

SALISBURY PRESBYTERIAN CHURCH

POLICY AND GENERAL RULES FOR USE OF CHURCH FACILITIES AND PROPERTY

Statement of Intent

The grounds and buildings of Salisbury Presbyterian Church are available for the church members and church organizations engaging in activities approved by the church. These include the worship services of large and small groups, Christian Education for all ages, church sponsored organizations, weddings, funerals, fellowship, and recreation in keeping with the spirit of our church tradition. Church members and church organizations must comply with the Policy and General Rules for use of church facilities and property.

It is also part of the mission of this church to encourage and support many community activities, and in no way are these policies intended to deny access to the facilities. They are intended to spell out the guidelines under which the church property will be made available.

General Use Policy

Permission to use the facility must be requested by completing an application available at the church office or online, and approval must be granted at least 1 week in advance of use. Church related activities will be given priority over activities not sponsored by Salisbury Church. Activities organized by church members in which members of the community also participate should not be considered as church organizations, (i.e. nursery co-op, basketball, volleyball, etc.).

It is the duty of the Church staff and the appropriate church committee to provide arrangements that are properly requested in ample time for events scheduled in the manner herein prescribed. This policy serves as a guide for eligibility for use of facilities. Questions of interpretation of the policy or exceptions to the policy will be resolved by the Parish Administrator or the chair of Buildings and Grounds.

Salisbury Presbyterian Church assumes no responsibility for property brought into the facilities. Salisbury Church will not be responsible for any accident or injury occurring to users while using the facilities. Athletic associations and groups not sponsored by Salisbury Presbyterian Church **MUST** provide a current copy of Certification of Insurance.

Any decorations or publicity must be cleared in advance with the church office. Use of alcohol of any kind of drugs is prohibited on all church property; smoking is prohibited in all buildings. All groups using the church and its facilities are asked to cooperate in maintaining the beauty and dignity of the church appointments, and the spirit of reverence which characterizes the Presbyterian tradition.

Skateboarding, roller blading and loitering are prohibited on church grounds. **Parking is allowed only on paved designated areas.**

Policy for users not affiliated with Salisbury Presbyterian Church

Those who may use Church facilities: Non-profit community service organizations to include religious groups, welfare, charitable, civic, benevolent agencies and non-partisan political groups, (i.e. garden clubs, school sponsored meetings, women's clubs, book groups, etc.).

Fundraising activities by individuals or organizations are not allowed without prior approval of the church Session.

SALISBURY PRESBYTERIAN CHURCH
RULES FOR USE OF F & E BUILDING

The church reserves the right to deny use based on the nature of the request. This includes any function, including gambling, the use of alcoholic beverages or drugs of any kind.

Failure to comply with the rules of the various buildings and facilities will result in denial for future use.

Building Charges:

Depending on the nature of your building use, a security deposit may apply. The security deposit will be \$100 and will be refunded 2 weeks after the event concludes, provided no loss or damage to the facilities has occurred. If damage has occurred, all or part of the security deposit will be retained to offset repair costs. (Assessments of damage will be made by the Building and Grounds Committee of the Diaconate and repair costs in excess of the security deposit will be billed to the person or group who used the facility.)

Salisbury Presbyterian Church encourages the use of this building by individuals and organizations for the development of the community's spiritual, social and physical growth. The following rules are designed to maximize the utilization of these facilities. Your cooperation will help insure these objectives are met.

Permission to use the facility must be requested by completing a use application available at the church office, and approval must be granted at least forty-eight (48) hours in advance of use.

Entry into the building will be scheduled through the office. We no longer issue keys and we will schedule the appropriate door to be unlocked for the duration of your event. On rare occasions, it may be best to issue a card to swipe in front of the door for entry. Should this be the case, we would require a \$15 card deposit, which will be returned to you as soon as you return the card to the office.

There must be at least one adult (age 21 or older) in attendance for each ten (10) persons in attendance under age 21. Children are not to be left unattended in another area during use of the facility.

The playground outside the Activity Building and its equipment are available for, but limited to, preschool-aged children under adult supervision only. The playground is therefore off limits to older children, as well as to groups which involve older children before, during and after any scheduled activity.

