

SEQUOYAH HILLS PRESBYTERIAN CHURCH

Procedures, Charges and Guidelines for Use of Church Facilities

Approved by Session on February 13, 2018 | Updated by Building & Grounds on February 1, 2020

PROCEDURES

A. SHPC Organizations

1. Purpose – Ministry activity or business meetings that are part of the church organization.
2. For scheduled youth programming, one adult who is 21 or older and one staff youth intern who is 18 or older must be present at all times. For any non-program use of facility, two adults who are 21 or older must be present at all times.
3. Facility may be used on Monday morning, Saturday, and Sunday afternoon with the understanding that there is no sexton on site.
4. Approval – Needed only for scheduling requirements by the Business Administrator (Katie McHargue).
5. Keys Issued only to staff and officers (21 and older) – The person authorized to hold the event/meeting is responsible for the security of the space and coordinating attendees entering and exiting the building.
6. Custodial Service – Included (except for Monday mornings, Saturdays, and Sunday afternoons). Please fill out the Setup of Facility form if needed.
7. Charges – None.

B. SHPC Members

1. Purpose – For events, meetings, or family-oriented activities such as showers, birthday parties, receptions, scouts, basketball practice, etc.
2. Approval – Must be approved by the Business Administrator.
3. Facilities Application – Must be completed.
4. Use of facility will be based on the availability of a sexton. For any requests for a time when a sexton is not regularly scheduled, the person authorized to use the facility will be required to pay the sexton's fee directly. The fee is determined based on the use requested.
5. Keys Issued only to staff and officers (21 and older) – The person authorized to hold the event/meeting is responsible for the security of the space and coordinating attendees entering and exiting the building.
6. Custodial Service – None. Members are expected to set up, clean up, and restore area to normal room arrangement. The responsible party will be billed for damage and/or custodial service if space is not properly cleaned or restored to normal room arrangement.
7. Charges – A \$200 cleaning deposit is required. This deposit will be refunded if there is no damage and the space is properly cleaned.

C. Non-SHPC Organizations and Individuals.

1. Purpose – For not-for-profit groups seeking to build up the lives and the relationships within our community.
2. Approval – Must be approved by the Business Administrator.
3. Facilities Available – Monday, Tuesday, and Thursday until 9:00 p.m.; Friday until 7:00 p.m. (including set-up) with the exception of holidays and during inclement weather when the church is closed.
4. Facilities Application – Must be submitted 30 days prior to the event.
5. Use of facility will be based on the availability of a sexton. Any requests for a time when a sexton is not regularly scheduled, the person authorized to use the facility will be required to pay the sexton's fee directly. The fee is determined based on the use requested.
6. Custodial Service – None. Users must set up, clean up, and restore area to normal room arrangement. Responsible party will be billed for damage and/or custodial service if space is not properly cleaned or restored to normal room arrangement.
7. Charges for usage of the facilities will be as follows:
 - Barron Hall (one-time use): \$150 plus a refundable \$200 cleaning/damage deposit
 - Barron Hall (recurring use): \$25/hour plus a one-time, refundable \$200 cleaning/damage deposit
 - Fowler or CE Conference Room: \$50 plus a refundable \$200 cleaning/damage deposit
 - Reception Room: \$75 plus a refundable \$200 cleaning/damage deposit

GUIDELINES

1. Application forms for the use of church facilities are available in the church office and on the church website.
2. A copy of your current liability insurance certificate is required.
3. A Sequoyah Hills Presbyterian Church function or activity has first priority, even over already scheduled outside functions or activities.
4. Applications are processed by the business Administrator in accordance with the policies, procedures, and guidelines contained within this document.
5. The "Responsible Party" on the application must be at least 21 years old. When minors are present, two adults 21 or older must be present at all times.
6. The responsible party should plan to open doors for guests. No doors may be propped open at any time.
7. Your reservation is not confirmed until the application is approved by the business administrator.
8. A 30-minute buffer before and after each event will be included on the church calendar.
9. Payment for facility use should be taken to the church office and is required prior to the activity for which the reservation is made. Payments to a sexton should be paid directly to the sexton on the date of the event.
10. Regular users must renew applications by September 1 of each year.

11. All religious study materials to be used or distributed by groups or individuals must be submitted to the Christian Education Committee for approval at least three weeks prior to the event.
12. Users shall refrain from language in radio, television, or other media announcements of meetings that might suggest that SHPC endorses the sponsor's activity.
13. All breakages and damage should be reported to the church office as soon as possible (see B7 and C7).
14. The responsible party agrees not to let another group or individual enter the building and ensures that the space being used is locked and secure upon departure.
15. The entire facility is alcohol, tobacco and illegal drug free.
16. The church facility is unavailable to for-profit activities or events.
17. For weddings refer to the Wedding Policy.
18. The kitchen may not be used.
19. The Sanctuary is reserved for worship and Christian education and will not be used for musical concerts, non-SHPC groups, or individual use except for an approved wedding (see number 17).
20. Failure to comply with the above procedures will result in the immediate denial of future use and deactivation of any key card issued.
21. The church has the right to revoke use at any time for any reason.