

## **Policy for the Use of Buildings and Grounds of the Providence Forge Presbyterian Church**

The buildings and grounds of the Providence Forge Presbyterian Church are available for use by church groups, individual members of the church and outside groups that are not affiliated with the church. This policy applies to all users unless specifically addressed otherwise.

The Providence Forge Presbyterian Church (PFPC) has a long tradition of allowing outside groups to use the church buildings as a meeting place. It is the desire of PFPC to share its facility with civic, social and benevolent groups in the community. Political gatherings are not allowed nor are profit-making activities. An “outside group” is defined as either a formal organization or informal gathering of people who congregate for a common purpose, consistent with the objectives and mission of the church, but that purpose is not specifically and directly related to the life at PFPC. Groups may collect funds from attendees to pay for the event itself. Members of PFPC may or may not be included in the membership of the outside group.

All individuals or groups must submit an application to the Chair of the Buildings and Grounds Committee for use of the facility. The Chair of Building and Grounds may approve or deny a request at his/her discretion, or may choose to poll the committee, call a committee meeting to discuss the proposed use or may elevate the issue to the Session for disposition. A calendar reflecting the scheduled use of the facility will be maintained. Groups with an ongoing presence will be asked to reapply each December.

Guidelines for the use of church property:

1. The use of any tobacco products within the church buildings is prohibited.
2. The use or possession of alcoholic beverages or illegal substances, and the inappropriate use of controlled substances on the property is prohibited.
3. The consumption of food and/or beverages indoors is not permitted in the sanctuary.

4. After use, tables and chairs must be returned to where they were located prior to the event.
5. Children under the age of 18 years of age are required to be supervised by an adult of 18 years of age or older.
6. All garbage must be removed from the property after the event.
7. All food and beverages brought to the event must be removed from the refrigerator and the kitchen after the event.
8. Report any damage to the church immediately. If damage occurs during normal church hours, report it to the church office. If damage occurs after hours, call the Chairman of the Building and Grounds Committee.
9. No tape or tacks may be used to affix items to the furniture or walls.
10. Approval of all applications will be contingent upon either a church member being present at the activity or proof of appropriate liability insurance coverage.
11. Any group whose application is denied may appeal to the Session for a final review.
12. The lock box code and guidelines will be issued by the Chair of Buildings and Grounds or elder active on the Session to the person named as “Individual Responsible” on the application.
13. No church property may be removed from the church building and/or grounds without approval of the Session.
14. No service of Christian worship will be conducted at the Providence Forge Presbyterian Church unless that service is under the direction of the Pastor of the Providence Forge Presbyterian Church and supervised by the Session.