### Laurinburg Presbyterian Church

### POLICIES, PROCEDURES and GUIDELINES

### For Use of Facilities, Furnishings and Equipment

The Session of the Laurinburg Presbyterian Church understands the importance of the availability of church owned facilities and furnishings to groups and/or individuals requiring meeting space. The Session is committed to making our facilities and furnishings available for such use. As stewards of the church’s facilities and resources, however, the Session also recognizes that clear Policies, Guidelines and Procedures are necessary for orderly use and good stewardship of the church’s property and resources.

**CATEGORIES OF GROUPS APPLYING FOR USE**

The following is a general description of the four basic categories of groups who may be permitted to use church facilities, furnishings and equipment. Groups in Category I shall be given the highest priority for use of the church.

#### CATEGORY I

Congregational committees, organizations, programs and activities sponsored by the LPC as a regular part of its life, ministry and mission are identified as Category I and will have first priority in reserving church owned facilities and equipment. These groups include but are not limited to the Session and its committees, the Board of Deacons, Presbyterian Women (including Circles), Church School classes and programs, Youth Fellowships, MACs, LPC sponsored Boy Scout Troop, Cub Scout Pack, Girl Scout Troop, Presbyterian Child Care Center, and the Presbytery of Coastal Carolina.

#### CATEGORY II

Members of the LPC or their families applying as individuals or groups for personal use shall compose Category II. Such activities may include but are not limited to wedding showers and receptions, baby showers, birthday or anniversary celebrations, family reunions and other similar occasions.

#### CATEGORY III

Ecumenical and other church or community organizations which are non-profit and whose purpose is consistent with the mission of the LPC shall compose Category III. Such groups include but are not limited to the Ministerial Association and/or Alliance, Church Community Services, Habitat for Humanity, the American Red Cross, Hospice, CROP Walk, Relay for Life, and North Laurinburg School.

**CATEGORY IV**

Non-members of the LPC and organizations not otherwise specified above including other non-church or “for profit” groups intending to use our facilities for meetings, meals or for the purpose of fund raising shall be considered in Category IV. Any group in Category II and III using our facilities for fund raising shall then be considered Category IV.

POLICIES

1. NO ALOHOLIC BEVERAGE may be served or consumed, and NO SMOKING is permitted on or in church property at any time.
2. There shall not be any changes made in the electrical wiring, lighting equipment or public address system, nor shall stage equipment be changed or removed without the specific permission of the BEG Committee.
3. There shall be no nails, tacks, tape adhesives, or any other defacing device used on the floors, walls or ceilings of the church facilities without permission of the BEG Committee.
4. All set-ups and clean-ups of church furniture and furnishings shall be handled by the custodial staff. Information about requested set-ups including such things as tables, chairs, P.A. Systems shall be submitted at the time of application.
5. An Active Member of the LPC must be designated as the responsible person on all applications for use of church facilities, furnishings and/or equipment.
6. No facility use by group or individual in Categories II, III, and IV may exceed 10:00 PM weekdays and 11:00 PM Friday, Saturday or Sunday.
7. Church activities shall have priority in scheduling. In rare instances approval granted to outside groups or individuals may even need to be canceled or rescheduled at the discretion of the Building, Equipment and Grounds Committee.
8. Church owned equipment and furnishings such as tables and chairs shall not be removed from the church property.
9. All groups using the kitchen equipment must understand the proper operation of the equipment. A member of the church staff or an authorized member of the LPC who is knowledgeable in the use and cleaning of the equipment will instruct those wishing to use the equipment.
10. The Church Office and Choir Room shall not be available for use by Groups II, III, and IV.
11. A check for the custodial fee for use of the facilities shall be included with the application before it will be considered. If application is not approved this fee would be returned.

##### Procedures

1. All dates requested for building or equipment use must be cleared with the Church Office prior to application.
2. An authorized representative of the group applying must complete and submit an “Application for Use of Facilities or Equipment” through the Church Office.
3. In order to properly schedule the use of church owned facilities, groups/individuals who schedule regular weekly or monthly meetings shall make application at least annually. These standing meetings shall be posted on the church calendar.

