

# 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 .....\$350.00  
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

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| 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.



