

## **GENERAL POLICY FOR USE OF BUILDING/GROUNDS, FURNISHINGS, EQUIPMENT & VEHICLES**

St. Matthew Cumberland Presbyterian Church

St. Matthew' s provides and maintains facilities used by our church membership for church sponsored activities as well as for outside organizations. These guidelines have been established to provide a safe environment and to help us maintain our church facilities.

### **BUILDING & GROUNDS - GENERAL USE**

The church staff is authorized to allow the use of any room or area of the building and grounds by any individual, class, organization, or auxiliary group of the church, for the purpose of bible studies, worship, prayer services, fellowship and entertainment programs, and any other outreach activity. This expressly excludes the use of the building or grounds for personal profit making. Use of the building and/or grounds must meet the policy manual procedures and may not be used for any purpose which does not support the vision and purpose of the church. Each request will be evaluated on a case by case basis.

Please do not allow children to roam the building.

Groups or individuals should only use the area(s) of the church requested and assigned.

Many groups use this facility, often at the same time, please be considerate of others

Fighting, cursing, or rough play is prohibited in the building or on the church property.

Any person(s) exhibiting such behavior will be asked to leave the property. Parents/guardians of minors will be telephoned to come and pick up their child.

Use of alcohol, tobacco, and illegal substances on the church grounds or on church sponsored activities is prohibited. It is expressly forbidden to utilize the church vehicle(s) while using tobacco, alcohol, illegal substances, or medications that might alter the driver' s ability to safely operate a vehicle.

The Sanctuary is a place of worship and should be respected as such. No food or drinks are allowed in the Sanctuary except that which may be part of a teaching or worship.

No red, purple, or blue drinks are allowed in the building. Any craft items that may cause permanent damage are also not permitted. Examples of these types of crafts include: dye, bonding glue, tape on floors, glitter, etc.

The rooms, grounds, and building must be returned to a condition of order and cleanliness in preparation for their next use. Failure to clean up after using our facility could result in charges made to your group for expenses incurred in cleaning. The church is not responsible for any items left, lost or stolen. The church reserves the right to dispose of any items left more than one week.

Due to liability and space issues, the church buildings and grounds shall not be used for the storage of personal equipment or furnishings.

Clean up any areas that were accessible by members of your group during your meeting or activity. Clear off any tables used and wipe them clean. Please return any furniture back to its place, unless you have been instructed otherwise. Remove all garbage and trash generated by your activity. The trash must be placed in the trash dumpster located outside the ARC building in the parking lot. Do not leave the trash outside by the doors.

All left over food should be removed promptly after the meeting or activity.

Thermostats settings are to be maintained in accordance with the guidelines posted over each thermostat. If guidelines are not posted, turn the thermostat to the " off" setting and fan to " auto" before leaving.

Turn off lights, shut and lock all doors and windows. Return any keys to church office during regular church office hours.

## **SCHEDULING**

To schedule the use of the church building and/or grounds, an " Activities Request Form" must be submitted to the church office. The Activity Request Form can be picked up at the church office or online at [www.stmattcpc.org](http://www.stmattcpc.org) and returned to the church office for review. For non-church members, the Activities Request Form must be submitted at least 30 days prior to date of the activity. For members, scheduling requests should be made at least one week in advance, except when requesting media or technology services at least three weeks in advance. Groups that meet on a regular basis must fill out a new Activities Request Form every 12 months. If the activity is approved, the person in charge indicated on the form will be notified and the activity will be posted on the church calendar. Scheduling conflicts will be referred back to the " Person in Charge" shown on the request form. Requests will be

handled on a first come, first served basis, regardless of membership. **It shall be understood that the needs of the facilities for St. Matthew functions will take priority over any prearranged meeting or activity.**

Activities should be concluded before the church building closing at 9:00 p.m. Special activities, such as weddings, all night youth functions, etc. may request an extension of the closing time. Any group making such a request must make arrangement for complete cleaning of the area they use. All cleaning must be completed before 9:00 a.m. on Saturday, following any Friday activities. Cleanup after all other activities should be done after the completion of the event or activity.

