

The United Presbyterian Church of Blairsville Facility Policies and Fees

Any use of the facilities and grounds under the administration of The United Presbyterian Church of Blairsville must be consistent with our Christian faith and help build and enrich individuals, families, and the Christian community at large.

Those wishing to use the buildings and facilities of The United Presbyterian Church of Blairsville must follow the procedure listed below:

1. Initial request through the church office.
2. A review of the goals, methods, and materials disseminated by those using the facilities and grounds.
3. Approval of the use by the Session of the Church and/or the Pastor, if appropriate.
(Note: this approval is for the specific purpose stated and cannot be modified or transferred to others without additional specific approval).

It is the responsibility of the leadership of approved organizations to see that all facilities and grounds are left clean, safe, and in the same order in which they were found and that all guidelines are followed. Further, any damage or defective facilities and equipment must be reported to the church office by email or by phone no later than 9:00 a.m. the morning following its discovery. If any problem occurs on a Friday or Saturday, it is imperative that the Staff be made aware of the problem as soon as it is discovered so that corrections can be made to prevent any interference with the Lord's Day use of the facilities. Compensation may be required for damages incurred during use of the facility.

Your request for use of the facilities and/or grounds must be made on our form "Request for Use of Church Facilities". The form must specify the date, event, time (start and end), person requesting, member/nonmember, address, telephone, number attending, room requested, and any other pertinent information.

FACILITY & GROUNDS USE GUIDELINES

1. Smoking or tobacco use is not permitted on the grounds or in any building. No alcoholic beverages or illegal drugs may be brought onto the premises. Intoxicated persons are not permitted on the premises.
2. The facilities and grounds will not be used by any organization at any time without specific prior approval and are not available for use on Sunday morning except for worship and Christian fellowship. Groups wishing to have bands or deejays must indicate this on the request form, including the type of music to be played.
3. All rooms will be left in a clean, neat and safe condition and all doors and windows locked, lights and heating/cooling turned off when group leaves. All first floor exits must remain unlocked (and not blocked) during the activities though. Cars may not block exit doors.
4. All furniture and equipment must be returned to its proper place.

5. No food or beverages may be carried into the sanctuary. Consumption of food and beverages elsewhere should be confined to as small an area as possible. However, we understand that small children may need a snack during worship service, but we ask that you use discretion in the type of treats (no chocolate or food that stains or is sticky) and clean-up any crumbs when you leave.
6. Paper plates, napkins, cups, plastic eating utensils, ice, and trash bags for clean up after eating are all the responsibility of the group sponsoring the group might find some or all of these items in the church kitchen at any given time, such items are not for use by any others except those who bought and paid for them.
7. Children must be under constant adult supervision.
8. No pins, tacks, staples or nails may be used in walls, doors, or furniture.
9. Tape may be used only on surfaces that are not painted and which allow for and which allow for easy removal without permanent marring. easy removal without permanent marring.
10. Thermostats will be set by the staff and can't be changed. Windows and doors must be closed before leaving. Electrical devices must be turned off when not in use and before leaving. Use of open flames is prohibited in the classrooms. Guests should be aware of the location of the fire extinguisher and range hood fire system pull station.
11. The sanctuary piano must not be moved for any reason.
12. Sound systems must not be used without prior instruction and permission.
13. Any cleaning left for the custodian of the Church, must be arranged for in advance with the custodian. This should include appropriate compensation for this additional work. Garbage may not be disposed of in the sink drains. Garbage must be placed in plastic bags and placed in outside trash containers. All spills are to be wiped.
14. Tables should be lifted when moving. Sitting on tables is not permitted, nor is standing on chairs.
15. Fundraising and gambling events are not permitted on the grounds, unless specifically waived by the Session.
16. Profanity will not be tolerated on the grounds.
17. The church telephones are for emergency use only.
18. Use of incense, fog, or similar machines is prohibited.
19. No animals, except guide dogs, are to be in the building.
20. No shoes with metal cleats are permitted.
21. Inside decorations are limited to table tops or self-standing. Use of staples, tacks, nails, duct tape, glues, or any adhesives are not permitted.

Violations of the policy may result in the event being terminated and guests required to leave. Approval for use by a group or organization is for a designated area and does not grant said group access to the entire facility. The church is not responsible for lost or stolen property.

The United Presbyterian Church of Blairsville is a non-profit Christian ministry, and all its expenses are borne by those who participate. Therefore, an appropriate contribution commensurate with the group's usage may be assessed by the members of the Session and will be communicated to the group and will include the duration of this agreement.

The needs of The United Presbyterian Church of Blairsville will, if necessary, supersede even the approved use of another organization. If such a circumstance should occur, (for example a funeral), the church will provide as much advanced notice as possible to the organization.

DONATIONS

Members will not be asked to contribute a specific donation; a member is considered an active member on the rolls of the church. Nonmembers will be asked to contribute the following donations (specified donations may be waived for nonprofit organization requests):

Fellowship Hall	
Small Groups (up to 50)	\$ 75
Large Groups (50 to 125)	\$125
Kitchen (if used for cooking)	\$ 50
Classrooms	\$ 50 for one classroom and \$ 10 for each additional classroom <u>\$ 75 for the large classroom</u>

Fees for weddings are described in the separate Wedding Manual booklet.