

**FACILITY AND EQUIPMENT USE POLICY
CARROLLTON PRESBYTERIAN CHURCH
JANUARY 2010**

I. GENERAL POLICY STATEMENT

This policy covers the general use of the Carrollton Presbyterian Church, hereafter referred to as CPC, facilities and equipment including church grounds and outdoor facilities and equipment.

- A. All requests for use of church facilities and equipment other than normal programs and ministries must be submitted to the Session.
- B. Based upon the guidelines expressed in this document and other appropriate policies, the Session shall have authority to approve or deny requests.
- C. Requests for use of church facilities and equipment that extends beyond a one-time activity or event must be submitted in writing to the Session for their review and approval.
- D. It is the church's desire to be open to and supportive of our community, however, church-related functions and requests by church members shall be given priority over ALL requests for use of the church facilities and equipment

II. ELIGIBILITY REQUIREMENT FOR GROUPS AND ORGANIZATIONS

Following are examples of groups/organizations that may use church facilities and/or equipment provided they are supportive of the mission and ministry of CPC and are non-political.

- A. Organizations and programs of CPC
- B. Associational and denominational groups affiliated with the Presbyterian Church USA
- C. Christian organizations/groups
- D. Non-profit organizations (e.g. area schools, DFCS, Kiwanis club, etc.)
- E. Activities sponsored by members of CPC (e.g. wedding and baby showers, anniversary celebrations, significant birthday celebrations, etc.)

III. FEE

The following schedule of fees is required to cover the cost of utilities and general maintenance and to pay for custodial services. Session will determine if fees will be charged or waived. When fees are waived for non-church organizations, the fee schedule will be presented for gift consideration.

Facility and Equipment Use Fees

A. Sanctuary	\$275
Custodian	\$150
B. Westminster Hall	\$150
Custodian	\$100
C. Kitchen	\$ 75
Custodian	\$100

IV. LIABILITY

- A. The church will not be responsible for any damage to personal property or any injury to persons while church facilities and/or equipment are being used for non church related activities.
- B. All outside groups wishing to use church facilities and/or equipment must sign an agreement as a condition to using church property.

V. FACILITY USE GUIDELINES

- A. Under no circumstances is it permissible for alcoholic beverages to be served or consumed in church facilities or on church property. The use of any form of tobacco is not permitted in any of the church facilities, including the hallways, restrooms, classrooms, Westminster hall, kitchen, offices, or sanctuary. Any person failing to comply with this regulation will be asked to leave the premises.
- B. All music must be appropriate for the setting. All music used in the sanctuary must be approved in advance by the Director of Music. Only CPC's approved musicians/Instrumentalists will be authorized to use the musical instruments belonging to CPC.
- C. Only qualified technicians from CPC will be allowed to operate sound and light equipment belonging to CPC.
- D. Flowers, decorations, posters, etc. which are used in such a way as not to deface or damage church property are permitted. Such items must be removed immediately after they have served the purpose for which they were placed in the church.
- E. All areas used for decorative and promotional purposes will be left clean and orderly.
- F. Full compensation for any damage or breakage relating to church facilities and/or equipment is expected when church facilities and/or equipment are used for non church related activities.

VII. EQUIPMENT LOAN POLICIES

- A. It shall be the general policy of the church not to allow for any church owned equipment (e.g. tables, chairs, etc.) to be moved from church facilities and grounds unless it is for a church related function.
- B. Equipment will be loaned to church members only.
- C. All equipment should be returned within 24 hours following usage.