

Covenant Presbyterian Church

Policy on Church Building & Property Use

Use of Property and Facilities Policy

This policy governs the use of Covenant Presbyterian Church property and facilities. This policy is coordinated by the Session in consultation with the Senior Pastor and Director of Operations.

Use of Facilities

Church property and facilities are intended to be used primarily for functions of Covenant Presbyterian Church. Use by other groups, as well as individuals is permitted, provided such use does not interfere with normal church activities and has been approved by the Session. It is intended that any such use of these facilities will be in keeping with Covenant beliefs found in scripture and the Westminster Confession of Faith and Catechisms. The Session or its designated representative may refuse or cancel any request for any activity using church facilities that does not conform to the intent and/or restrictions outlined in this policy. Any request that does not specifically conform to this policy shall be presented to the Session for approval at its regular scheduled monthly meeting on the third Wednesday of each month. Such requests must be presented in writing to the church office one week prior to the Session meeting.

Scheduling and Approving Use of Facilities

The schedule of events (dates, times, rooms to be used, etc.) shall be maintained by the Administrative Assistant. The Master Calendar is the official church-wide schedule and will be kept as far in advance as is practical and will include all on-going functions as well as special events. Requests by groups will be scheduled on a space available basis.

Approval of Church Facilities Use

An active Covenant church member shall sponsor the activity and be present during the event. The member sponsor shall submit an "Application for Use of Facilities" and a Room Set-up form to the Administrative Assistant. Arrangements of chairs, tables, and other special needs must be fully explained on or attached to the application. Facility use fees shall be paid to the church at the time of application. For-profit organizations or purposes are not eligible for approval. Approval to use the facilities will be authorized by the Session or its designated representative within the intent of this policy. The use of the church may be preempted for a church function up until thirty (30) days prior to the scheduled activity (does not apply to weddings). The scheduled activity may be preempted at any time in the event of a funeral or another unique circumstance. In the case of such preemption, an alternate schedule will be offered at the time of notification and, if acceptable, will be placed on the Master Calendar.

Care of Property and Facilities

All organizations and individuals which have arranged for use of the church's facilities shall assume the responsibility for the proper use and care of the property. There shall be no use of alcoholic beverages on church property. No smoking is allowed inside any church building. Room set-up forms must be given to the church office at least five (5) working days prior to the event. Any equipment moved must be returned to its original location. Tape, pins, tacks, etc., shall not be used on church property without prior approval. Each group using the facilities is expected to leave the building in the condition in which it was found. Non-church organizations and non-members must meet with the Director of Operations at least five (5) working days prior to the event to review clean-up procedures, the need for and cost of cleaning services and church security.

Use of Facilities for Weddings

Specific instructions related to the use of the church for weddings may be found in the Wedding Policy.

Use of Facilities for Funerals

Specific instructions relating to the use of the church for funerals may be found in the Bereavement Policy.

Fee for Use

Fees for use of the facilities are intended to cover the expenses of the church. All fees shall be made payable to *Covenant Presbyterian Church* and are due at the church office prior to the scheduled event. Fees for use of church facilities may be waived or altered at the discretion of the Session.

Facilities Request Form

Covenant Presbyterian Church

(Please return to Church Office at least 7 days prior to event)

Request made by: _____ Date: _____

Phone number: _____

E-mail address: _____

Date(s) facilities will be used: _____

Time(s) facilities will be used: _____

Room(s) to be used: _____

Purpose of facility use: _____

Member sponsor (if not a member): _____

Phone number of member sponsor: _____

Officiating Minister (weddings only): _____

*Special notes:

**Please indicate in this space what, if anything, you need for set-up (tables, chairs, microphones, television, etc.) Please be as detailed as possible. If you require that things be set up in a specific way, please use the back of this sheet to draw a diagram. Thank you*

This section is for church office use only:

Facility usage fees: _____ Other fees: _____

Usage Fees

The following fee schedule applies to chargeable events. Fees are to be paid to Covenant Presbyterian Church.

Weddings

Sanctuary \$300

Fellowship Hall \$350

(includes use of the Fellowship Hall kitchen, must receive a Kitchen Exit List)

Concerts

Sanctuary \$125

(includes use of Atrium for small reception)

Recitals (Student)

Sanctuary \$75

(includes use of the Atrium for small reception)

Individual Rental Rates

Fellowship Hall Kitchen \$50 (must receive a Kitchen Exit List)

Parlor \$85

Classrooms 201 and 204 \$85

Classrooms 203, 205 and 206 \$65

Security (optional) \$25 per hour