

## **Building Use Policy**

The building exists to be used. Use of the facility by church members and/or community groups is welcomed and recognized as part of our mission.

- The building and grounds are available at all times for church functions. Scheduling should be coordinated with the church office and calendar
- Church functions take priority over non-church functions
- There is to be no smoking and no alcohol in any part of the church building or on church grounds
- No firearms are allowed in any part of the church building or on church grounds
- Use of the building for non-church functions must be cleared through the Properties Committee
- The Church provides no childcare for non-church functions
- Youth organizations must have an adult sponsor present at all times
- Anyone using the church is expected to follow all church policies. Copies are available upon request.
- All groups that use church facilities are expected to take care and clean up after themselves and will be held responsible for any damage to church property that occurs during their activity.
- Groups using church facilities are expected to remain in the areas they have been approved for
- The church reserves the right to have staff and/or Session members present during any activity that takes place in the church or on church grounds

Any activity on church grounds shall be aligned with church values. We reserve the right to deny use of church facilities.

### **Recommended rates**

While providing meeting space falls into our mission we recognize that any use of the church facilities creates certain costs. The following amounts are recommended to be remitted for use of church facilities.

Parlor	\$40	Conference room	\$40
Kitchen	\$100	Classroom	\$40
Fellowship Hall	\$100		

No one shall be denied the use of the church facilities due solely to lack of payment

### **Use of the sanctuary**

The sanctuary of the church shall be used normally for worship or church meetings. Any form of an admission charge for a program in the sanctuary is absolutely prohibited.

### **Funerals**

There shall be no charge for use of the sanctuary for a funeral. Scheduling will be coordinated between the decedent's family, the officiating pastor, and the church office.

Receptions that take place before or after a funeral service will be coordinated with the service committee.

**Weddings**

Scheduling of weddings shall be coordinated between the couple, officiating pastor, and church office. All weddings conducted in the church must be approved by Session.

A \$100 deposit will be required to reserve a date for a wedding.

Couples are expected to cover all expenses incurred in formal weddings. Fees for organists, soloists, and honorarium for the minister should be discussed with persons involved.

**Seating capacity of the church**

Sanctuary	200	Balcony	70	Narthex	60
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~policy adopted by Session May 28, 2019