

# CONGRUITY PRESBYTERIAN CHURCH

136 Fennelton Road  
New Alexandria, PA 15670

(724) 668-7740

## **BUILDING USE POLICY**

This policy for use of the building and equipment of Congruity Presbyterian Church has been established by the Session of Congruity Presbyterian Church in order to protect our property and to make each event a pleasant experience. All groups must agree to abide by this policy governing the use of our facilities and to conduct themselves in such a manner as would be appropriate in a house of worship. All use of these facilities must be consistent with the policies of Congruity Presbyterian Church.

### Procedures for Requesting the Use of the Facilities

Persons wishing to use the facilities need to contact the church secretary. She is in the church office on Monday and Thursday. The secretary will require a signed copy of this policy and will provide you with a copy to keep for your information. Any applicable fees will be payable in cash or check prior to the event.

### General Policies

1. There is no charge for the use of church facilities by church groups (i.e., church youth groups, Presbyterian Women events, church committee meetings and events, Presbytery events, etc.)
2. All persons using the church facilities are expected to work cooperatively with other groups who use the building and to accommodate unexpected events such as funeral services and dinners.
3. The scheduling of events will be done on a first come, first serve basis.

### Mandatory Regulations

1. There will be **NO SMOKING** or use of any other tobacco products anywhere in the building.
2. There will be **NO ALCOHOL** or **ILLEGAL DRUGS** permitted anywhere on the premises.
3. **NO OBSCENE/PROFANE LANGUAGE, INAPPROPRIATE MUSIC OR LEWD BEHAVIOR.**
4. **NO GAMES OF CHANCE** or **GAMBLING** are permitted on the premises.
5. If children are present, they must be supervised. Please do not allow children in any other part of the building.
6. No rice may be thrown on church property.
7. No tape, tacks, or nails may be used on the walls or furnishings and ceiling tiles should not be punctured in any way. Hooks will be provided by the church office, upon request, for the hanging of streamers, etc. The hooks already existing in the ceiling of Fellowship Hall may also be used.
8. Any specific furnishings and equipment (tables, chairs, TV/VCR, etc.) should be noted on the request form if needed.
9. Beverages containing red dyes (i.e., Kool Aid, Hawaiian Punch, etc.) are not permitted.
10. All food should be removed from the refrigerator when the function is over, or it will be discarded.
11. All kitchen equipment needs to be cleaned and returned to its proper place.
12. All garbage should be bagged and disposed of in the dumpster (located across the road near the manse).
13. Church rooms are to be returned to the arrangement and condition as found and/or as diagrams show.
14. All florescent lights should be turned off and doors set to lock behind you.
15. Events must be over and premises vacated by 11:00 p.m.
16. Anyone violating building use policy may be asked to leave the premises and that person and/or group may be refused future use of the facility.
17. Parties will be financially responsible for any damage done to church property.

Fee Schedule

The following fees apply for use of the **Sanctuary**:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Wedding and Rehearsal (combined)	No Charge	\$100.00
Use of Organ/Piano	No Charge	No Charge
**Minister (suggested minimum donation)	\$100.00	\$100.00
**Organist (suggested minimum donation)	\$75.00	\$75.00
Custodial Fee	\$25.00	\$25.00
Copying of Bulletins	\$25.00	\$25.00

\*\*These fees should be paid directly to the minister and organist, not Congruity Church.

Additional Fee: If an organist other than the church's will be playing, a \$25.00 consultation fee is to be paid to the Congruity organist for the time necessary to meet with the outside organist to review the use of the organ and for the time needed to reset the organ to its original settings.

The following fees apply for use of the **Building**:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Fellowship Hall	\$35.00	\$100.00
Main Kitchen	No Charge	\$25.00
Education Wing	\$25.00	\$75.00
Refundable Custodial Fee	\$25.00**	\$25.00**

\*\*A separate deposit of \$25.00 will be required prior to the event and will be returned in full if the facilities are found to be clean and in good order after the event.

Church members **only** may borrow older tables and chairs. Borrowing of any other church property must be approved by the property committee. There is no fee to church members, but donations are accepted.

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NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

FACILITIES REQUESTED: \_\_\_\_\_

FEE AMOUNT PAID: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*I acknowledge receipt of a copy of the Building Use Policy and understand my responsibilities as detailed*

SIGNATURE: \_\_\_\_\_