



CLIFTON PRESBYTERIAN CHURCH BUILDING & GROUNDS USE POLICY

BACKGROUND AND PURPOSE

Clifton Presbyterian Church (CPC) is blessed with beautiful buildings and grounds. These not only provide us with a place for our mission endeavors, but these also enable us to share these facilities with our larger community for worthwhile purposes. This sharing is consistent with CPC's overall mission statement of being "a welcoming Christian community driven by compassion, generosity, resilience and service to others."

In light of the many activities held in our building, and because the primary purpose of the building is to gather to worship God, participate in the sacraments, give and receive instruction, initiate Mission, and enjoy Christian fellowship, it is important that we manage the use of the building well, with care to preserve its beauty and function.

This policy is a guide to our use of CPC's building and grounds. It defines the types of uses of our facilities, establishes criteria for those uses, defines limitations and restrictions, outlines key processes to reserve space, and establishes fees for use of facilities as appropriate.

USES FOR CPC FACILITIES:

CPC welcomes many uses for our facilities.

However, the facilities of the church are not available for political partisan purposes, for the recruitment of members for clubs outside of the church, nor for the purpose of fund-raising for organizations outside the church.

Events are scheduled for specific locations in the buildings or on the grounds. CPC reserves the right to schedule other events in other parts of the church's building and grounds at the same time.

CPC reserves the right to change and reschedule a non-wedding event due to the ministry needs of the congregation. This right would only be exercised after due consideration by the Session of all factors involved and with ten (10) day notification to the applicant.

The types of usage for CPC facilities are as follows:

1. FOR OUR MISSION ENDEAVORS

CPC's building and grounds are established to enable CPC to pursue God's work. Thus, the use of our facilities for the church's established missions (such as mission committee work, worship, preschool, and others) is a primary role. These key activities occur in the normal life of the church and their overhead costs are covered in the normal budgeting for annual expenses.

In the event of a CPC special mission fund raiser, incremental costs unique to that fund raiser (such as the cost of meals sold during Clifton Day) are covered by the funds raised.

Special mission fund raisers may include individuals and businesses (that are selling products at the fund raiser) on a fee basis that is determined by the mission committee and approved by the Session. These mission fund raisers include the Easter Egg Hunt, Clifton Day, Christmas Market, among others.

No application forms are required for this use. Session approval is only required for fund raisers.

2. BY FAITH-BASED ORGANIZATIONS AND OTHER CONGREGATIONS

Church sponsored organizations; interfaith groups, youth development groups congregations from other churches, and groups whose activities are consistent with the mission endeavors of CPC may use CPC's facilities.

There are no fees for single uses of space for this purpose.

An ***Application for Use of Church Facilities*** and a ***Use of Church Facilities Agreement*** must be submitted to the Office Administrator. The Pastor and the Building & Grounds Elder shall be notified of all these types of requests. If the Pastor, the Office Administrator, and the Building & Grounds Elder consider this a routine request, then Session approval is not necessary. Otherwise, this request shall be sent to the Session for approval.

From time to time, congregations from another church may request use of our Sanctuary and other spaces for their weekly worship and meetings on a regular basis. We believe that finding a way to accommodate these requests that do not interfere with our other mission work is part of God's plan for us. This request shall be sent to the Session for approval. Upon approval, the Session shall write a contract with the other church and establish a fee for this use to help cover overhead operating expenses.

3. FOR WEDDINGS AND CELEBRATIONS OF LIFE

Part of the life of the church is weddings and celebrations of life (including funerals and memorial services). These ceremonies and attendant activities use the Sanctuary, the Fellowship Hall, and often other rooms of the church.

An ***Application for Use of Church Facilities for Wedding*** and a ***Use of Church Facilities Agreement for Weddings*** must be submitted to the Office Administrator for weddings. An ***Application for Use of Church Facilities for Celebration of Life*** and a ***Use of Church Facilities Agreement*** must be submitted to the Office Administrator for celebrations of life.

Members of the congregation do not pay fees for weddings and celebrations of life. Non-members are charged fees according to the requirements for usage that are requested on the ***Application for Use of Church Facilities for Wedding*** or on the ***Application for Use of Church Facilities for Celebration of Life***. Fees for celebrations of life for non-members may be waived by the Session.

The Pastor, the Wedding Committee, the Worship Elder and the Building & Grounds Elder shall be notified of all these requests. Wedding and celebrations of life requests require the approval of the Session.

4. BY MEMBERS

Members of the congregation may request the use of the buildings or grounds for an event. This may include a family gathering or an event for a specific group to which the member

belongs (such as a community homeowners association). The member requesting this use must be present at the event.

There are no fees for this use. Donations are accepted if offered. If a special cleaning is needed after the event, the member is expected to pay for the cleaning.

An ***Application for Use of Church Facilities*** and a ***Use of Church Facilities Agreement*** must be submitted to the Office Administrator. The Building & Grounds Elder shall be notified of all these types of requests. If the Office Administrator and the Building & Grounds Elder consider this a routine request, then Session approval is not necessary. Otherwise, this request shall be sent to the Session for approval.

5. BY COMMUNITY GROUPS OR EVENTS THAT DO NOT CHARGE A FEE TO ATTEND

CPC believes that providing space for worthwhile community groups and events is part of its mission. Over the years, we have provided space for AA groups, Boy Scout Troops, and Girl Scout Troops on a regular basis. We also provide space for community meetings, such as the Clifton Betterment Association, on an as requested basis.

