

## **Guidelines for Use of Church Facilities Springville Presbyterian Church**

### **A) MEMBERS:**

1. Requests for use of church facilities should be directed to the church secretary (phone: 854-6611) for placement on the church calendar. Session approval is granted if date is open on the church calendar. A Facilities Use Form should be completed and left with the church secretary. (Forms may be obtained from the church secretary or found in the rack by the sanctuary door)
2. There will be no rental charge for use of the church facilities for weddings, anniversaries, showers, or other purposes, however, a donation to the Building Fund would be appreciated for utilities costs and maintenance of the facilities.
3. **A nonrefundable custodial fee needs to accompany the completed reservation form. See the attached fee schedule.** This custodial fee will be due to the church on the day reservations are made for use of the church facility. *Give the custodial fee and completed reservation form to the church secretary*, with whom arrangements can be made to tour the facilities. The custodial fee is meant to cover the preparation of the facilities for the reserved event. It is expected that the facilities will be returned to same condition as prior to the event (floors swept, tables and chairs wiped clean, trash taken out, furniture returned to its original position, lights turned off, thermostat set back to 60, etc.) Necessary cleaning equipment and supplies are available in the Custodian Closet under the steps by the south door to the social hall. No damage deposit will be required; however, if something is damaged, the user is expected to pay for repairs or replacement.
4. There will be a separate **charge of \$40** which goes to the operator of the sound system
5. **If there will be young children present for the function, we ask that you consider hiring a church babysitter so that the children may be supervised at play in the nursery or a classroom area. It is your responsibility to see that children are not running through the sanctuary, in and out of classrooms, up and down the stairs, or playing on the elevator.**
6. Alcohol and smoking are Not Permitted within the building.

Guidelines approved by Session May 7, 1989; Amended July 17, 1991; revised June 12, 2002; revised December 29, 2004; revised August 2007; revised January 2014; **revised April 9, 2017**