

Roxboro Presbyterian Church

BUILDING USE POLICY

The session will give approval for use of all church facilities. Church programs and activities shall have priority over non-church activities, and as such, non-church requests for facilities that conflict with church programs shall be denied.

1) **Use by church sponsored activities and ministry.**

- a) Any ministry program of the church has automatic use of the facilities without session approval.
- b) Activities that are not regularly scheduled do need to be communicated with the session and or minister to insure availability of resources and ministry coordination.

2) **Use by Church members for personal activities.**

- a) Church members are authorized to use the facilities without cost.
- b) Church members are required to request use of the facilities by communicating to the clerk of session the purpose, date, time and resources to be used. Session will then act on the request and the clerk shall inform the member of the outcome.
- c) Church members assume responsibility as per paragraph four.

3) **Use by groups and organizations not associated with the church.**

a) Organizations are required to request use of the facilities in writing by communicating to the minister the purpose, date, time, and resources to be used. In the minister's absence the Clerk of the Session shall be contacted. Advance notice of at least one week is desired. Session will then act on the request and the clerk shall inform the organization of the outcome.

b) The member of the organization who reserves the facilities shall assume responsibility as per paragraph four. This same member shall sign a check list regarding their responsibilities, which will be provided.

4) **Responsibility of facilities.**

- a) Church members and organizations shall accept full responsibility for the safe keeping and care of the facility.
- b) Only the facility resources requested shall be utilized.
- c) Users shall return furniture and other resources to their original position and condition.
- d) Floors shall be swept, mopped, and vacuumed as needed.

- e) Trash shall be bagged in plastic bags and placed into the trash cans outside of the fellowship hall.
 - f) New plastic garbage bags shall be placed fitted into the trash containers.
 - g) All lights are to be extinguished and thermostats returned to original positions.
 - h) Doors shall be locked upon exiting.
- 5) **Charges.**
- a) RPC members shall use the facility without charge subject to its availability.
 - b) A calendar shall be kept on the church website **and** in the church office.
 - c) All individuals and groups not associated with the church shall comply with the following:
 - (1) Suggested donation for one time use of Fellowship Hall and kitchen - \$50.00. Scheduled multiple uses within the calendar year - \$40.00 each.
 - (2) Suggested donation for one time use of Community Room - \$25.00 Scheduled multiple uses within the year - \$15.00 each.
 - (3) All keys held by non-members shall be returned to the church office immediately after use, except for organizations having monthly meetings. They should turn in their keys in every June. Keys turned in will be reissued in Sept., if they are needed. Organizations meeting through the summer shall indicate in June, their intention to continue to use these facilities for the next year.
 - (4) There will be a key deposit fee of \$20.00 which will be returned when key is returned in June of each year.
- 6) **Communication.**
- a) All persons requesting facility use shall receive a copy of this policy statement.

adopted 11/95
amended 10/99
amended 9/09

CHECKLIST

(List will be available in the holder next to parking lot side entry door of Fellowship Hall and Community Room. It should be signed by the member of the organization who reserved the building before they leave the building and left in the same holder.)

PLEASE COMPLETE THE FOLLOWING FORM:

1. ____ All furniture and other resources returned to their original condition and location.
2. ____ Floors swept, mopped and vacuumed as needed.
3. ____ Trash bagged and placed in garbage cans out side of fellowship hall.
4. ____ New plastic bags placed in trash cans. (Bags are located in janitor's closet which is under the stairs and in cabinet under ice bin in the kitchen.)
5. ____ Re- set thermostats. Instructions will be given when key is issued, concerning resetting thermostats after building use.
6. ____ All kitchen items washed and returned to proper storage. (See labels on cabinet doors.)
7. ____ Doors all locked upon exiting.
8. ____ Key returned to minister, clerk of session or left as prearranged.

SIGNATURE OF RESPONSIBLE ORGANIZATION MEMBER
