

# Building Use Policy

Saint Elmo Presbyterian Church ~ 4400 St. Elmo Ave, Chattanooga, TN 37409 ~ [stelmopres.org](http://stelmopres.org)

The Presbyterian Church of Saint Elmo building may be used only for purposes consistent with the mission of the Presbyterian Church of Saint Elmo, and may not be used in ways that conflict with its doctrinal beliefs as found in the Bible and the church's governing documents. Facility use for weddings is restricted to members of PCA churches or those affiliated with PCA agencies.

SEPC is pleased to accommodate requests for use of our facilities by members of SEPC as well as non-members. Please observe the following guidelines when making your requests:

- A Facility Request Form must be filled out and submitted to the church office.
- **Submission of the request does not guarantee approval.**
- Please allow at least 2 weeks to process your request.
- Because of liability issues, the use of alcohol is forbidden on the SEPC campus and/or grounds.
- SEPC is a smoke free facility.
- SEPC facilities are not available for use to conduct personal business or to solicit funding either for self or a non-SEPC related ministry.
- When leaving the facility after using it, please check each exit to ensure it is securely locked. (See "Last Out" checklist.)
- If a key was borrowed, return it within one week of the end of the event.
- **For some requests (non-church related activities), permission to use the facility will include a small fee to help offset building maintenance expenses. The fee is determined on a case by case basis.**
- If you are inquiring about scheduling a wedding at SEPC, please do not use this request form but rather email the church office at [Maryltn@st-elmo.org](mailto:Maryltn@st-elmo.org) or download the forms off of the church website at [stelmopres.org](http://stelmopres.org) under the "FAQs" section.
- If Children will be on site, download the SEPC Child Protection Policy form from [stelmopres.org](http://stelmopres.org) under the "FAQs" section, fill it out and submit to office as well.

Note: We do not have a facility manager on staff, so it is not always possible to accommodate requests to use the facility after hours. All requests are reviewed by the church secretary and/or the Deacons.

Submit forms to [Maryltn@st-elmo.org](mailto:Maryltn@st-elmo.org)  
Or bring it to the church office/423-821-1424  
Or fax it to 423-821-1310

# Facility Request Form

Saint Elmo Presbyterian Church ~ 4400 St. Elmo Ave, Chattanooga, TN 37409 stelmopres.org

## Event Information

Event Name/Title \_\_\_\_\_

Event Description \_\_\_\_\_

Room(s) requested \_\_\_\_\_

Frequency: Start date \_\_\_\_\_ End date \_\_\_\_\_

One time -- Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Weekly -- Day of week \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Monthly -- Day of month \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Other -- Describe \_\_\_\_\_

Number of attendees: (approximate) \_\_\_\_\_

Key use:

I do not need to borrow a key

I need to borrow a key; I agree to return it within one week of the end of my event

## Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Your relationship to SEPC: (circle one)

member  former member  regular attender -- If none of these, please explain your

relationship to SEPC \_\_\_\_\_

I have reviewed the Building Use Policy and agree to adhere to it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# KITCHEN RULES

**Saint Elmo Presbyterian Church** ~ 4400 St. Elmo Ave, Chattanooga, TN 37409 ~ (423) 821-1424

- Please check the church calendar to make sure the Fellowship Hall is available for your event. Church events have priority over personal events. Marylu Carl, the church secretary, takes care of scheduling in the church office. Please sign up and give the name of the person responsible for the event to Marylu and she will see that it gets on the calendar. [Maryltn@st-elmo.org](mailto:Maryltn@st-elmo.org)
- Please wash and put away any dishes that you use. Do not use the dishwasher unless you have been taught how to run it.
- Wipe off sinks and counters with disinfectant spray. There should be a bottle near the hand-washing sink.
- Put any dirty linen in the hamper located in the pantry.
- If you spill on the floor in the Fellowship Hall or kitchen, please clean up the spill and use the Swiffer Wet Jet to mop to clean up the floors.
- Please remove all trash with food waste or crumbs to the garbage shed located on the 44<sup>th</sup> St. side of the church. It is the door closest to the large HVAC unit outside.
- The table cloths in the pantry are for the Fellowship Ministry Group to use for church functions. If you wish to borrow any of these please ask a member of the group first so that we know who is using them so we can make sure they are washed, returned, and hung up. We will not loan them out for events not at the church.
- Please do not leave leftovers in the refrigerator or cooler unless they are marked and you intend to use them in the near future.
- We want everyone to enjoy and use our Fellowship Hall. Please help keep it clean so the next group after you can have a pleasant event.
- Finally, see "Last Out" check sheet (attached), even if you think you only used the Fellowship Hall.

Thank you,  
The Fellowship Ministry Group

Questions? Jennifer Webster 423-463-5079

# Last Out

*A checklist for the last person leaving the building*

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## **Turn off the lights**

All of them (unless a sticker indicates it should be left on)

## **Lock upstairs exits**

1. Fellowship hall exit #1 - flush bolts (top and bottom), deadbolt, button lock
2. Fellowship hall exit #2 - flush bolts (top and bottom), deadbolt, button lock
3. Sanctuary north exit
4. Sanctuary south exit

## **Lock downstairs exits**

1. Little lambs exit - pull tight and test!
2. Nursery exit - pull tight and test!
3. Sunday school room exit - pull tight and test!
4. Rear exit - key required to lock\*
5. Side exit - key required to lock\*

\* Can be locked while people are still inside; still opens from inside

## **Check windows**

*Windows usually do not get unlocked, but it is important to make sure that each one is locked before leaving the building.*