

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

SHPC Organizations

1. Purpose – Ministry activity or business meetings that are part of the church organization.
2. For scheduled youth programming, two adults who are 21 or older, or 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. Approval – The Business Administrator (Katie McHargue) will approve all applications.
4. The person authorized to hold the event/meeting is responsible for the security of the space and coordinating attendees entering and exiting the building.
5. Charges – None.

GUIDELINES

1. Application forms for the use of church facilities are available on the church website.
2. Applications are processed by the Business Administrator in accordance with the policies, procedures, and guidelines contained within this document.
3. 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.
4. The responsible party should plan to open doors for guests. No doors may be propped open at any time.
5. Your reservation is not confirmed until the application is approved by the Business Administrator.
6. A 30-minute buffer before and after each event will be included on the church calendar.
7. Regular users must renew applications by September 1 of each year.
8. All breakages and damage should be reported to the church office as soon as possible.
9. 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.
10. The entire facility is alcohol, tobacco and illegal drug free.
11. The church facility is unavailable to for-profit activities or events.
12. For weddings refer to the Wedding Policy.
13. The kitchen may not be used.
14. The Sanctuary is reserved for worship, Christian education, and weddings.

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16. Failure to comply with the above procedures will result in the immediate denial of future use and deactivation of any key card issued.
17. The church has the right to revoke use at any time for any reason.