

**NEWNAN PRESBYTERIAN CHURCH  
NEWNAN, GA**

**USE OF CHURCH PROPERTY  
POLICY AND RATE SCHEDULE  
(Revised September 2011)**

The Session of the Newnan Presbyterian Church desires to have the Church property available to serve the best interests of Christianity and general human welfare. In order to meet this goal and to maintain the Church and Church property, the following policy and procedures are established.

The Session has authority over the use of the Church building and Church property. The Session may grant permission for groups or individuals to use the Church on a single occasion or on a regular basis. Each request shall be handled on a case-by-case basis.

PROCEDURES

1. Any group or individual desiring to use the facilities of the Church must make a request at least two weeks in advance of the date needed. The request should include the name of the group (individual), date(s), and time(s), nature of the meeting, and if the kitchen is to be used. The Church Secretary will contact the Chair of the Property Ministry who will present the request to the Session. The Chair will then notify the Church Secretary as to the status of the request. All requests must have Session or Property Chair approval.
2. Areas available for use:  
Only that area requested and approved may be used. Any area not in the request will not be available and will not be open to the requesting party. If un-requested areas are used then the appropriate full fee will apply:
  - a. Sanctuary (including the Narthex, center hallway, and downstairs restrooms in the old building).
  - b. Organ
  - c. Fellowship Hall
  - d. Kitchen
  - e. Sunday School Room(s)
3. Fee Schedule:  
Where appropriate, the fees listed below will be agreed upon as a condition of use. These charges are to help defray the costs of maintenance\*, lighting, and cooling or heating.

Sanctuary: \$1,050.00

Fellowship Hall: \$400.00

The above fees are to be charged based on the criteria listed below for the group that is using the facilities.

- a. Church sponsored groups: No fee, example Boy Scouts
- b. Outreach organization: No fee, examples AA, NA, Divorce to Recovery
- c. Non Church groups/regular basis (12 months): ½ fee  
Example, AARP, Historical Society
- d. Non Church groups/not on a regular basis: full fee

\*If the sexton remains overtime because of setting up or cleaning up for a group activity, they will be compensated from the collected fees.

4. Weddings and Receptions:

Members – no fee for members, except that arrangements must be made for cleaning.

Non-members: Arrangements for ministers, the organist, and all music are the responsibility of the using party.

5. Cleaning Charges:

A cleaning charge equal to the security deposit will be applied if the facility is left in an unsuitable condition. The deposit will be forfeited to cover the cleaning charge.

6. Security:

The group using the Church is responsible for its security. If a sexton is not required, the group using the Church must (a) secure the code to the Church prior to the activity, (b) and make sure the Church is locked at the end of the activity.

A security deposit is required. This deposit will be refunded provided the facility was left in good condition. Further, all groups using the Church are asked to follow the instructions provided about the use of the building (air conditioning, heating, lighting, etc.).

7. A written agreement or contract covering the cost, date of use, areas to be used, a statement as to the group's responsibility for any damage to the facility, and their only using the authorized areas will be signed by the group's leader. A copy of the contract will be kept by the group and the Church.

**AGREEMENT**

This agreement is being entered into with the Newnan Presbyterian Church (NPC) for the use of one or more of the following facilities, as checked, to be used on

For the purpose of \_\_\_\_\_  
 \_\_\_\_\_ by  
 \_\_\_\_\_.

| <u>AREA</u>                                      | <u>FEE</u> | <u>DEPOSIT</u>                                   |
|--|------------|--|
| <input type="checkbox"/> Sanctuary               | \$1,050.00 | (\$100 refunded after inspection)                |
| <input type="checkbox"/> Organ with NPC Organist | \$150.00   | (+\$50.00 per visit for additional consultation. |
| <input type="checkbox"/> Organ                   | \$50.00    | N/A  |
| <input type="checkbox"/> Fellowship Hall         | \$400.00   | (\$50 will be refunded after inspection)         |
| <input type="checkbox"/> Kitchen                 | \$75.00    | +\$75.00   |
| <input type="checkbox"/> Sunday School Room      | \$25.00    | \$50.00  |
| <input type="checkbox"/> Sexton                  | \$100.00   |  |

The responsible party executing this agreement with NPC shall observe the following:

1. Prior to use, the responsible party may join a representative of NPC to inspect the facility as to conditions, cleanliness, etc. Any unsatisfactory condition shall be noted on the reverse of this agreement and signed by both parties.
2. Set-up and Clean-up will be sole responsibility of the responsible party. Any major rearrangement of furniture, fixtures, etc. shall have the approval of NPC and be so noted on the reverse of this agreement. The facility shall be left in the same condition as found as to both cleanliness and appearance, otherwise the Security Deposit will not be refunded.
3. The group using the Church is responsible for its security. Obtain the code to the Church the day prior to the activity. Observe posted signs as to air conditioning, heating, etc. Make sure all lights, including bathrooms, are turned off before leaving and that the Church is locked at the end of the activity.
4. Prior to receiving a refund of your deposit, a NPC representative will inspect the facility used. If left in good condition as specified in this agreement, the Church Secretary will be authorized to refund your deposit. Usually this can be accomplished within seven working days.

- 5. It is understood that the Security Deposit covers only what it would cost NPC to clean the facility used, and that my group is responsible for any damage to this facility.
  
- 6. It is also understood that only the areas checked on this agreement will be used for which I have paid herewith a usage fee of \$\_\_\_\_\_ and left a Security Deposit of \$\_\_\_\_\_.

I hereby acknowledge that I have read and understood the terms of this agreement, and that I have been furnished a copy thereof.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE PARTY  
ADDRESS: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_  
FOR: \_\_\_\_\_  
(Group)

\_\_\_\_\_  
NPC Representative

Newly revised, September 2011