

# **Lebanon Presbyterian Church Facility Use Policy**

## **I. General Policy**

LPC encourages the utilization and sharing of our facilities, while maintaining a responsible stewardship of these facilities. We have a responsibility to share this gift in a way harmonious with the LPC Purpose Statement.

## **II. Facility Use Guidelines**

### ***A. Request and Approval for Facility Use***

1. The requesting organization shall notify the church office of the desire to utilize the church facility at least two weeks, but no more than twelve months prior to use. They will complete a facility request form and submit it to the church secretary. After approval, the request will be added to the facility calendar of events.
2. For Groups 1, 2, and 3(see below), the Church Business Administrator (CBA) may approve the request.
3. For Group 4, the completed request form will be submitted to the Trustees for approval.
4. When facility keys are required by Group 4, they may be checked out at the church office no more than 1 day before the event. There will be a \$10 deposit required to check out a key. The deposit will be refunded upon return of the key.

Note - this document does not presently address weddings, which are covered by the "LPC Wedding Policy".

### ***B. Priority Assignment will be in the following order:***

***Group 1 - Regularly scheduled services and meetings of LPC.***

***Group 2 - LPC sponsored groups and ministries.***

***Group 3 - Activities arranged by and for members of LPC, not related to a specific church function or ministry. These activities are meant to celebrate a special occasion in the life of LPC members.***

***Group 4 - Community non-profit organizations.***

***Note - Higher priority groups needing facility space may "bump" previously scheduled lower priority groups if the requested facility usage date is more than 30 days from the request date. The lower priority group will be notified immediately of the needed schedule change and if possible rescheduled.***

***Note - All for-profit organizations are prohibited from using the LPC facility, in accordance with IRS Publication 1828 Rev 7-2002.***

**C. Use Fees** – *the following use fees are intended to encourage good stewardship of LPC resources and ensure our facilities and equipment are used and maintained properly.*

1. This fee may apply to Group 3 (depending on type of event) and will apply to Group 4. Use of the sound system in either the sanctuary or the MP Room -\$125. (LPC authorized personnel must operate the equipment. The above fee includes the sound system operator fee.)
2. A cleaning deposit of \$40 will be required for all Group 4 events. The cleaning deposit will be refunded after a satisfactory inspection by LPC staff. If LPC personnel are required to clean-up after the event, the organization will forfeit all or some of the cleaning deposit based on the cleaning time required. An hourly charge of \$20 will apply for all cleaning. If the clean-up time exceeds two hours, there will be an additional charge of \$20 per hour to complete the cleaning.

### **III. Responsibility**

**A. It is the responsibility of LPC Church Business Administrator/Church Secretary to:**

1. Implement this building use policy.
2. Coordinate the use of the LPC facility.
3. Notify submitting organizations of the approval to use the facility.
4. Arrange for inspection of the church facility as soon as possible after its use.
5. Consult with the Trustees and Session and/or Senior Pastor, as necessary, in those situations that appear to be beyond the scope of this policy and/or these rules.

**B. It is the responsibility of the requesting organization to:**

1. Submit an application for use of the facility at least two weeks prior to the intended use, with payment of use/deposit fee, if applicable.
2. For Group 4 organizations, provide proof of insurance, and accept responsibility for the loss of anyone's property in the event of fire, theft or other loss.
3. Immediately report damage of church property to the CBA. If there are any facility damages, the responsible organization will reimburse LPC for the cost of the needed repairs.
4. Comply with the checklist provided in each area.

## **IV. General Rules**

### **A. The following general rules apply to all groups using the LPC facilities:**

1. Equipment and furnishings of the church will not be removed or re-arranged, except as approved in advance, by the Church Business Administrator or by the Trustees. A responsible individual, using the LPC Equipment Sign Out Form, must sign for any equipment removed from the LPC facility.
2. Groups are expected to “clean-up” after themselves and leave the space as they found it. Turn off lights and heat A/C if possible, and as appropriate. Windows must be closed and locked. A checklist is posted in each area.
3. No alcohol, drugs, or gambling are allowed on LPC premises. No smoking is permitted inside LPC facilities.
4. Food and beverages are allowed only as approved, and never in the Sanctuary.
5. Use of church musical equipment or sound systems is not permitted unless operated by LPC personnel and approved in advance by the Trustees in coordination with the Minister of Worship and Music.
6. Adequate supervision of children must be provided by the group using the facility.