

FACILITIES USE POLICY

Southminster Presbyterian Church

As part of this church's mission and ministry to our community, Southminster Presbyterian Church (the "Church") allows various organizations and groups to use our facilities for meetings and or special events. Permitted use of Church facilities will be determined by the nature of the group, meeting or event and will be subject to prior review and approval by the Southminster Session or its designee.

Some groups, meetings or events may not be deemed to be within or consistent with the Church's mission and may not be consistent with our tax-exempt status. For this reason, Southminster Presbyterian Church reserves the right to deny usage of the facility to any individual, group or organization. For example, meetings or activities constituting or implying Church endorsement of political candidates will not be permitted. Questions about this important facility usage restriction should be addressed to the Pastor, the Session or the Administration and Property Committee ("A & P Committee").

Use of Church facilities by the community is intended for outreach purposes consistent with our Church mission and goals, rather than as a "for-profit" venue. The Church will not approve "for profit" uses of its facilities. The distinction between "for profit" and "not for profit" can be difficult to discern. Many people who are asked to appear at Church functions are appropriately paid for their appearances. Examples are teachers, speakers, and instructors. Church-member-sponsored "not for profit" groups may invite people to appear at the Church and may pay them fees and honoraria. On a case by case basis, the Church may approve use by "for profit" groups sponsoring fund raising events that benefit "not for profit" causes or organizations. For example, American Airlines could sponsor a United Way fund raiser. However, the Church will deny use of facilities by individuals or groups who use the Church as their primary place of business and who accept fees for services as this use is considered "for profit."

The Church will not permit uses that limit the usability of rooms or areas for other Church purposes. For example, if a group wants to provide its members computers, they should provide laptops which can be removed from the Church facility after use (or stored in a secure locker), rather than desk tops left in a room which would limit that room's usability for other Church purposes. Examples of permitted uses are the Senior Center members maintaining their own equipment in the kitchen and the AA group maintaining their own coffee maker.

I. Guidelines:

1. Any person or group wishing to use the facility must complete the Facilities Use application. Applications must be submitted to the Church Administrative Assistant. When possible, applications should be submitted at least 60 days PRIOR to the requested use of facilities.
2. Members of the Church will be allowed use of the facilities on a space and time available basis without cost, other than necessary janitorial costs, as long as use does not conflict with other programs or agreements for the use of the facility. Members may request use of the facilities by organizations or groups in which they are members without cost as set forth herein. A request for non-member organization or group use without cost or deposit is subject to Session or Session designee approval.
3. Facility use applications will be reviewed by the Administration & Property (A & P) Committee. In the event A & P cannot agree the application will be sent to the Session for a final decision. Requests will be reviewed on a first come first serve basis.

4. All agreements for the continuing use of the facility are subject to the terms of separate agreements between the Church and the using organization. Such agreements for continuing use shall expire on September 30th of each calendar year.
5. While the Church will endeavor not to change or cancel planned and approved use of Church facilities by non-church persons or groups, unexpected significant events related to the service of the Church (example, a member memorial service or wedding) will always have priority over agreements for other uses.
6. Non-members must pay a security and cleaning deposit of \$200.00 to the Church office after approval of the requested use to reserve a Church facility. \$150.00 of the deposit is refundable, if the facilities are returned after use to the pre-use condition. The nonrefundable \$50.00 of the deposit will be applied to janitorial, utility and facility maintenance expenses.
7. Keys to outside Church doors will not be provided to non-members or non-church groups. If a person or group applying for use of a Southminster facility does not have a member of our congregation associated with the group or event, the non-member person or group may be required to pay a \$25.00 security deposit to the Church office in order to have the building unlocked before and locked following the approved event. Church members associated with non-member organizations may agree and be issued a key to unlock and relock the building. The security deposit, if required, will be refunded in such circumstances when the key checked-out by the associated member is returned.
8. Southminster's electronic equipment (microphones, audio and sound systems) may be used only by those trained to use it. Any necessary training or instruction shall be coordinated with the Church office. A separate refundable deposit of \$100.00 may be required if using the Church's electronic equipment.
9. Persons and groups approved for Church facilities use will agree to reimburse the Church for any damage to the facilities or its equipment. Any damaged equipment will be replaced by the Church with the cost being reimbursed by the responsible facility user.
10. No alcohol will be permitted on the Church property and no smoking will be permitted in Church buildings. No loud exterior music or noise, disturbance of surrounding neighborhood or traffic flow will be permitted.
11. Adult supervision of teenagers or children present for or associated with the use must be provided by the group/user. The Church follows a "two-adult" policy when Church facilities are used for teenage or children's events. Two adults associated with the activity or use must be present when teenagers or children are involved in use of Church facilities. At least one of the required two adults must be 21 years of age or older.
12. The Church reserves the right to cancel any activity or agreement, and to deny access of the facility to any person or any group.

II. **Parking Lot Usage:**

Use of the Church parking lots for a non-parking outdoor activity is subject to the same guidelines as noted above with the following exceptions:

1. For non-members payment of a \$300 security and cleaning deposit will be required after approval of the requested use for use of a Church parking lot. \$200 of the deposit is refundable, if the parking lot facilities are returned to the pre-use condition. The non-

refundable \$100 of the deposit will be applied to necessary janitorial and facility maintenance expenses.

2. The parking lot user must provide a professional cleaning crew for clean-up of the property immediately following the use to be completed no later than 10:00 a.m. on the day following the use. In the event the property is not cleaned up by 10:00 a.m. on the day following the use, the entire deposit will be forfeited.
3. The parking lot user has the responsibility to be aware of and comply with City Ordinances and Regulations, including but not limited to, Curfew, Noise and Public Nuisance Ordinances, City/County Public Health Regulations and Police requirements.