There are no fees for this use. Donations are accepted if offered. If a special cleaning is needed after the event, the group is expected to pay for the cleaning.

An ***Application for Use of Church Facilities*** and a ***Use of Church Facilities Agreement*** must be submitted to the Office Administrator. The Building & Grounds Elder shall be notified of all these types of requests. If the Office Administrator and the Building & Grounds Elder consider this a routine request, then Session approval is not necessary. Otherwise, this request shall be sent to the Session for approval.

6. BY COMMUNITY GROUPS OR EVENTS THAT CHARGE A FEE TO ATTEND

As indicated in the paragraph above, CPC believes that providing space for worthwhile community groups and events is part of its mission. However, when community groups or events for the community charge a fee for attendance, CPC will charge a fee for the use of the building.

Fees will be charged for usage according to the requirements for usage that are requested on the ***Application for Use of Church Facilities (Fee)***. A ***Use of Church Facilities Agreement*** must also be submitted. The normal fees for usage are part of our maintenance of the building. The Session reserves the right to modify or waive the fees. If a special cleaning is needed after the event, the group is expected to pay for the cleaning.

These requests require the approval of the Session.

7. USE OF SPACE FOR OTHER GROUPS OR COMMERCIAL ENTITIES

CPC wishes to be a good community neighbor and provide space for worthwhile activities and events. Other groups and entities, such as homeowner associations (HOAs), may apply for space for events. CPC is not in the general business of renting space and reserves the right to decide if the activity or event is consistent with its missions or community engagement.

If approved, fees will be charged for usage according to the requirements for usage that are requested on the ***Application for Use of Church Facilities (Fee)***. A ***Use of Church***

Facilities Agreement must also be submitted. If a special cleaning is needed after the event, the group is expected to pay for the cleaning.

These requests require the approval of the Session.

LIMITATIONS, RULES, AND RESTRICTIONS

CPC wants to accommodate functions, endeavors, and events with a welcoming environment. In doing so, there are a few limitations, rules, and restrictions that need to be observed. These are as follows:

- All groups shall restrict their activity to the room(s) assigned. Permission to use specific areas of the church at specific times does not include the right to use other areas or to use supplies and equipment contained in these areas unless permission is granted by the Office Administrator.
- Use of church audio/visual equipment requires the permission of the Office Administrator.
- Fire restrictions limit the number of people in the building and in each room.
- Church items and furniture shall not be removed from the building. Each group shall be held responsible for the care and condition of the space and equipment used. If furniture is repositioned, it shall be done with special care to not damage the furniture or the floor. It shall be returned to its original position. Any damage shall be the responsibility of the group using the facility.
- Nothing shall be affixed to the walls or doors.
- Windows and outside doors shall not be propped open.
- Open flames (such as candles) are not permitted in the Manse.
- Alcoholic beverages are not allowed in the buildings nor on the grounds.
 - The Session may waive this prohibition for ceremonial purposes.
 - The Session may waive this prohibition with the assurance by the group using the facility that the amount of alcohol will not result in intoxication.
- Smoking is not permitted inside the building but is allowed outside the building in the designated area only.
- Firearms are not permitted in the buildings nor on the grounds.
- The group using the facilities shall obey all state and local laws, regulations, and ordinances.
- The applicant that requested use of the facilities shall be present at the event.
- The group using the facilities shall provide adequate adult supervision of the minors attending the event.
- The group using the facilities shall ensure that all individuals always conduct themselves in a manner keeping with the character of a house of worship building.
- All non-church groups using the premises shall vacate the building by 9:00 p.m. Events that require janitorial services (receptions, weddings, etc.) shall be subject to an additional time constraint; groups holding these events shall vacate the premises early enough to allow sufficient time for the room to be cleaned and prepared for its regular Sunday, or other weekday use. The Session may waive the time constraints.

- Any use of the church building posing a threat to the building or to any person in it, or to its contents, is not permitted. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely manner, prior to the event. In such cases, Clifton Presbyterian Church (CPC) shall be named as the additional insured.
- Individuals who violate any of these restrictions shall be asked to leave.
- Groups that do not comply with these limitations, rules and restrictions shall forfeit future use of CPC facilities.

REQUEST FOR USE OF SPACE AND COORDINATION

Requests for use of CPC's building and/or grounds may come from a Session Elder, from a committee, from the deacons, from the trustees, or through one of the following forms that are submitted to the Office Administrator:

- ***Application for Use of Church Facilities***
- ***Application For Use of Church Facilities (Fee)***
- ***Use of Church Facilities Agreement***
- ***Application for Use of Church Facilities for Wedding***
- ***Application for Use of Church Facilities for Celebration of Life***

All facility usage must be communicated to and coordinated by the Office Administrator. The Office Administrator will keep a schedule of events and event requests to eliminate conflicts regarding the use of rooms, buildings, and grounds.

FEES FOR THE USE OF BUILDINGS

Although fees are to be charged for some facility uses as indicated above, CPC's intent is not to rent space. Space is provided for worthwhile activities consistent with our mission statement and, when fees are charged, those fees support our annual operations overhead and maintenance costs. The normal fees for usage are indicated on the application forms indicated above, and these fees are reviewed and updated periodically by the Building & Grounds Committee.

AMENDING THIS POLICY

The Session may amend this policy at any time.