

# The Presbyterian Church of Saint Elmo – Church Use Guidelines

## Purpose of Use

Use of church facilities is intended to promote the kingdom of God. All groups or persons seeking use of church facilities must demonstrate how such use promotes the Kingdom. This promotion may be direct, as in the case of youth group activities, prayer meetings, etc. or indirect, as in the case of music tutoring or other community-based activities.

## Eligibility for Use

Eligibility for use of church facilities is limited to groups and individuals with a connection to or regular interaction with SEPC. Consideration for use will be determined based on the degree to which the user is associated with SEPC, according to the following tier system:

### Members, Family, and Affiliated Groups

The first level includes church members, relatives of members, groups that the church supports, or is involved with.

### Recommended Groups and Individuals

The second level includes groups and individuals that have an association with a church member willing to vouch for them.

### Community Groups and Individuals

The third level includes all other groups and individuals seeking church use.

## Responsibilities of Use

The ability to use the church facilities carries responsibilities. In order to insure that the church facilities are protected and maintained, each group or individual must bear the following responsibilities:

### Approval and Communication

- All users are required to apply for use before a function. Functions that occur on a regular basis must be renewed annually, or as otherwise appropriate.
- Applications must be received prior to the next Building & Grounds Ministry Group meeting. Meetings are held on the last Wednesday of the month. (i.e. May functions must be approved in April.)
- All function days and times must be approved beforehand. Any changes to a function scheduled must also be approved beforehand.
- Any significant changes to the leadership of approved groups or organizations, that may affect church use, should be communicated to the appropriate SEPC representative as soon as is reasonably possible.

### Security (Personal)

All users of church facilities are required to conduct themselves in a safe manner. A responsible adult in charge must supervise all functions and events on church property.

### Security (Property)

- Users of the church building must seek to maintain a reasonable degree of building security. The person in charge of the function has the responsibility to see that the building is properly locked after use. Functions should be contained to designated and appropriate areas, and functions must be reasonably well supervised.
- Access to church facilities will be handled on a case-by-case basis. In cases when church keys are issued for functions, the users are expected to protect the keys, and to return them to the appropriate SEPC representative when the term of use is complete.

### Upkeep

- All users are expected to help maintain a reasonable level of cleanliness of church facilities. If a function will cause additional church cleaning either before or after, it is the responsibility of the users to arrange.
- In cases where substantial cleaning is required, either before or after a function, the user may be required to pay a cleaning fee charge of \$50.

- Users are responsible for paying for any damage to the building or grounds during the function. A property damage deposit of \$50 may be required in advance. The Building and Grounds Ministry Group will be responsible for determining the cost of repairs.

#### General Consideration

- Users are expected to abide by all church rules, such as prohibitions of weapons, use of inappropriate or illegal drugs, and alcohol and tobacco products.
- In addition to the responsibilities listed above, all users are expected to conduct themselves in a mature and polite manner. At times, there may be multiple groups using the facilities simultaneously. In these cases, it is especially important for all users to respect other users.

#### Exceptions

The above policies are designed as guidelines for church use. In any case, SEPC may choose to waive fees, or otherwise make special accommodations.