### **FURNISHINGS AND EQUIPMENT**

Only folding tables and chairs may be moved for use. All other furniture, plants, wall hangings, etc. shall remain in their place.

Nothing belonging to the church should be removed from the building unless permission has been granted by the church staff and/or the appropriate committee.

### **DECORATIONS**

Decorations should not be attached with tacks, staples, nails, or any method that will damage the walls or furnishings. We prefer blue painters or maskers tape when hanging up posters or paper items. All decorations must be removed immediately after each event.

Seasonal decorations approved by the church staff and affected teams will be exempt from these restrictions.

### **KITCHEN**

All food items must be provided by user(s).

All supplies needed for a non-church event must be provided by user(s).

All food items are to be removed from the kitchen after an event. Please be sure to check the refrigerators, freezers, and ovens.

All garbage and trash (including cardboard boxes and empty pop bottles) must be removed from kitchen. The trash dumpster is located outside the ARC building in the parking lot.

All equipment and dishes must be washed and returned to its appropriate place.

Tables and chairs must be wiped off with damp cloth after the event.

Use of the freezer or refrigerator to store foods for more than one day must be approved by church staff or affected committees.

Turn off all appliances, lights, thermostats, and lock all doors.

## **KEYS**

Because of security and safety issues, having a key(s) to our church building is a serious responsibility. A Key Request Form can be picked up at the church office or online at [www.stmattcpc.org](http://www.stmattcpc.org). St. Matthew will require this form to be completed and turned into your staff leader or to the church office. All requests will be reviewed by the Facilities Supervisor for approval. Please allow up to 5 days for notification of approval and pickup arrangements.

Key(s) may not be duplicated for any reason and may not be loaned to anyone without the approval of the Facilities Supervisor. All areas approved for access are to be locked and secured properly after use. Key(s) are to be returned to the church office as soon as they are no longer needed. Non-Profit and groups not affiliated with St. Matthew but reserving facility for use, must make arrangements with Facility Supervisor or Minister of Recreation (if using ARC Facility) for facility access and proper lockdown procedures at time of event.

## **ANIMALS**

Animals are not allowed in the building, unless approved by the church staff and corresponding teams, with the exception of service dogs for handicapped persons.

## **VEHICLES**

The use of the church vehicle(s) shall be for the purpose of ministry and activities relative to St. Matthew Church only. Only church members are eligible to drive the church vehicle(s). An "Activities Request Form" must be completed along with a copy of the driver's license for the driver and submitted to the church office for approval by the church staff at least 30 days in advance. If church members are using their own vehicles, a copy of their driver's license along with a copy of their proof of insurance must be turned in with the request form. It is recommended, but not required, that

drivers carry liability limits of 100/300/50,000 for their own protection.

All occupants of the church vehicle(s) must wear a seat belt. The driver of each vehicle is responsible for making sure that all passengers are wearing a seat belt. Any infractions of the law which result in the driver receiving a citation through his/her negligence shall become the sole responsibility of the driver.

All church vehicle keys must be returned immediately to the church office after each use, or if after hours placed in the night drop box located outside of the church office main entrance. The vehicle(s) shall be properly cleaned, seats returned immediately after each use, and re-fueled by the group or ministries responsible for its use.

**In order to maintain the building and be considerate of others using the same facility, I understand we are to abide by these guidelines and regulation contained within this policy.**

Signature of user \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY:**

**APPROVED: YES/NO** DATE \_\_\_\_\_ **BY** \_\_\_\_\_

**DATE APPLICANT NOTIFIED** \_\_\_\_\_

**THIS POLICY IS TO BE REVIEWED WITH APPLICANT EVERY 12 MONTHS FOLLOWING INITIAL SINGING OF THE FACILITY USE POLICY.**