

FACILITIES USE POLICY

Guilford Park Presbyterian Church

Greensboro, North Carolina

Approved by Property Committee: October, 2014

General Guidelines

Facilities use shall be in accordance with rules and regulations as established herein with the exception of wedding which is covered in the Wedding Guidelines.

Use of church facilities shall be limited to active church members, church groups, church-sponsored groups or nonprofit charitable organizations.

All outside organizations shall be subject to use fees as established by the Guilford Park Presbyterian Church - Facilities Use Fee Schedule (Page 4). It will be the organization's responsibility to make full payment of applicable fees at the Church Office a minimum of one week prior to the approved facilities use period. Organizations not making payment in full will not have access to the requested facilities.

1. Church programs, activities, and organizations shall receive first priority.
2. A Responsible Adult Sponsor shall supervise groups using facilities at all times. Organizations and the Responsible Adult Sponsor will be held responsible for any damages incurred as the result of facilities use.
3. Guidelines for Kitchen use, established by the Fellowship Committee, must be followed.
4. Telephone usage during the approved facilities use period will be limited for emergency calls only.
5. Smoking is NOT permitted inside any part of Guilford Park Presbyterian Church.
6. Alcoholic beverages are NOT permitted anywhere on the property of the Guilford Park Presbyterian Church.
7. All approved people (organizations) will comply with the instructions for security of the building.
8. Use of Fellowship Hall as a gym will not be allowed for Outside Groups.
9. The Parlor is not available to outside groups. When used by church groups, coffee urns and "messy" food are not allowed.
10. Meetings by Outside Groups must be concluded by 10:00 p.m.

Fund Raising:

1. The following guidelines shall apply to all fund raising activities:
2. Ordinarily, church facilities shall not be used for profit-making activities.
3. A detailed description of any fundraising activity must accompany the Facilities Use Application.
4. Fund raising activities must receive prior approval from Session.

PROCEDURES

Short Term, Single Use

Application for short-term, single-use of church facilities shall be made through the Church Office during regular office hours as soon as possible, or a minimum of seven working days in advance of the approved facilities use date. The Church Administrator and/or Pastor shall have the authority to approve or disapprove a short-term, single-use request, and to establish specific terms (if any) under which the request should be granted.

Long Term, Multiple Use

Application for long-term, multiple use of facilities shall be made through the Church Office during regular office hours sufficiently in advance of the initial requested facilities use date to permit review and approval by the Property Committee. (Note: This review and approval process will generally take 6 to 8 weeks.) Action by Property Committee regarding the request for long-term, multiple use of facilities will be communicated to the requester by the Church Administrator.

FACILITIES USE APPLICATIONS

Facilities Use Applications can be obtained during Office hours, which are 9:00 a.m.- 1:00 p.m. and 2:00 - 4:30 p.m., Monday through Thursday, and 9:00 a.m. - 12 noon, Friday. Applications will include a copy of the Facilities Use Policy.

Applications from outside organizations shall include a copy of a certificate of adequate liability insurance for the organization as verification of adequate insurance coverage.

Applications for ongoing, long-term or multiple use of facilities by outside organizations will require that Guilford Park Presbyterian Church be named as an insured on the organization's certificate of insurance. A copy of a certificate of insurance indicating Guilford Park Presbyterian Church as an insured shall accompany the Facilities Use application.

The Church Administrator will be responsible for notifying the applicant of the status of a Facilities Use Application. Following approval of the Facilities Use Application, the Church Administrator will review the Guilford Presbyterian Church Facilities Use Policy and Fee Schedule with the applicant as appropriate. Organizations using facilities on an ongoing long-term, or multiple use basis at the time these regulations are adopted will be notified of new requirements and will be given not less than 30 calendar days to provide documentation of insurance and to remit unpaid fees.

RESPONSIBLE ADULT SPONSOR

A Responsible Adult Sponsor is defined as an individual of at least 21 years of age who is a church member, or who has been approved by the Church Administrator and/or Pastor in advance of the approved facilities use date. All organizations using facilities must be under the supervision of a Responsible Adult Sponsor at all times.

The Responsible Adult Sponsor shall remain in the building at all times during the approved facilities use period and shall be the last person of the group to leave the building.

