

The Princetown Evangelical Presbyterian Church
Operating Policy 2-3
Use of Church Property
Approved by Session Resolution on November 10, 2015

1) Scope

This Operating Policy applies to the use of PEPC Facilities when the use is not a part of the various programs of PEPC. Examples are weddings, funerals, memorial services, bridal showers, family parties, picnics, etc.

2) PEPC Facilities

- a) PEPC Facilities comprise the sanctuary and other real property facilities of PEPC, including without limitation the Café, educational facilities, picnic pavilion, offices, grounds, and any other facilities normally used for various programs in support of the mission of the church.
- b) PEPC Facilities are not facilities of public accommodation, but are facilities owned by PEPC and dedicated for programs in support of the mission of the church.

3) Granting of Permission

- a) Permission may be granted for the use of PEPC Facilities for various purposes outside of the church program only when it is determined that such purposes and activities are not inconsistent with the mission, faith and doctrine of the EPC as so defined and set forth in the EPC Constitution.
- b) Primary responsibility for granting such permission rests with the Session of PEPC. The Session has commissioned the Pastoral Staff and Office Managers to act in its behalf to administer the use of PEPC Facilities in cases where there is ample reason to believe that all conditions set forth in this Operating Policy will be met. In situations where there is less than ample reason to so believe, the Pastoral Staff and Office Managers shall, at their discretion, either:
 - i) deny permission, with the understanding that appeal may be made to the Session of PEPC, or,
 - ii) refer the question to Session.
- c) The situations in which a valid decision as stated in a) above may be made are confined to the following:
 - i) The group includes one or more Members of PEPC. In such cases the person who signs Form 1 of this policy shall be a Member of PEPC.
 - ii) The group is another Christian church or some other Christian group which shares the values of PEPC.
 - iii) The group is one with which we have previous experience.
 - iv) The group is the Princetown Preschool.

- d) Subject to normal review in the EPC ecclesiastical court system as provided in the Book of Order, the Session of PEPC, together with the Pastoral staff and Office Managers, shall determine whether the PEPC Facilities will be used for purposes not inconsistent with the mission, faith and doctrine of the EPC as defined and set forth in the EPC Constitution.
- e) Permitting an instance of use which is determined to be outside the mission, faith and doctrine of the EPC does not amount to an endorsement of that use or activity, nor is it a waiver of our right to determine future use.

4) Forms, Fees, Planning, and Rules

- a) Every request for the use of church property begins by reserving the appropriate PEPC Facilities by completing the form "Request for the use of Church Property," which is attached to, and a part of, this Policy. If use of the Café or picnic pavilion is requested, there is an additional form required, which is also attached to, and part of, this Policy. The individual who signs the form (or forms) is personally responsible for assuring compliance with all conditions stated in this Policy, and is personally responsible for any expenses incurred by PEPC as a result of the property use.
- b) The rental fee for major PEPC Facilities such as sanctuary, Café, and the picnic pavilion, is \$50 per facility. This fee is typically waived for PEPC Members. There are other fees depending on the size and type of event, for example, consumable products, sound technician, computer operator, or custodian. A staff member will contact each applicant regarding event details, event planning, additional details, and costs.
- c) For children's birthday parties, a \$50 deposit must be paid to the church office at the time of scheduling. This will be used to cover property damage or other extra expenses incurred as a result of the property use. The balance will be refunded.
- d) No animals (for example pets or petting zoo) and no equipment (for example a Bouncy Bounce) shall be used on PEPC Property without prior approval.
- e) An additional charge may be made if PEPC properties are used, or continue to be used, after 6:00 PM on a Saturday.
- f) Neither illegal drugs nor alcoholic beverages are allowed on PEPC property.
- g) Tobacco use is prohibited within all PEPC facilities, including the pavilion.
- h) Children must be supervised by an adult at all times.

For Office Use
Signed Form(s) Received _____
Approved _____
Rental Fee Received _____
Deposit Received _____
Deposit Returned _____

REQUEST FOR USE OF CHURCH PROPERTY

The Princetown Evangelical Presbyterian Church
3662 Gifford Church Road Duanesburg, NY 12056
Phone (518) 355-0794 Fax (518) 355-4340

Name _____ Phone _____

Address _____

Date of Activity _____ Start Time _____ End Time _____

Request use of: Sanctuary Café Pavilion other _____

Purpose/Event Description _____

Temporary Door Code Needed: _____

I have read and understand Operating Policy 2 "Use of Church Property" and assume responsibility for compliance with these conditions. If you have received this form without a current copy of Operating Policy 2, a copy should be obtained from the church office.

Signature _____ Date _____

Use and Cleanup Procedure for Princetown Church Property

1. A "Request for Use of Church Property" form may be obtained from the church office. This form initiates reserving any of the church facilities.
2. The person who signs the above and this form will be the contact person and that person is responsible for following this policy.
3. Any group or individual using church facilities must agree to clean up after their event. Clean up can be arranged through the church for a fee, the cost determined by the size of the event.
4. Clean up includes:
 - a. Clean any dishes or utensils and return them to where you found them.
 - b. Clean sink, stove, counters, and any coffee pots that are used.
 - c. Clean tabletops if needed.
 - d. Sweep the floor of spaces used.
 - e. For the pavilion: Remove all trash, empty all garbage cans and place all garbage in the dumpster.
 - f. Replace picnic tables in the pavilion if moved.
 - g. Clean grills if used.
 - h. In general the facility used should look the way it did before the event took place.
5. All groups must use their own paper goods and food. No open food can be left in the pavilion after an event. No food may be left in the refrigerator or ovens after an event. All 5¢ returnable bottles and cans must be removed from the property after an event, either by taking them home or leaving them in bags in the Hope of Life bottle collection bin. Recyclables must be taken home.

I agree to these conditions of the use of church facilities:

Signature _____ Date _____