

Woods Memorial Presbyterian Church

Terms of Building Use

GENERAL

- All persons and/or groups using the Woods Church facilities are expected to leave their space/room reasonably clean and in the same condition it was in prior to the event. Please do not use any of the church's school supplies or other items kept in the classroom cabinets. Users must remove all items associated with their program immediately following the event. Extraordinary cleaning expenses shall be the responsibility of the User group, as well as the cost of repairs for any damage incurred. If you wish, custodial services can be arranged and a custodial charge will apply. Please ask the Director of Property and Records for details.
- If you need to rearrange the tables and/or chairs in the room (other than the Sanctuary), you may do so, but you must return the room to its original furniture placement upon leaving. Windows, if opened, are to be closed and locked. Turn off air conditioning units, lights and close doors when you leave.
- Your group must use the room(s) assigned to you at your appointed time. Do not switch rooms or furniture. If you need to make a room change, the group leader must get approval from the Director of Property and Records well in advance. The facilities may only be used for the purposes stated on the form and for the dates and times stated on the form. Any changes must be approved at least two weeks in advance.
- A custodian is always on duty when the church is in use and any problems should be reported immediately to him/her. Damages must be reported to the Director of Property and Records who will determine if any costs associated with damaged or missing items will be deducted from the security deposit.
- The noise level of the User group must be considerate of all other groups in the church. Disruptive behavior will not be tolerated and could result in revocation of your group's agreement to use these facilities. Remember that courtesy is contagious and that proper behavior and respect are encouraged when using any part of the building.
- Pets are not allowed in any part of the facility. Service animals are the only exception.
- Use of kitchen(s), including dishes, flatware, etc. requires the approval of the Director of Property and Records.
- Thermostat temperature settings are to be untouched. If the AC or the heat is on, windows are to be closed. If there are problems, a custodian or the Director of Property and Records should be informed. All mechanical or electrical problems, regardless of type, are to be reported immediately to the church office or to a custodian.

FOOD AND DRINK

- User group acknowledges that food and drink are not permitted in the Sanctuary, Narthex, Art Gallery, Library, or the lobby area. If they are used in other parts of the church, and the church kitchen staff is not providing the meal, the User group is responsible for bringing all utensils, pots, coffee makers, foods, ingredients, table coverings, cups, dishes, towels, etc. that are used.

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- The User group also acknowledges that if heated foods or hot beverages are to be made and served, there must be an adult in the room constantly until all the hot items are served and removed. When serving is completed, the User group is responsible for the total cleanup of the room, removing all leftovers or taking them to the dumpster (located behind the church), and leaving the tables, chairs, and floor clean. Please place any appropriate recyclable items in the special containers provided. Leftover liquids of all kinds (lemonade, coffee, etc.) are to be taken to the bathroom and dumped in a sink.

SMOKING, GAMBLING, NARCOTICS, ALCOHOLIC BEVERAGES

- Members of all groups using our facilities shall abide at all time by a no smoking rule in all parts of the building, including corridors and restrooms. Smoking is only permitted in specifically designated areas outside the building. These locations are marked with the presence of a Smoker's Outpost butt disposal container. Gambling, and the serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor areas and parking lots. The User group acknowledges that weapons, explosives and fireworks are not permitted anywhere on church grounds or in its facilities.

POLITICAL ACTIVITIES

- No property, facilities, or equipment belonging to the church shall be used by any person or organization for partisan political activities. Solicitation for distribution of politically related handbills or advertisements on church grounds is not permitted.

SUPERVISION OF CHILDREN AND YOUTH

- Youth under the age of 18 must be accompanied by adult supervisors at all times. Woods Church has adopted a Child Protection Policy, which is incorporated herein by reference. A copy of this policy may be obtained by clicking on the link or from the church office. All users of the facility are expected to follow the guidelines of this policy. Any questions regarding this policy should be directed to the Director of Property and Records.
- Use of skateboards, roller-blades, skates, scooters and bicycles in the Church building and on Church grounds is prohibited.

STARTING AND ENDING TIMES

- Monday through Friday from 8:00 a.m. through 10:00 p.m. (Except holidays)
- Weekends from 8:00 a.m. through 4:00 p.m.
- The building must be completely cleared not later than 10:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

DECORATIONS, SIGNAGE, AND ADVERTISING

- No decorating is permitted in the hallways. Any kind of tape used on walls or woodwork within a room must have prior approval. All such decorations must be removed immediately and

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completely following the event. Pictures, flower arrangements, decorations (inc. Christmas), and bulletin board materials or announcements are not to be changed, moved, or added to by anyone from the User group. Artwork in the first-floor gallery is not to be removed without the explicit approval of the Art Committee or its curator. Helium balloons are not to be used in the church buildings. Any outdoor signs must be approved by the Session. Other means of advertising in the church (bulletin inserts, announcements, posters, etc) must be approved by an appropriate church committee.

USE OF SANCTUARY

- Church property shall not be moved without prior permission of the Director of Property and Records. This includes the communion table or the baptismal font. The grand piano in the sanctuary is to be moved only with the permission of the Director of Property and Records, who will arrange payment for tuning at the same time. Any property moved will be returned to its original position at the conclusion of the activity. There will be no changes to the décor or structure of the church, i.e., removal of the chairs, or installed or mounted items, such as paintings, banners, and flags. If your group needs a stage, please use Zimmerman Hall.
- Group-provided sound, recording, or video equipment may not be attached to the Sanctuary's sound system through cables or connectors without prior approval of the Director of Property and Records. The system may be operated by the church sanctuary sound technicians (at a cost of \$75 per event) or by technicians preapproved by the Director of Property and Records.

PARKING

- Parking on the church grounds is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for staff of the church and individuals with special needs. Any damage to vehicles is at the owner's expense.

SECURITY AND SAFETY

- Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, and not leave them unattended. The church is not responsible for theft or damage to personal property.