

ROCK PRESBYTERIAN CHURCH (EPC)

Guidelines for Usage of the Facilities

On the occasion of interested parties, both affiliated and not, requesting to use the facilities and grounds at Rock Presbyterian Church, the guidelines below are published to insure consistency and consideration is given to the concerns of all parties involved.

1. Who can use our facilities?

- 1.1. Church members and affiliates may use the facilities for approved functions at no usage charge. Typically, the parish is cleaned on Saturday morning or sometimes earlier in the week; hence, both the Church Nave or Hall may need cleaning for a Friday evening or Saturday morning event.
- 1.2. Non-members who inquire to use the facilities must get approval and usage fees may apply. We also reserve the right to *deny* the use of our facilities if there is concern about the activity that will be taking place on the grounds.

2. To request use of our facilities:

- 2.1. Requests for the use of facilities require the form below to be completed and given to the church office or a deacon. The request form can be obtained from the church office or online.
- 2.2. The Church Office and the Diaconate must be notified of time and date of the event no later than a month in advance so that preparations may be made if necessary. *Ideally*, requests should be made as far in advance as possible to insure the desired dates are available (first come, first served) and that adequate time is available for the processing of the request.
- 2.3. Requests will be reviewed by the Diaconate with *final approval* of the Session. This review can be via email (office@rockpres.org) or during a meeting at the church office. The approval (or denial) of the request will be communicated to the person(s) making the request within three weeks of the date that the form is submitted.

3. Usage Fees and other requirements:

- 3.1. The following fees for non-member usage are both subject to change and intended to cover wear and tear of the facilities and maintenance costs.
 - 3.1.1. Weddings- \$200 (see wedding guidelines)
 - 3.1.2. Receptions- \$100
 - 3.1.3. Other Community meetings- \$50
- 3.2. The group(s) using the church is responsible for making sure that the Church Nave (sanctuary) is returned to its normal arrangement before the next worship service. Normal settings for the chancel area can be arranged through the Diaconate but the party using the facilities needs to insure that the sanctuary is in proper order before the next service.

ROCK PRESBYTERIAN CHURCH FACILITIES USAGE REQUEST FORM

Contact Person:		Date:	
Name of Group:			
Street Address			
Daytime Phone:		Evening Phone:	

Description of Request/ Event

Date(s) Requested	Date Form Submitted	Approved / Denied	Date of Approval

Signature of the Diaconate

Signature of the Session