

# **PHILADELPHIA PRESBYTERIAN CHURCH GUIDELINES FOR USE OF BUILDINGS AND GROUNDS**

## **I. PURPOSE**

The great ends of the church are the proclamation of the gospel for the salvation of humankind, the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship, the preservation of the truth; the promotion of social righteousness, and the exhibition of the kingdom of Heaven to the world (B. O. G. -1.0200).

Toward the fulfillment of these ends, one purpose of the Philadelphia Presbyterian Church is to provide new opportunities to reach and develop its members and community for our Lord Jesus Christ. These opportunities are sought in spiritual, intellectual, and physical activities which strive to realize and to express our full potential as human beings, according to our Master's plan.

The buildings and property of Philadelphia Presbyterian Church are considered a means through which the Church witnesses to and serves the community. As such they are tools by which we seek to reach persons with the gospel of Jesus Christ. Such out-reach takes place in diverse ways. The church must multiply that which it receives such as Paul said to the church at Corinth:

*God is able to provide you with every blessing in abundance, so that you may always have enough of everything and may provide in abundance for every good work. As it is written, "He scatters abroad, He gives to the poor; His righteousness endures forever." He who supplies seed to sower and bread for food will supply and multiply your resources and increase the harvest of your righteousness. You will be enriched in every way for great generosity, which through us will produce thanksgiving to God; for the rendering of this service not only supplies the wants of the saints but also overflows in many thanksgivings to God. (II Corinthians 9:8-12)*

## **II. OBJECTIVES**

The objectives of Philadelphia Presbyterian Church through the use of its buildings and grounds are

1. To bring people to a personal relationship with the Lord Jesus.
2. To strengthen the Church's educational organization and provide outreach opportunities.
3. To strengthen the physical, mental and spiritual health in the "Temple of the Holy Spirit", our physical bodies.
4. To discover and develop satisfying skills in our fellowship.
5. To provide activities which allow lifetime participation.
6. To provide a choice of wholesome leisure time activities which focus on the building of relationships, especially the family, as opposed to the questionable ones offered by today's world.

## **III. USE OF BUILDING AND GROUNDS**

Building and grounds usage will be by organizations, committees, families, individuals, etc. (groups) are divided into the following four categories:

- A. Governing bodies of the Church - Session and Board of Deacons
- B. Groups established by the church and its governing bodies: Sunday School Classes, Youth Club, Presbyterian Women, Men of the Church and various church committees.

- C. Groups adopted by the Church and its governing bodies: Kindergarten, Scouts, Jolly Good Timers, Meri-Mints, Hot Meals, AA, YMCA, After School Program.
- D. Groups with no recognized identification with the Church, not accountable to the Church or its governing bodies, and with no sponsorship or promotion of the Church or its outreach.

Groups in category A, B, or C are either accountable to the church and its governing bodies, recognized as Church sponsored, support and promote the Church in outreach, or support and promote goals of the Church.

These groups A, B, AND C shall have access to use the buildings and grounds for Church functions, Church Sponsored activities, or Church related and sanctioned events based on order of priority and building availability. Group A shall have top priority in scheduling building usage for Church activities and events it sponsors. Group B will have next priority in scheduling usage except in cases where Group C has specific space scheduled for its functions as a part of their normal activity (i.e. Weekday Kindergarten, etc.)

All requests for use of Church buildings and grounds by groups B and C for events other than those regularly scheduled on a weekly basis shall be made to the Church office using the Application for Use of Facilities, no less than one week in advance of the requested use and shall be posted to the master calendar. If there is a reasonable question about the requested use not being a Church sanctioned, related or sponsored event, the application shall be submitted to the Building and Usage Committee (a designated Committee of the Board of Deacons) for approval before being scheduled on the master calendar.

Any active church member may request the Session adopt an organization into Category C by filling out a request form and presenting it to the Session. The Session must approve the addition of any group to category C. The Church Secretary will keep a list of the groups in category C. Any group in category C that does not use the Church facilities for two consecutive calendar years will be removed from category C. The group can be reinstated into category C at the request of an active member and the approval of the session.

Groups in category D may only use Church buildings and grounds after obtaining approval of the Board of Deacons. A written request (Application or Use of Facilities) must be submitted to the Building Usage Committee Chairman at least one month in advance of requested date of usage. **NO GROUP IN CATEGORY D MAY USE THE CHURCH BUILDINGS OR GROUNDS WITHOUT PRIOR APPROVAL OF THE BOARD OF DEACONS.** A master calendar will be kept in coordinate the scheduling of activities by the Church Secretary and posted in the Church office for the convenience of the Church members. The Church Secretary may reassign rooms for certain functions other than those locations requested in order to take advantage of energy savings.

#### **IV. FEES**

Groups in Category A, B, or C will not be required to pay any fee to the church for use of the buildings, grounds or facilities.

Groups in Category D fall into two sub categories for payment of fees:

1. Active members of the Church, organization with a 501 C-3 status, or other non-profit organizations.
2. Non-active members of the church, for profit groups, political activities or active members seeking to use facilities for a profit making venture.

Groups in the first category are not required to pay any fees to the church buildings and grounds; however, any donations given to the church to offset additional utility and clean up expenses are greatly appreciated.

Groups in the second category will be required to pay a usage fee to the Church. See building and grounds usage form for schedule of fees. 10% deposit is required when requesting to use the facilities. The remainder to be paid to the Church Secretary 10 days prior to the date of the scheduled event.

**V. AFTER AN APPLICATION HAS BEEN RECEIVED APPROVED:**

If for some reason a group decides not to use the facility, the request must be canceled through the Church prior to 4:30 p.m. on the **LAST BUSINESS DAY BEFORE DESIRED DATE**. If the group fails to cancel their request in accordance with this policy the deposit is forfeited.

If a church emergency, e.g. funeral, requires a facility reserved for another group, every effort will be made to accommodate that group in another part of the Church buildings or on a different day. If this happens to a group required to pay a fee, the group will be refunded their money for their inconvenience.

The unlocking of the facility and the regulation of heating and air conditioning shall the responsibility of the Sexton.

Keys to all buildings shall be the responsibility of the Church Secretary, Sexton and Chairman of Building and Grounds. The requesting person should pick up a key to the facility at the Church Office. When picking up the key the person responsible for the facility shall sign for the key on the Key Check-out Form and return the key to the Church Office or place the key in the return slot on the outside of the education building when the meeting or event is over.

**VI. THE REQUESTING PARTY IS RESPONSIBLE FOR:**

- Setting up tables and chairs as needed for event
- Returning all equipment to proper storage
- Clean-up of kitchen
- Trash cans emptied in dumpster
- Floors swept
- Bathrooms left clean and orderly
- Turn off the lights and lock doors
- Return key(s) if checked out to the church office

Failure to fulfill these responsibilities will result in a refusal for future use. Any damage incurred to the buildings during their use will be the responsibility of the using group or organization and they shall make appropriate restitution for such damages.

There shall be **NO SMOKING** and **NO USE OF ALCOHOL** or **DRUGS** in any building or on the grounds of the Church,

**IN ALL CASES, SCHEDULED CHURCH-WIDE FUNCTIONS TAKE PRIORITY OVER ANY INDIVIDUAL REQUEST FOR THE USE OF THE SAME FACILITY.**

