

BUILDING USE POLICY

YORKMINSTER PRESBYTERIAN CHURCH
6218 George Washington Memorial Highway - Yorktown, Virginia 23692
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The officers and members of Yorkminster Presbyterian Church regard the church facilities as treasured resources for the worship and work of the congregation. They also see these facilities as instruments of mission and are pleased to make them available to groups in the community who are pursuing goals which are compatible with the church's understanding of its calling.

CATEGORIES OF USERS

1. Yorkminster Presbyterian Church Organizations. Organizations of the church have first claim upon the facilities.
2. Yorkminster Presbyterian Church Members. Second in order of priority are members of the church to whom the facilities are available for weddings, anniversary celebrations, birthday celebrations, etc. There is ordinarily no charge to members for the use of the facilities. There are charges for custodial care and supplies.
3. Sponsored Groups. Third in order of priority are users who are not a part of the church but whose activities are ones which the church sponsors as an extension of its own mission. Examples of such groups are the Boy Scouts, Cub Scouts, etc. Events sponsored by PC(USA) and other local churches also fall within this category. Sponsored groups use the facilities without charge. Sponsored groups may be charged a fee deemed sufficient by the Facilities Coordinator to cover the cost of utilities and custodial care depending on the type of event scheduled.
4. Endorsed Groups. Fourth in order of priority are users whose activities are supported by the church, but not sponsored. Examples are Girl Scouts, Alcoholics Anonymous, Al-Anon etc. Endorsed groups may be charged a fee deemed sufficient by the Facilities Coordinator to cover the cost of utilities and custodial care depending on the type of event scheduled.
5. Approved Groups. Fifth in order of priority are users whose activities are acceptable to the church but are neither endorsed nor sponsored by the church. Examples are Community Groups like York River Band, the Quilters, Piano Recitals, Yorktown Revolutionary Softball League, the Red Cross, etc. Approved groups may be charged a fee deemed sufficient by the Facilities Coordinator to cover the cost of utilities and custodial care depending on the type of event scheduled.
6. The facilities of Yorkminster Presbyterian Church are not available to individuals or groups for purposes related solely to personal gain.
7. Outside organizations may schedule events up to 6 months in advance. *(Please see #3 under Guidelines for Processing Applications)*

GUIDELINES FOR PROCESSING APPLICATIONS

1. The Facilities Coordinator shall convey a copy of these guidelines and the accompanying application to the persons or organization requesting facility usage. The application form shall be completed and returned to the church office as far ahead of the requested dates as possible, in no case less than two weeks.
2. The Facilities Coordinator shall, based on the stated policy of Yorkminster Church and with the appropriate input from the necessary committees and/or the Session, approve or reject the application and inform the applicant that the facilities are or are not available. A report shall be made to the Session each month by the Facilities Coordinator listing all requests and responses (approvals and rejections).
3. The Facilities Coordinator has the right to terminate use permission by verbal contact followed by written notice. This right will be invoked only in case of extreme circumstances i.e. fraud, emergencies etc.
4. The Facilities Coordinator has the right to relocate persons or groups to different spaces within the facility if other rooms will accommodate the group and their requirements.

BUILDING USE RULES

1. Church property shall not be moved without permission. Any property requiring professionals to move (i.e. pianos) will be done at the expense of the person or organization desiring the item(s) moved. Any property moved shall be replaced in its original position, at no cost to the church, at the conclusion of any approved activity. The facilities may only be used in the manner agreed to in the "Application for Use" document.
2. The facilities may be used only for only the hours requested and approved on the Facilities Request Form. If additional hours are needed, they must be requested and approved prior to the event.
3. The Facilities Coordinator will be responsible for seeing that the facility is open for and secured after your scheduled event. Any special arrangements for access to the facility prior to the event must be made with the coordinator.
4. Any broken or damaged items or damage to the property shall be reported to the Facilities Coordinator and replacement/repair costs paid by the user.
5. Musical instruments may be used only with the permission of the Facilities Coordinator.
6. Smoking and alcoholic beverages are not permitted within the facility. Consumption of alcoholic beverages is not permitted anywhere on Church property.
7. No youth under the age of 18 shall be permitted to use any of the church facilities, exterior or interior, without appropriate adult supervision as outlined in the "Yorkminster Presbyterian Church Safety Procedures for Children and Youth". A copy of this policy shall be provided when necessary and compliance with same is required.
8. Except for liturgical celebrations, no food or drink is permitted in the sanctuary. Food or drink is not allowed in any area of the church facilities unless approved in advance by the Facilities Coordinator.
9. Users are expected to comply with special regulations which apply to specific parts of the facility, e.g. the church kitchen. If kitchen use is requested and approved, please refer to "Kitchen Use Guidelines".
10. The floor in the Fellowship Center requires special cleaning techniques; therefore those using the facility are asked to only perform minimal cleanup on the floor, i.e. pickup garbage, wipe up spilled liquids with a cloth dampened with water only.