Permission to use the premises will include the parking lot, entrance hall, restrooms and area(s) designated on the application form.

Under no circumstances will other areas of the building be entered or used without prior approval.

Smoking is prohibited in all areas of the F & E Building.

Use of drugs and alcohol are prohibited on church property.

All meals must be eaten at tables; not from laps.

Our heating and cooling system is pre-programmed. Please do not readjust the thermostats.

SALISBURY PRESBYTERIAN CHURCH
RULES FOR USE OF F & E KITCHEN

ROOM DIVIDERS IN THE F & E HALL ARE NOT TO BE MOVED OR CHANGED IN ANY WAY. THIS PROCEDURE REQUIRES TRAINED PERSONNEL.

A janitorial fee will apply to all groups using the F&E Building and/or kitchen. This is non-negotiable.

The rules for use of the F & E Building apply also to the F & E Kitchen. If permission is granted for use of kitchen, the following rules must be adhered to:

An appointment must be made with a member of the Kitchen Subcommittee for instructions on the proper use of the kitchen and kitchen equipment. The ventilation system must be **on** (switch is located on exhaust hood, above stove) when the stove, grill or ovens are in use. Kitchen door must be kept closed while the ventilation system is on. The system must be turned off when the stove, grill and ovens are not in use.

Paper products, i.e. cups, napkins, etc., (stored in the kitchen) are not available for your use.

The kitchen must be left in good order and clean with everything in its proper place. **DO NOT** apply any cleansers to the floor. This floor has a special non-skid base and should be cleaned with water only.

Please do not leave any food products in the refrigerator/freezer. **Failure to close doors of the refrigerator/freezer triggers alarms.**

Please wash all linens used and return to the church office **within 48 hours.**

Please report any non-functioning equipment or broken items to the church office, (794-5311).

Before leaving the kitchen, the following must be turned off:

- a) Dishwasher (drain is to be left open).
- b) Booster heater for dishwasher.
- c) Disposal (cleared of food).
- d) Convection oven.
- e) Stove top.
- f) Grill.
- g) Oven.
- h) Ventilation system.

Personal items, i.e. dishes, trays, etc., must be labeled and picked up promptly after scheduled event.

SALISBURY PRESBYTERIAN CHURCH
RULES FOR USE OF ACTIVITY BUILDING and KITCHEN

Salisbury Presbyterian Church encourages the use of this building by individuals and organizations for the development of the community's spiritual, social and physical growth. The following rules are designed to maximize the utilization of these facilities. Your cooperation will help insure these objectives are met.

Permission to use the facility must be requested by completing a use application available at the church office, and approval must be granted at least 1 week in advance of use.

Entry into the building will be scheduled through the office. We no longer issue keys and we will schedule the appropriate door to be unlocked for the duration of your event. On rare occasions, it may be best to issue a card to swipe in front of the door for entry. Should this be the case, we would require a \$15 card deposit, which will be returned to you as soon as you return the card to the office.

There must be at least one adult (age 21 or over) in attendance for each ten (10) persons in attendance under age 21. Children are not to be left unattended in another area during use of the facility.

The playground outside the Activity Building and its equipment are available for, but limited to, preschool-aged children under adult supervision only. The playground is therefore off limits to older children, as well as to groups which involve older children before, during and after any scheduled activity.

Permission to use the premises will include the parking lot, entrance hall, restrooms and the area(s) designated on the use application. Under no circumstances will the other areas of the activity building be entered or used without prior approval. The sound system is not available for use.

Smoking is prohibited in all areas of the Activity Building.

Use of alcohol and drugs is prohibited on the church property.

Tennis or basketball shoes are required for sports activities in the gym.

The facility must be left in good condition, orderly and clean.

KITCHEN RULES:

- 1) Leave kitchen in good order.
- 2) Be sure refrigerator door is closed.
- 3) Be sure stove, ovens, exhaust fans, and lights are off after use.
- 4) Do not leave items on cabinets or in refrigerators.
- 5) Personal items, i.e. dishes, trays, etc. must be labeled and picked up promptly after scheduled event.
- 6) Paper products, i.e. plates, cups, napkins, etc. (stored in the kitchen) are not available for your use.