4. All groups/individuals approved for use of church owned facilities shall also be listed on the church calendar.

1. Request for the use of church owned facilities for political or commercial purposes shall always be referred to the Session for approval. The Session meets the third Monday of each month, except in July. Individuals or groups requesting the use of church facilities shall submit their requests far enough in advance to prevent the need for special Session meetings.
2. All groups using church facilities including the Hut at times other than normal office hours will be responsible to make arrangements with the Church Office for unlocking and locking the church building and/or facilities.
3. Groups in Categories III and IV requesting use of church owned facilities should normally do so not more than three months and preferably not less than one month in advance in order to insure Groups in categories I and II the opportunity to reserve the use of the facilities on a priority basis.

GUIDELINES

1. The ultimate responsibility for approval of all application for use of church facilities and/or equipment rests with the Session.

2. It shall be the responsibility of the Senior Minister/or his designee to review all applications for use of church facilities or equipment. If necessary, the Minister may present applications to the BEG Committee or to the Session or to both for final approval.

1. The Senior Minister/or his designee is responsible to insure that all applicants are notified in a timely fashion regarding their applications, including any required fees or conditions. The Senior Minister/or his designee will forward a copy of the application to the Moderator of the BEG Committee.
2. All groups using the facilities are expected to make sure facilities are kept clean and in orderly condition.
3. All groups using facilities and/or equipment shall be responsible to the Laurinburg Presbyterian Church for any damages done to the facilities. Such groups shall be liable for any property damage or personal injury occurring on church property during the rental period. All groups further agree to indemnify and hold harmless the LPC from any loss or damage resulting from or arising of their use of the church facilities.
4. All groups using the church shall be responsible for orderly parking in the church parking lots and, when necessary, to furnish police protection.
5. Permission to use the Fellowship Hall may also include the use of the church’s refrigerator and counter space in the kitchen.
6. The cloth tablecloths in the kitchen pantry are to be used for church functions only.
7. Food placed in the church’s refrigerator or freezer is the responsibility of those individuals placing it there. If saved for another use, the containers should be labeled and dated or they will be discarded.

FEE SCHEDULE

There will be no fees for use of the church facilities by any group in Category I. The following fee schedule has been set by the Session for use of the Fellowship Hall and the Kitchen by groups in Category II, III & IV.

#  Fees

#  Fellowship Hall Kitchen Custodial Service Hut

## Category I: 0 0 0 0

## Category II: 0 0 $100 $100

## Category III: 0 0 $100 $100

## Category IV: $400 $100 $100 $100

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**Laurinburg Presbyterian Church**

**APPLICATION FOR USE OF FACILITIES OR EQUIPMENT**

**Group/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) and Time of Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room(s) Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Set-Up/Equipment Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person Making Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Member Responsible \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Member will be Present: All of time \_\_\_\_\_ Part of time \_\_\_\_\_Hours: \_\_\_\_\_\_\_\_\_\_**

**I have read, understand and agree to adhere to the Rules for the Use of Church Owned Facilities.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

for CHURCH USE

##### Availability \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Fees to Apply \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disapprove\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By Senior Minister/Office Manager \_\_\_\_\_\_\_\_\_ BEG Committee \_\_\_\_\_\_ Session \_\_\_\_\_**

**Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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##### Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Laurinburg Presbyterian Church Fellowship Hall Set Up/Diagram**

Requested date of use: \_\_\_\_\_\_\_\_\_\_\_\_\_ actual time of event: \_\_\_\_\_\_\_-\_\_\_\_\_\_\_ setup/decorate start: \_\_\_\_\_\_\_\_

Est. no of people: \_\_\_\_\_\_\_\_\_\_ Set Up Needed: no. of long tables: \_\_\_\_\_\_\_\_ no. of round tables: \_\_\_\_\_\_\_\_

no. of chairs around tables (6 or 7): \_\_\_\_ Rows of chairs: \_\_\_\_\_\_\_ chairs of \_\_\_\_\_\_\_\_ rows with center aisle

Check if needed: podium \_\_\_\_ microphone \_\_\_\_ Note: You must bring your own laptop. Do you need computer cords & remote for screen projection? \_\_\_ Is there Sound in projection? \_\_ *or* Visual only \_\_\_\_?.

PERSON MAKING REQUEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ today’s date: \_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work or home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Draw a diagram of how you would like our custodial staff to set up the room for you below.

**At least 2 weeks prior to the event** get it to the church office via email it: laurinburgpres@bizec.rr.com or mail to LPC 600 W. Church St. Laurinburg NC 28352 Questions contact church office: 910-276-0831, x. 301

FELLOWSHIP HALL STAGE

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