

## **FACILITIES USE POLICY**

Guidelines, procedures, and charges for the use of Lake Hills Presbyterian Church (LHPC) facilities by members and approved outside groups.

### **▪ LHPC Organizations**

1. Purpose—Ministry activity or business meetings that are part of the church organization.
2. Approval—Needed only for scheduling requirements by the Facilities Use Team to avoid conflicts. When there is a conflict, standing meetings prevail and should therefore be scheduled at the beginning of the year.
3. Facilities Request—Must be completed if key is issued, or as otherwise deemed appropriate by approving staff member. There are many keys held by Elders both previous and present and most times a key is not needed.
4. Key Issue—Only the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it upon completion of use.
5. Custodial Services—Normal services should be sufficient for most activities but should be considered for intensive and lengthy sessions.
6. Charges—None

### **▪ LHPC Members**

1. Purpose—for family oriented activities such as showers, birthday parties, receptions, etc.
2. Approval—Must be approved by the Facilities Use Team.
3. Facilities Request—Must be completed. Occupation and usage is limited to only the facilities requested and approved, plus restrooms.
4. Key Issue—Only to the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it immediately upon completion of use.
5. Custodial Service—None. Individuals are expected to set up, clean up and restore area used to normal room arrangement. Individuals will be billed for damage and/or custodial service if space is not properly cleaned or restored to normal room arrangement. USE OF KITCHEN MUST MEET GUIDELINES ATTACHED.
6. Charges—None

▪ **Non-LHPC Organizations and Individuals**

1. Purpose—For groups seeking to build up and improve the relations and lives of those persons in the surrounding community.
2. Approval:
  - a. Groups previously approved (Scouts, Garden Club, etc.) by Facilities Use Team
  - b. Others—Approval by Facilities Use Team
  - c. Overnight Stays—Special consideration and conditions will apply toward approval. Group size is limited to 50 persons.
3. Facilities Request—Must be completed. Occupation and usage is limited to only the facilities requested and approved, plus restrooms.
4. Key Issue—Only to the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it immediately upon completion of use.
5. Custodial Service—None. Individuals are expected to set up, clean up and restore areas used to previous condition and arrangement. Failure to do so may result in additional charges or denial of future use. **USE OF KITCHEN MUST MEET THE GUIDELINES ATTACHED.**
6. Remove any trash/garbage from the Church facilities and grounds.
7. Charges for use of the facilities will be as follows unless waived by the Facilities Use Team:
 

a. Classroom	\$50
b. Conference Room	\$50
c. Fellowship Hall	\$100
d. Fellowship Hall (overnight)	\$75/night additional charge

*Notes:*

- Entire Facility and Grounds are alcohol, tobacco, and illegal drug free.
- No church property (tables, chairs, supplies, etc.) may be borrowed or taken from church grounds without the prior approval of the Session.
- The church does not host partisan political advocacy groups.
- Non-LHPC Sponsored Athletic organizations may apply for use of the Fellowship Hall for practice or League games. Consideration will be given to use of the ball field and to the Fellowship Hall for basketball when LHPC member is on the team or has a child who is on the team requesting use of facilities.
- In the event of a time conflict, Church activities will prevail but evaluation of the situation will occur if the request for church activity was entered subsequent to the other group.
- Requestor and their entire party shall indemnify LHPC from any and all liability for injury to any persons while on the premises and LHPC assumes no liability for stolen, lost, or damaged personal items.

- Requestor assumes responsibility for any damages done to LHPC property and equipment during use and will pay for replacement/repair accordingly.
- Facilities and grounds should be left as they were found. All decorations should be removed upon leaving and all tables, chairs, etc. should be returned to their storage areas. All lights should be turned off and all doors should be locked upon leaving.
- Stack all tables on the table dollies (in the storage room beside the kitchen) and the chairs on the chair dollies.
- Use of telephones for local calls only and requestor will pay for any unauthorized long distance calls.
- Failure to meet obligations and abide by rules and guidelines presented may result in expulsion.

## **Kitchen Use**

- Church groups and committees may use the church's paper and plastic ware in the kitchen, but should use opened packages first and put unused portions back in the original bag or box.
- Church groups and committees may use the church's charcoal and lighter fluid, but should return them to the area in which they were found. Do not store them in the kitchen closet.
- Non-church groups must bring their own paper ware, plastic ware, charcoal, etc.
- No leftovers shall remain in the refrigerator or on the counters.
- If a church group or committee leaves items in the freezer, they must be labeled with a name and date.
- Personal dishes should not be left in the kitchen.
- All garbage must be removed from the church grounds and facilities.

### **All requests must be approved by the Facilities Use Team.**

1. Requests for facilities are directed to administrative assistant who completes a form indicating what facilities are needed, date of request, purpose of use, and any financial responsibility to the person or group requesting use.
2. Team leader receives request and checks church calendar to determine facilities availability.
3. Team leader communicates with Property & Facilities Committee to determine appropriateness of request.
4. Team leader communicates decision to requestor and includes copy of the Church Facilities Use Policy.
5. Team leader provides for needs of groups using the church (keys, etc.).
6. Team leader attends Property and Facilities Committee meetings as needed.

**Lake Hills Presbyterian Church**  
**Request for Use of Facilities**

Purpose of Use: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Contact of Person Requesting: Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_