The Responsible Adult Sponsor shall agree to accept responsibility for general cleaning and securing of facilities as required including but not limited to: removal of all materials and equipment not owned by Guilford Park Presbyterian Church; trash removal; cleaning tables/chairs; sweeping/vacuuming floors; turning off lights; returning church equipment to proper storage; returning the room to its original setup; and securing facilities.

The Responsible Adult Sponsor shall report his/her departure to the Church Office during normal work hours.

Organizations and the Responsible Adult Sponsor will be held responsible for any damage incurred as the result of facilities use.

FEES

It will be the organization's responsibility to make full payment of applicable fees at the Church Office when reserving the date of use. Organizations not making payment in full will not have a reservation for the requested facilities.

The fee schedule is established as a means to defray the added costs associated with the use of church facilities including but not limited to utilities, supplies, custodial help, etc. The fees indicated are not to be considered as rent or a means of generating revenue.

FACILITY USE POLICY DEFINITIONS

(This is in order of scheduling priority, however, once permission is approved, it will be honored.)

GPPC (sponsored) Use

GPPC Use refers to functions and activities that are central to the mission of the Guilford Park Presbyterian Church. Some examples are worship services, Christian educational programs including library, youth and adult fellowship, choir practice, GPPC-sponsored scout troop(s), GPPC-sponsored Preschool, GPPC meetings (Session, Presbyterian Women, various committees, etc.), funerals and marriages of members, and Presbytery meetings. A Session-recognized athletic group (GPPC-youth basketball team, GPPC adult basketball team, etc.) and music group (GPPC-Men's Chorus, etc.) are possible sponsored uses.

GPPC Related Use

GPPC Related Use refers to functions and activities related through mission to Guilford Park Presbyterian Church. Some examples are Greensboro United Ministries and Habitat for Humanity. Nonprofit charitable organizations with which GPPC has entered into a covenant relationship qualify as church-related. There are no fees with Church Related Use.

GPPC-Active Member(s) Use

GPPC-Active Member(s) use can qualify as church-related. When strictly for social use (birthday party for family member, pickup basketball practice with GPPC members, etc.), then a financial donation is appropriate.

Outside Group Use

Outside group use refers to nonprofit organizations without a covenant relationship with GPPC. The use fee must be paid in full before the space will be reserved.

FACILITIES USE FEE SCHEDULE

SANCTUARY* (must be approved by the Pastor)

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	\$200.00

MEETING ROOMS

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	\$50.00

FELLOWSHIP HALL

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside group	\$150.00 for two hours
Each additional hour	\$25.00

KITCHEN FACILITIES

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	\$100.00 per event \$100.00 clean-up deposit

PARLOR

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	NOT AVAILABLE FOR USE

NOTE: When deemed appropriate, fees may be reduced or waived as a mission contribution by the Pastor (one time events) or by the Property Committee (Long-term or multiple use).

*Excludes weddings and funerals (see Worship Committee)

ADVISORY COMMITTEE FOR SHORT-TERM SINGLE USE POLICY DECISIONS

The Church Administrator will be able to determine the proper response to applications for facility use. For questionable situations, the Pastor and Chairperson of the Property Committee shall assist in an interpretation of the Facilities Use Policy.

BUILDING AND KEY RESPONSIBILITIES

Key Policy

Outside door keys will only be given out by the Church Administrator. Your signature is required and a \$50 deposit by nonmembers, which will be returned upon return of the key to the Church Office. You must make arrangements to pick up the key during Office hours, which are 8:00 a.m.– 5:00 p.m., Monday through Thursday.

Responsibilities when given key for building use:

1. Please open only the door that you will use. Relock it when your group has arrived.
2. Heat and air-conditioners are preset – do not adjust.

When leaving building please do the following:

1. Leave rooms neat and clean.
2. Return all chairs and tables where found.
3. If coffeepots were used, rinse and return to kitchen.
4. Empty all trash and set in hallway for pickup.
5. If there are spills, a vacuum and cleaning supplies are found in custodian closet.
6. Close all windows and lock.
7. Lower all blinds.
8. Turn off all lights throughout building including bathrooms (some are safety lights and cannot be turned off).
9. If you are the last group to leave the building, please check all doors to see that they are locked, particularly the main entrance glass doors. They must be locked from the inside.
10. Please return key next day.

Thank you for your cooperation!

After hours emergency contacts: