

# Guidelines for the Use of East Main Church Facilities

Approved on September 25, 2009

## Table of Contents:

- I. General Rules for the Use of East Main Facilities
- II. Definitions of Users
- III. Sanctuary
- IV. Parlor
- V. Recreation Hall (Gym)
- VI. Kitchen off the Recreation Hall
- VII. Kitchenettes
- VIII. Fellowship Hall and Kitchen
- IX. Cornerstone Rooms and Kitchen
- X. Use of other Church Rooms
- XI. Use of Organs and Pianos
- XII. Use of Church Equipment and Materials
- XIII. House Rules for the Use of TVs, VCRs, etc.
- XIV. Custodian Fees
- XV. Payment of Fees
- XVI. Miscellaneous
- XVII. Approval Procedure for the Use of Church Facilities

The following general guidelines are established by the Session of the East Main Presbyterian Church to assist our congregation and community as they plan to utilize this church.

## **I. GENERAL RULES FOR USE OF EAST MAIN PRESBYTERIAN FACILITIES:**

The Session of East Main encourages individuals and groups to make full use of these facilities. The Christian Church is a place of worship, prayer, and fellowship for all people. All conduct and programs should be consistent with Christian principles, and activities that are detrimental to this church's witness to the community shall not be permitted.

A House Committee shall be established to write and to implement rules for the use of these facilities, including decorations and rental procedures. The committee shall consist of one member from the Trustees who is the chairperson, two from Session who are not Trustees, and two from the congregation at large. The first three members shall be selected from their respective governing body, and those three shall select the members from the congregation at large. Preferably, members will serve three years, with only one or two new members selected each year. The House Committee may add other members from the congregation. Any decision of the House Committee is subject to review by the Session.

The Sanctuary may be used for services of worship, weddings, funerals, Bible School, and other activities of a sacred nature. Any other activity must obtain approval of the House Committee or Session.

There shall be no meetings or activities of any kind, except another worship service, in any part of the church when there is a regular worship service in progress that church members in general have pledged

themselves to support. Activities approved by Session, including the maintenance of the nursery for the caring of children, may still be held during the worship services.

All activities held in the church must be scheduled at such times and places that the primary functions of the church shall have priority.

Governmental groups will be considered on a case by case basis. The church should not be used to support candidates for governmental offices, nor for political rallies. Non-Christian religious groups will be considered on a case by case basis.

The Session of East Main Presbyterian Church, as responsible agent for seeking the welfare of this church, shall be the agency to which any appeal on these guidelines shall be made.

The Christian Education Committee shall assign the various rooms for use during the Sunday School hour, but at all other times the House Committee shall exercise full authority.

The person requesting the use of any facility shall be responsible for the group's compliance with the rules. This person is also responsible to report in writing and in detail, within 48 hours, any and all injuries of persons in their group while on the church premises. The custodian shall inspect and report any violations to the church office. It shall be the duty of the custodian to contact the church office regularly to be acquainted with the planned programs. The matter of locking and unlocking doors shall be the responsibility of the custodian who shall be responsible directly to the House Committee for the building and equipment during the time he/she is on duty.

All persons must vacate the building when the custodian leaves unless special arrangements have been made with the House Committee.

The first person or group to properly fulfill their application for a room at a given time shall be allowed to use the room at that time, but the House Committee may rule otherwise in an emergency.

Since all rooms are designed to serve multiple purposes, no group shall claim ownership or special privileges of any room, but shall refer all questions of furnishings, decorations or arrangements of such to the House Committee.

Where no draperies are provided, they may be added under the following conditions:

- A. They must harmonize with the color scheme of the room.
- B. They must be lined with a like material to present a uniform appearance from the outside.
- C. Supports for the draperies must be installed by a competent mechanic to avoid defacing the walls.
- D. All three items must be approved by the House Committee before installation.

All classroom and office doors shall be kept locked when not in use. A master key is available for responsible individuals to inspect the rooms.

For evening meetings furniture and furnishings should be arranged in advance of the meeting and restored to original arrangement after the meeting by the person using the facility.

Any requested use of the church facilities not covered by these rules must be approved by the House Committee.

## II. DEFINITIONS OF USERS:

**Member:** A Member is defined as a person who is on the church rolls, either active or inactive.

**Nonmember:** A Non-member means a person who does not fit the category of a member as defined above.

**Christian Organizations:** A Christian Organization is a non-profit group that is primarily Christian in nature, such as a mission group, a church choir, or a church youth group.

**Community Service Groups:** A Community Service group is one whose primary mission is community service, such as AWARE, Literacy Council, Red Cross, YMCA, Kiwanis, band boosters, Grove City Youth Soccer, and United Way. Other groups, such as governmental groups, will be considered on a case by case basis. Groups in this category must be non-profit groups, and the use is restricted to meetings unless approved by the House Committee.

**All Other Organizations:** These groups are ones that are not primarily Christian in nature or are for profit groups. Examples are school reunions, athletic banquets, sororities, and professional Christian and non-Christian singers.

## III. SANCTUARY:

The Sanctuary may be used for services of worship, weddings, funerals, Bible School, and other activities of a sacred nature. Any other activity must obtain approval of the House Committee or Session.

## IV. PARLOR:

The Parlor is intended as a place of meeting for Sunday School classes, various missionary groups, prayer meetings, receptions and weddings. Because of its multiple uses, it is imperative that no one group add to the decorations or furnishings.

### **Members and Christian Organizations:**

The parlor is available for meetings and other uses as mentioned in the first paragraph of this section at no cost. If custodial services are required for after hours use, a custodial fee of \$15 per hour is applicable.

### **Non-Members and other groups:**

Since the Parlor is in high demand by members, it is normally not available to non-members or other groups. The House Committee will consider use by non-members on a case-by-case basis, and set a fee accordingly.

## V. RECREATION HALL (GYM):

The Recreation Hall (Gym) is a multipurpose room with many uses. All athletic type activities must be supervised by a responsible adult. Any group of minors using this room must do so under the supervision of an adult over the age of 21 approved by the House Committee or the Director of Student Ministries. Supervision is defined as being in the same room with Junior High age youth and younger,

and being in the building with Senior High age or older. Special equipment provided for games may be erected as needed but must be removed for other groups if directed to do so by the House Committee. All tables and chairs and play equipment must be returned to their proper place in the storage room after each use.

Tables and Chairs: Table tops should be cleaned with a damp cloth only. Scouring powder or soap must not be used on table tops. Chairs must be properly cleaned.

Basketball Support: Special support for the basketball hoop on the stage will be removed only when the House Committee directs such action.

When the gymnasium is set up for another activity it is not to be used for recreation. All damage to property or equipment must be reported to the House Committee promptly. All participants in any and all running games must wear standard gym shoes to preserve the floor and to prevent accidents.

**Members and Christian Organizations:**

The Recreation Hall and stage area may be used by members of the church and Christian organizations without cost with approval of the House Committee. A custodial fee of \$15.00 per hour shall be charged when the custodian is required to work extra hours or reset these areas for regular church use.

**Non-Members, Community Service Organizations, and All Other Groups:**

- A. The Recreation Hall and stage area may be used by non-members and all other groups at a fee of \$75.00 per day (plus \$15.00 per hour if a custodian is needed.) with permission of the House Committee. When a full day's occupancy is not desired, the Recreation Hall and stage area may be used by non-members for \$15.00 per hour.
- B. The Recreation Hall and stage area may be used for community service projects by community service organizations at \$50.00 per day (plus \$15.00 per hour if a custodian is needed.) When a full day's occupancy is not desired, the Recreation Hall and stage area may be used for \$12.00 per hour.
- C. Any property damages incurred shall be the responsibility of the person in charge of the group.
- D. All of the above regulations apply on an availability basis.

**VI. KITCHEN OFF THE RECREATION HALL:**

Since equipment is stored in this room without lockers, it is especially important that it be kept locked at all times when not in use.

Each group using the room must leave it clean and in order. For large groups a garbage can has been provided. Groups using this can must arrange to have it emptied and cleaned promptly. All paper and other litter must be removed. The kitchen must be left in a sanitary condition for food preparation by the next user. A custodial fee of \$15.00 per hour shall be charged when the custodian is required to work extra hours or reset these areas for regular church use.

**Members and Christian Organizations:**

The kitchen may be available for church related activities and for personal use at no charge. Any property damages incurred shall be the responsibility of the person in charge of the group.

**Non-Members, Community Service Organizations, and All Other Groups:**

- A. The kitchen may be available to non-members, community service organizations and all other groups with permission of the House Committee.
- B. The fee for the use of the kitchen shall be \$25.00 minimum to cover utilities and equipment. The extra custodial fee of \$15.00 per hour is applicable after hours.
- C. Any property damages incurred shall be the responsibility of the person in charge of the group.

**VII. THE KITCHENETTES:**

All applicable requirements for the Recreation Hall kitchen apply to the kitchenettes.

**VIII. THE FELLOWSHIP HALL AND KITCHEN:**

The Fellowship Hall and kitchen will be available for East Main activities and functions such as church dinners, fellowship times and other programs. A custodial fee of \$15.00 per hour shall be charged when the custodian is required to work outside of their normal hours. Normal hours are Monday-Thursday from 7:00 a.m. - 9:00 p.m. and Friday from 7:00 a.m. - 4:00 p.m. Clean up fees will be charged if the rooms are not left in a clean condition. For a group that requires the Fellowship Hall plus additional room(s), an appropriate fee will be assessed to cover the cost of utilities and setup time. For a group that requires recurring use of the Fellowship Hall, a special arrangement can be made through the House Committee for pricing.

**Members and Christian Organizations:**

The room is also available for members to celebrate anniversaries, birthdays, retirements, showers, farewell dinners, meetings, etc. for a fee of \$25.00. However, if a member is requesting it for school reunions, athletic banquets, sororities, etc., then the request falls into the category of all other groups that is covered in the next paragraph. Christian organizations may also use the Fellowship Hall for a fee of \$25.00. Only a person who has been trained to operate the dishwasher may use it.

**Non-members, Community Service Organizations, and All Other Groups:**

The Fellowship Hall and kitchen will be available for dinners, fellowship times and other programs. The charge for the use of the rooms will be \$150.00 for non-members and all other organizations, and \$125.00 for community service groups. (See above for custodial hours as there may be an additional charge due to day/time of event). There is an extra \$10 fee to use the dishwasher, and only a person who has been trained to operate the dishwasher may use it. If the Fellowship Hall is used for meetings, with no food being present, then the fee is reduced to \$35 for community service organizations. .

**Caterers:**

If an outside caterer is used, they must pay a fee to use the kitchen. The fee depends on the amount of usage, and can be determined by asking the Office Staff. There is no kitchen fee for the Feed My Sheep organization.

**IX. CORNERSTONE ROOM AND KITCHEN:**

The Cornerstone Room and kitchen will be available primarily for East Main activities and functions such as church dinners, youth programs, fellowship times and other programs. A custodial fee of \$15.00 per hour shall be charged when the custodian is required to work outside of their normal hours. Normal hours are Monday-Thursday from 7:00 a.m. - 9:00 p.m. and Friday from 7:00 a.m. - 4:00 p.m. Clean up

fees will be charged if the rooms are not left in a clean condition. For a group that requires the Cornerstone Room plus additional room(s), an appropriate fee will be assessed to cover the cost of utilities and setup time. For a group that requires recurring use of the Cornerstone Room, a special arrangement can be made through the House Committee for pricing.

**Members and Christian Organizations:**

These rooms are also available for members to celebrate anniversaries, birthdays, retirements, showers, farewell dinners, meetings, etc for a fee of \$25.00. However, if a member is requesting it for school reunions, athletic banquets, sororities, etc., then the request falls into the category of all other groups that is covered in the next paragraph. Christian organizations may also use it for a fee of \$25.00.

**Nonmembers, Community Service Organizations, and All Other Organizations:**

The Cornerstone room and kitchen will be available for dinners, fellowship times and other programs. The charge for the use of the rooms will be \$150.00 for non-members and all other organizations, and \$125.00 for community service groups. (See above for custodial hours as there may be an additional charge due to day/time of event). If the Cornerstone Room is used for meetings, with no food being present, then the fee is reduced to \$35 for community service organizations.

**Overnight Stays:**

The Cornerstone room, kitchen, bathrooms and showers are available for overnight stays with the permission of the House Committee. For members and for Christian organizations, there will be a fee of \$25-\$50/night, depending on the number of people and the usage desired. For other groups, with approval of the House Committee, there will be a fee of \$100-\$200/night, depending on the number of people and the usage desired. In all cases, all garbage must be removed and the room should be left in the same condition in which it was found.

**X. USE OF OTHER CHURCH ROOMS:**

**Members, Christian Organizations, and Community Service Organizations:**

Other rooms **in** the church building may be used by members or Christian organizations for meetings, events pertaining to church activities, or non-profit events without charge. These rooms may also be used for community service organizations at no charge; however, a donation would be appreciated to help cover the costs of utilities, restrooms, and other services.

**Non Members and All Other Groups:**

Other rooms may be used by non-members and all other groups for a fee of \$35.00. There will be an additional charge of \$15.00 per hour if the custodian is required to be in the building after hours.

**XI. USE OF ORGANS AND PIANOS:**

Organs and pianos in the Sanctuary and Fellowship Hall, as well as other musical instruments such as drums and the keyboard, may be used by trained musicians with approval of the House Committee or Music and Worship Committee.

If a wedding party requests the church organist to play for a wedding, the fee is set by the organist. Substitute organists may be permitted to play the church instruments with the approval of the Church organist, House Committee, or the Music and Worship Committee. The Church organist can assist with names of approved organists.

## **XII. USE OF CHURCH EQUIPMENT AND MATERIALS:**

The use to which the name and printed materials of the East Main Presbyterian Church shall be put is under the exclusive direction of the Session.

Permission to use office equipment for the reproduction of church-related materials shall be granted by the Office Staff or Trustees. A fee per copy on the copier and or the Risograph will be charged for non-church related copies and the fee will be set by the Office Staff.

Office and reproduction equipment shall be used by office employees only, or those who have received instruction.

Requests for the use of membership rolls of the church, along with office materials and postage for mailings, will need to be approved by Session.

The Hand bells are to be kept in the church, but may be removed for concert use with permission and supervision of the Hand bell Choir Director.

The Worship Banners that the church owns are for use in weddings and in other rooms in the church. For weddings, the fee for the room includes the use of the banners. For the other rooms in the church, they are free to members, while non-members and all organizations will pay a \$15 set-up fee for each banner. Members and non-members may take them off the premises for special use with permission and supervision of the Music and Worship Committee, Office Staff, and/or Banner Coordinator. For members, there is no charge, and for non-members there is a charge of \$50 for the first banner and \$25 for each additional banner used at the same time.

Audio Visual equipment in the church should be run only by those who are trained to operate them. An appropriate fee may be assessed if the operation is time consuming or requires a trained audio-visual technician.

As a general policy, church equipment, including chairs, tables, dishes, cooking utensils, candelabras, VCRs, TVs, musical instruments, computers, and computer projectors are not to be taken from the church building. Members may borrow a limited number of items with approval of the Office Staff and by signing out the equipment on a sign up sheet in the office. The Office Staff may seek approval of the House Committee.

## **XIII. HOUSE RULES FOR THE USE OF TVs, VCRs, ETC.:**

There are a number of TVs and VCRs in the church. All are owned by the church, and do not belong to any one group. The Fellowship Hall equipment must stay in the Fellowship Hall, and should be used only by those trained to use it.

Video and audio tapes may be borrowed from the church by church members. The borrower must sign them out through the Church Office sign out sheet, and the tapes must be rewound and returned to the church.

Non-church members who wish to borrow video tapes must have permission of the Christian Education Committee or the Office Staff.

#### **XIV. CUSTODIAN FEES:**

Some room reservations mention a custodian fee. If applicable, this fee will be billed to the person responsible for renting the room after the event has occurred. This fee will be assessed if there is damage or if extra custodial time is needed, such as to clean, to change the room configuration, or to be physically present. Checks for this fee should be made out to East Main Presbyterian Church.

If a room is rented when a custodian is not normally on duty, such as on a Saturday, the fees will be assessed in the following way: For a member, there will be a \$15 fee to have the custodian come to unlock and open the facility. If the member agrees to properly shut down and lock the church, then that is the only fee. If not, the custodian will return at the end to lock up, and there will be an additional \$15 fee for that. For a non-member, the custodian will have to be present for the entire time that the building is open, and the renter will be billed at the rate of \$15/hour for that time.

If an organization is using the facility, then the above paragraph applies based on whether the responsible person who signed up for the room is a member of the church or is a non-member.

In all cases, it is the renter's responsibility, at least **72** hours before using the room, to inform the church of what the time schedule is, and when a custodian should be there.

#### **XV. PAYMENT OF FEES:**

For all reservations that require a fee, a non-refundable \$15 deposit is due one week after making the reservation to hold the reservation. The \$15 will be applied to the total fee at the time of use. All fees for the use of church buildings, grounds and equipment shall be paid before using the facility unless prior arrangements for billing have been made. Checks should be made out to East Main Presbyterian Church.

#### **XVI. MISCELLANEOUS:**

The use of alcoholic beverages, non-medically prescribed drugs or other intoxicants shall not be permitted. No person whose rational judgment and conduct is impaired by the use of intoxicants or drugs shall be permitted on the church premises.

No smoking shall be permitted within the church at any time.

No helium balloons of any type shall be permitted within the Sanctuary or the Recreation Hall due to possible damage to the ceiling fans. No confetti, rice, bird seed, or other small items should be thrown or dispersed either inside or outside the church premises. Soap bubbles are allowed outside the church only. All candles used above carpets must be flameless. In the Sanctuary, only the candles that the church provides may be used, as they are specifically designed to fit into the candle holders. They are available at a modest cost.

#### **XVI. APPROVAL PROCEDURE FOR THE USE OF CHURCH FACILITIES:**

1. Contact the Church Office in person or by phone.
2. Office Staff will advise the requesting group, directed to a specific responsible person who represents

the group, of:

- a. Availability
  - b. Fees and non-refundable deposit required, if any
  - c. Guidelines for use and conditions, if any.
  - d. Spokesperson's responsibility to report in writing and in detail, within 48 hours, any and all injuries of persons in their group while on the church premises.
3. Office Staff will fill out an application form, including all pertinent information including fees, if any, and the name of the responsible person who is in charge.
  4. The church secretary will schedule the use on the church master schedule.
  5. Office Staff will provide a copy of Room Use Guidelines to each group by email or other method. It is the responsibility of the person making the application to be aware of and to follow the guidelines.
  6. A report is to be made by the custodian after the use of the facility to the Office Staff of the condition of the rental unit. Fees for damages or excess custodial time will be assessed by the Office Staff.
  7. "Guidelines for the Use of the Church for Weddings" is available in the church office.

These guidelines were approved on September 25, 2009

**APPLICATION FOR USE-OF THE FELLOWSHIP HALL/GYM**  
East Main Presbyterian Church, 120 East Main Street, Grove City, PA 16127  
724-458-8270

Date Desired: \_\_\_\_\_

Time: From: \_\_\_\_\_ (Hour) to: \_\_\_\_\_ (Hour)

Name (s) of Applicant (s): \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Reservation is not complete until the deposit is received. Received by: \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

---

**INFORMATION FOR THE: FELLOWSHIP HALL**

(Please make a diagram of your set up on other side of this sheet .)

**TABLE COVERING IS NOT PROVIDED.**

**TABLE SET UP FOR FELLOWSHIP HALL:**

**ROUND TABLES** for Fellowship Hall: Seat 8-10, tables are 72" long, 9 tables, max. 72 to 90.

**LONG TABLES** for Fellowship Hall: Seat 12, tables are 12' long, 20 tables, max. 240 people.

**OTHER OPTIONS:** Combination of Both

**NEEDS for setup:** Round Tables: \_\_\_\_\_ How many: \_\_\_\_\_ Total Seating: \_\_\_\_\_

Long Tables: \_\_\_\_\_ How many: \_\_\_\_\_ Total Seating: \_\_\_\_\_

**SPECIAL SET UP OF OTHER TABLES**

i.e. Punch/Cake table (48" & 60"): # \_\_\_\_\_ Tables for buffet, etc. # \_\_\_\_\_

**DISHWASHER** The dishwasher is to be operated only by a church appointed representative.

Do you plan to use the dishwasher? YES \_\_\_ NO \_\_\_

Signature (s) of Applicants (s): \_\_\_\_\_

---