

Newtown Square Presbyterian Church

Building Usage Policy

1. General

Newtown Square Presbyterian Church (NSPC) building and facilities are available for church groups and church related groups, subject to space availabilities. Application for use by community groups not directly a part of the church will be considered within the existing and anticipated schedules and needs of church groups. Once an application for use by an outside group is approved, as per item 3, the church is considered as having been committed.

2. Buildings and Facilities

<u>Room</u>	<u>Use</u>	<u>Capacity</u>
Sanctuary	Worship/meeting	350
CE Building	Dinner, large groups	150
	Meetings, special Events	200
Chapel	Worship	80
Senior High Room	Meetings, socials	75
Primary room	Meetings	100
Junior room	Meetings	100
Memorial Hall	Meetings	150
Library	Meetings, study	20

These capacities for each room are not to be exceeded.

3. Procedure for Applying for Use of the Building and Facilities

Written requests on the application form must be submitted to the Church Secretary who will schedule the event after approval by Session and or the Buildings and Grounds Commission. Schedule conflicts will be resolved by Session.

4. General Responsibilities

- a. All groups using the building and facilities shall be responsible for compliance with all rules and regulations governing usage as specified herein.
- b. All groups using the building and facilities shall be financially responsible for the reimbursement to the Church for breakage or damage of church property and are requested to report such occurrences promptly to the Church Office.
- c. All groups using the building and facilities must be supervised by at least one responsible adult. If children are involved, at least two adults must be present at all times. For every ten children or teenagers there should be at least one adult supervisor who can visually monitor the children or teenagers at all times.
- d. Approval is needed on all types of entertainment scheduled.
- e. Approval is needed for affixing any items to walls and/or ceilings.
- f. All vehicles must be parked within the identified parking spaces, keeping the driveways clear for emergency vehicles and normal traffic flow. No parking is allowed on the grass.
- g. All groups using the building and facilities shall be required to:
 - 1) Set up and arrange all chairs, tables, and equipment required for the event, and return same to their designated storage space after the event.

- 2) Clean up and deposit all trash in plastic bags (provided by the using group), secure bag with twist tie, and deposit in dumpster in lower parking lot.
 - 3) Remove all event decorations and supplies from the premises.
 - 4) Turn off lights and equipment; shut and lock windows and doors when leaving.
- h. All groups using the kitchen shall be required to:
- 1) Clean equipment, utensils, and dishes, and return them to their designated location.
5. Restrictions
- a. Smoking is not allowed in the buildings or on the grounds.
 - b. Smoke machines (sometimes used by DJs) are not allowed since they will trigger the smoke alarm to sound and result in the dispatch of fire trucks.
 - c. The following are not allowed on church property: illegal drugs, alcoholic beverages, gambling, immoral or illegal activities, defacing of buildings or grounds, weapons, fires, long distance telephone calls from Church telephones. In addition, the following are not allowed on church property without prior approval: athletic games, cooking or baking in the kitchen.
6. Emergencies
- a. Telephone 911 to report fire, police, or ambulance emergency.
7. NSPC Emergency Contact: XXXXXXXXX

I have read the above usage policy and agree to be responsible for insuring that my group adheres to the policy.

Signature of Group Representative

Date

NSPC Representative

Date