by 50%.

The standard non-profit discount is a 25% reduction in fees. If a non-profit wishes to make a case for consideration of further reduced fees, a written request may be submitted to the Administration Committee for review and presentation to Session.



### **Indemnification Agreement and Insurance Agreement**

Peace Presbyterian Church members using the facility for private events or non-Peace Presbyterian Church related individuals, groups, or organizations are required to sign a building use and indemnification agreement and provide a Certificate of Insurance naming Peace Presbyterian Church as additionally insured. A minimum of \$300,000 is recommended and \$1,000,000 is preferable.

Some insurance companies are willing to provide the Certificate of Insurance, but are unwilling to name Peace Presbyterian Church as additionally insured. If this is the case, the requirement for “naming Peace Presbyterian Church as additionally insured” can be waived for individuals, but not for organizations. There are many insurers online that provide group and one-time event insurance.

If those wanting to use the church cannot provide insurance, the insurance requirement can be waived, upon request. All participants and attendees of the event would then be required to sign an agreement to hold Peace Presbyterian Church harmless in case of an accident and to conform to rules for use of the building. The person who makes the request to use the building is responsible to ensure that all participants and attendees sign the agreement to hold Peace Presbyterian Church harmless.

### **Building Supervisor**

A Building Supervisor will be assigned to all non-Peace Presbyterian Church related individuals, groups, or organizations using our facilities. The Building Supervisor will meet the building user

at a pre-arranged time, unlock the facility, provide a brief orientation, and answer any questions. Throughout the duration of the event, the Building Supervisor will be available at a moment's notice, however, they are not required to remain onsite. At the conclusion of the event, the Building Supervisor will meet with the group representative, perform a quick walk-through of the facilities, and ensure that the group has shut all doors, turned off all lights, cleaned all meeting spaces, and removed the garbage. All damage should be reported to the Building Supervisor as soon as possible.

### **Church Use Policies**

1. Use of alcohol is not permitted
2. Use of tobacco products is not permitted
3. Use of illegal drugs is not permitted
4. Use of the premises for an unlawful purpose is not permitted
5. Open flames (ie. Candles) are not permitted unless permission has been specifically granted
6. Use of church equipment is not permitted unless permission has been specifically granted
7. Charging admission fees or selling merchandise is not permitted unless specific permission is granted in writing by the Session
8. Modification of any part of the church building or any fixture is not permitted
9. Nothing may be taped, tacked, or nailed to any walls or woodwork
10. Use of the kitchen by outside groups is not permitted
11. Thermostats may not be set above 70 for heat or below 76 for air conditioning.
12. No trash is to be left in the building; all trash must be placed in bags and bags placed in the outside container
13. You are responsible for any set up of tables and chairs and for the return of tables and chairs to their appropriate places
14. You must wipe off tables and make sure the floor is clean by sweeping loose dust and then wet mopping any spills or spots, with water only
15. No food or drink may be left at the church
16. All use of the building must comply with the Safe Places Policy; a copy of this policy may be found on our web site or may be obtained from the office

# Building Use Request Form

## Peace Presbyterian Church

*Please fill out this form, detach, and turn it in to the church office.*

**Name of Organization** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mobile** \_\_\_\_\_

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

**Dates:** \_\_\_\_\_

**Times:** \_\_\_\_\_  
\_\_\_\_\_

**Please explain if this request is for more than two specific dates:**  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Requested Use:**  
\_\_\_\_\_  
\_\_\_\_\_

**Group Size:**                      **# of Adults** \_\_\_\_\_                      **# of Children** \_\_\_\_\_

**Area(s) Requested:**  
*(please circle)*

Sanctuary

Chapel

Narthex

Fellowship Hall

Classroom

Kitchen

Grounds

**Equipment Needs**    Tables: \_\_\_\_\_                      Chairs: \_\_\_\_\_                      Other: \_\_\_\_\_

I have read and agree to abide by the "Building Use Policy."

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_



*Peace Presbyterian Church*

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