SALISBURY PRESBYTERIAN CHURCH
CHARGES FOR BUILDING USE

Charges must be paid 48 hours prior to date of use. Please make all checks payable to Salisbury Presbyterian Church and note on check "For Facility Use or Janitorial Fee." **The term Member refers to church member's personal use only, not for use of an organization to which a member belongs.**

(Janitorial fees are subject to change.)

GYM

Members No Fee
Non-Members *\$25.00 per hour

***2 hr. minimum must pay for reserved time, whether used or not**

Janitorial Service **(1 time per event, additional cleanings will require Additional fees)**.....\$80.00/Church Related
..... \$100.00/Outside use
Security/Key Deposit (if applicable) ***.....\$50.00

***CLASSROOMS**

(Note: classrooms in Activities Building are not available)

Members No Fee
Non-Members *\$25.00 per hour

*** 2 hr. minimum rental**

Security/Key Deposit (if applicable) ***.....\$50.00

F & E HALL

Members No Fee
Janitorial Services \$80.00/Church related
\$100.00/Outside use

Non-Members **\$200.00
Janitorial Services \$80.00/Church related
\$100.00/Outside use

Other Churches **\$100.00
Janitorial Services \$80.00/Church related
\$100.00/Outside use

Security/Key Deposit (if applicable) ***..... \$100.00

F & E KITCHEN ONLY

Members No Fee
Janitorial Services \$80.00/Church related
\$100.00/Outside use

Non-Members **\$100.00
Janitorial Services \$80.00/Church related
\$100.00/Outside use

Other Churches **\$100.00
Janitorial Services \$80.00/Church related
\$100.00/Outside use

Security/Key Deposit (if applicable) ***..... \$100.00

Sanctuary

Janitorial Services \$80.00/Church related
\$100.00/Outside use

Cancellation: 24 hours prior to the event or one full business day (M-F 9:00am-4:00pm).

* Includes second floor of F & E Building, Parlor, Library, and Brides Room.

** Per day or part there of and includes the use of the kitchen

***Groups using the facilities on a recurring basis (yearly/9-month/weekly) will be required to make a security deposit (see Policy and General Rules for Use of Church Facilities and Property).

**SALISBURY PRESBYTERIAN CHURCH
POLICY FOR OFF-PREMISES USE
OF
CHURCH EQUIPMENT AND FURNISHINGS**

INTENT:

The intent of this policy is to provide guidelines to SPC members and staff concerning removal of church-owned equipment and furnishings from church premises. The goal is to minimize wear and tear and the potential for loss or damage to church property through unauthorized or unnecessary use.

PREMISE:

- Equipment and furnishings are owned by the church to facilitate activities of the church and church organizations. They are not owned for the convenience of individual church members for their private or non-church organizational use.
- Church equipment and furnishings include any portable item or article owned by the church, including furniture (tables and chairs), audio-visual and other electronic equipment, kitchen equipment, janitorial or yard maintenance equipment, etc.

POLICY:

- Church equipment and furnishings may not be borrowed by individuals or organizations for their private or non-church organizational use.
- Church equipment and furnishings may be removed from church premises when needed for church organizational meetings or activities only.
- Request for use of church equipment or furnishings off the church premises must be made in writing, by completing the attached form

The only recognized exceptions to this policy are the inter-church loan of equipment with other churches in the community or reciprocal agreement with Salisbury Country Club. Any exceptions, however, must be authorized by the Parish Administrator or the chair of Buildings and Grounds, with the understanding that the borrowing agency will be responsible for returning equipment in the same operable condition in which it was borrowed.

EMERGENCY CONTACT:

Person(s) to be contacted in the event of an emergency within the building or if entry into the building is not accessible:

Parish Administrator: Doris Custer – 378-7553
Buildings & Grounds: Jeff Clark – 399-2922
Bill Manson – 640-0452

Approved 7/97 - Revised 03/2014