

Chapel Hill Presbyterian Church

Building Use Policy

Adopted 2011

The session's building use policy is one that encourages utilizing and sharing our facilities and allows us to be good stewards of our resources. The facilities and equipment of Chapel Hill Presbyterian Church exist for the primary purpose of being used by its members through its organizations and ministries. The following is a summary.

The Priority of Use Shall Be As Follows:

1. Recognized Groups Within the Church:

Church Services-(i.e. worship services, Sunday school, adult education, etc.)
Scheduled church activities-(session meetings, ministry committee meetings, deacons meetings, youth activities, small group meetings, dinners, etc.)

2. Church Members:

Individual Parties and Special Events (Anniversary parties)
Weddings, Funerals, and Receptions

3. Church Sponsored Activities:

Boy Scouts, Cub Scouts, Girl Scouts

4. Outside Groups:

Church recognized non-sponsored events that are in keeping with our ministry at Chapel Hill Presbyterian Church are considered. However, church-related meetings, functions, and activities obviously have higher priority in requests for space. Outside groups can request space up to three months prior to the date of the event.

A building use request form must be completed by all groups and submitted to the Office Manager at least **six weeks** in advance of the activity. The building use request form may be obtained on-line or picked up in the office.

GUIDELINES FOR BUILDING USE AT CHAPEL HILL PRESBYTERIAN CHURCH

A. Priority Use:

Recognized church activities of Chapel Hill Presbyterian Church shall have priority in the use of the church buildings and facilities. Scheduling by these groups shall be through the church office, so that they can be put on the church calendar. Weddings (see wedding policy) and funerals shall be scheduled through the minister. If the need for a funeral arises it shall have priority over all other scheduled events. Liturgical Holidays such as Lent, Easter, and Christmas will also have priority over scheduled activities.

B. Building Use Request must be filled out by all other groups.

Request forms must be given in writing or online to the office manager no later than **six weeks** before the requested date. This form will be given to the Building and Ground Ministry Unit to be brought before **the Session** for approval. The group will then be notified in writing and by e-mail of the decision. Renewal request for groups using facilities throughout the year (scouts etc.) must be submitted at least **six weeks** before the end of the prior agreement. This will be the responsibility of the renewing group.

C. Member Personal Use:

Use by members who desire personal use of church facilities should submit their request to the office at least **six weeks** before the desired date of use. Only activities that are celebratory in nature like graduations, anniversaries, and special events are allowed. “Personal Use” **Does not** include usage by groups/clubs/organizations to which a Chapel Hill Member belongs. “Personal use” refers to family and “extended” family events.

D. Church Sponsored Activities:

Boy Scouts, Cub Scouts, Girl Scouts, etc. should request building use **six weeks** in advance of the date of use.

E. Outside Groups:

Activities that we would sponsor and nurture would be support groups, charitable organizations, and nonprofit groups that compliment the mission of Chapel Hill Presbyterian Church. These groups must request building use **six weeks** in advance of the date of use. No fund raisers will be allowed.

F. Fees for use of the church:

Fees for outside groups using the church for four hours \$50.00.

Fees for outside groups using the church for more than four hours \$100.00.

G. General guidelines for all building use:

1. No alcohol on the property.
2. No drugs on the property.
3. No smoking on the property.
4. No firearms or weapons allowed on the church property.
5. All facilities must be left in an orderly and functioning manner.
6. All tables and chairs must be put back as found.
7. All children and teens must have responsible adult supervision.
8. No food allowed in the nursery or wee-Kirk rooms.
9. Make sure all lights are turned off, and all doors are locked.
10. Make sure all kitchen utensils, dishes, etc. are cleaned and put in the proper place.
11. Report any damage/breakage to the church office.
12. Groups will be allowed to use only the designated room(s) assigned to them.