FEES FOR USE OF FACILITIES

The following fees will generally be charged for the use of the church facilities, (*Additional fees for weddings are listed in Yorkminster's "Wedding Policy"*). The Facilities Coordinator shall have the right to charge higher or lower fees when warranted by unusual circumstances such as usage longer than four hours and the provision of unusual services. Once your request has been approved, a \$100 deposit will be required in order to hold your date.

Facility	Building Use Fee	Custodial Fee
Sanctuary	\$150	\$ 75
Fellowship Center Covenant Hall (includes the Commons)	\$200	\$125
Fellowship Center Commons Only	\$100	\$ 50
Fellowship Center Kitchen	\$ 75	\$ 25
Founders' Hall	\$100	\$ 50
Founders' Hall Kitchen	\$ 25	\$ 25
Class Room	\$ 25	0
Ball Field	\$ 25	0

Any Sponsored, Endorsed or Approved Group using the facilities will identify a Liaison who will be responsible for the group's use. The Facilities Coordinator will:

- (1) plan with that person the group's use of the facilities and review the guidelines for the use of specific facilities;
- (2) issue keys to the Liaison if needed, and
- (3) contact the Liaison about any damages resulting from the groups use of the facility. Keys are not to leave the hands of the Liaison and are to be returned promptly at the end of the group's activity. The group will be responsible for the cost of repairing any damage resulting from their use of the facility.

Yorkminster Presbyterian Church
APPLICATION FOR USE OF FACILITIES
[If door key is required, there is a refundable \$5.00 deposit]

(Please Print)

Date of Application _____

Name of Applicant or Organization: _____

Name of Responsible Party: _____

Address: _____

Phone: Hm _____ Home Email Address: _____

Cell _____

Dates Requested:

One Time Use - Date _____ Time _____ to _____ Actual begin/end times _____ to _____
(Include hours needed for set-up and clean-up)

Periodic Use [one year maximum] – In the space provided, please list dates and times in order of occurrence, using the calendar year, January-December. Please attached additional list if needed.

Rooms/facilities requested: _____

Purpose of use: _____

Is special room set-up required: _____

Equipment requested: _____

Will beverages and food be served? _____ If so, please describe _____

Will event be catered? _____ If so, name & phone # of caterer _____

Number of people expected to attend event: _____

If kitchen use is requested, please indicate what equipment needs to be used _____

(Please note: Use of the kitchen in the Fellowship Center requires additional approval and a trained person from Yorkminster must be present to oversee its use for the event.)

Comments: _____

Custodial Fees and Building Use Fees (if required) must be received at least 2 weeks prior to the scheduled event. Checks for use of the building should be made payable to Yorkminster Presbyterian Church. Custodial fees should be made payable to Anita Morton.

Liability Release Statement

(must be read and initialed by person responsible for event)

Groups using the facilities and/or property of Yorkminster Presbyterian Church (YPC), herein "User", agrees to assume the entire responsibility and liability for all damages or injury to all persons, whether its employees or otherwise, and to all property, arising out of or in any manner connected with the use of the facilities and/or property of YPC under this Facility Use Agreement; and to the fullest extent permitted by law, the User shall defend and indemnify YPC and its Officers, Staff and members, from any and all demands, claims, suits, causes of action, damages, losses, penalties, and/or expenses, including attorneys fees, and including without limitation claims for which YPC may be or may be claimed to be liable by reason of its own independent negligence. User's obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the User under worker's or workmen's compensation acts, disability benefit acts or its general liability insurance coverage. Initial _____

I have read, understand, and accept the terms/conditions for use of facility.

Signature

Date

Please Print Name

Please complete and return this sheet only.

[Office Use Only]
Given for Approval to: _____
Date: _____
Date Approved: _____
<input type="checkbox"/> Placed on Calendar
<input type="checkbox"/> Custodial Fee Received
<input type="checkbox"/> Building Use Fee Received

[For Office Use only]

OFFICE/CALENDAR AVAILABLE – yes no

SESSION – approved disapproved

PASTORS – approved disapproved

WORSHIP COMMITTEE (sanctuary use) – approved disapproved

PROPERTY COMMITTEE – approved disapproved

CHRISTIAN EDUCATION COMMITTEE – approved disapproved

STAFF – approved disapproved

Person requesting facility notified of decision by _____ Date _____
Name of person making contact

[TO BE COMPLETED BY FACILITIES COORDINATOR AFTER USE OF FACILITIES]

Comments or Concerns regarding the use of facilities by this group/person:

Were there any damages to the facilities or property? Yes No

If yes, please explain _____

Cost of repair/replacement: _____

Person contacted regarding damage: _____ **Date** _____

How was problem resolved: _____

This group/person will be allowed to use YPC facilities in the future: Yes No
