

Forest Hills Presbyterian Church
Martinsville, Virginia

Building Use Policy

Endorsed by Session [6/16/14]

Reviewed by Session [3/16/15]

General Policy Statement:

Building use falls under the auspices of all policies approved by the session.

The first broad category of church property use is for programs conducted directly by or on behalf of the church, and all such programs will take priority as to scheduling.

All other uses of church property will be reviewed as provided in this policy as to their purpose and compatibility with the mission statement of this church. Scheduling of these additional activities will be on a first come, first served basis, although the session reserves the right to adjust the scheduling of the use of the property as needed.

Policy Details:

In general, the following organizations would be eligible to use church property.

We will strive to make church property available for use by church members and their families. In addition, we will continue our relationships with several community organizations for the use of our facilities and will accommodate local government agencies for uses such as a testing facility for students and a back-up polling location for the City of Martinsville. In all such cases, these uses must be consistent with Forest Hills Presbyterian Church goals and objectives.

For any uses other than by church sponsored organizations, great care will be taken to ensure that the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use the church facilities must not advertise the event in such a way as to imply endorsement by this church, and absolutely no activities or advocacy may take place within the church building or on church grounds that conflict with the policies and the practices of Forest Hills Church.

Forest Hills Presbyterian Church Martinsville, Virginia

In addition, the session has approved specific policies for certain activities that must be followed; for example, a detailed wedding policy is in effect that may impact the use of church property.

Steps to Schedule the Use of Church Facilities

All organizations desiring to use church facilities must notify the office manager of the date and time of the activity as soon as possible, so that this information may be recorded on the calendar in the church office and on the calendar on the web site in order to avoid scheduling conflicts.

Apart from Forest Hills Church staff and members using the facility for church related functions, any organization or individual wishing to use the facilities must complete a **Facilities Use Agreement**. This agreement may be obtained from the church office and must be filed with the office manager. The officer manager will then forward the completed agreement to the chairperson or session liaison of the property ministry for action.

Notes: Revised by Property Ministry 03/02/15

**Facilities Use Agreement
 Forest Hills Presbyterian Church
 725 Beechnut Lane
 Martinsville, VA 24112
 Telephone - 276-632-5411 FAX 276-632-5411
 Email address foresthillspcoffice@gmail.com**

<i>PLEASE COMPLETE ENTIRE FORM</i>	
Name of Organization	
Address	
City / State / Zip Code	
Contact Person	
Telephone	E-Mail
Space Requested	
Date(s) Requested	
Event Name/Description	

AGREEMENT

This Facilities Use Agreement is between the above-named Organization and Forest Hills Presbyterian Church.

The Organization hereby releases the Church and all of the Trustees, administrators, officers, staff, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization's use of the Property.

I/we agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Church as shown on the reverse side of this Agreement.

Signature: _____

Name of Organization	
Contact Person / Date	

Approved by _____ **Date** _____

RULES AND REGULATIONS

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Facilities Use Agreement shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the session has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

USE OF CHURCH EQUIPMENT

Permission to use church facilities extends to the facilities only. ANY use of the organ, piano, computer equipment, internet access, or sound and video systems must be clearly noted on the Facilities Use Agreement and must receive prior express approval by the property ministry.

TOBACCO FREE FACILITY

Forest Hills Presbyterian Church is at all times a tobacco free facility. Violation of this rule is sufficient reason for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

GAMES OF CHANCE

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

NURSERY USE

It is the responsibility of any group requesting use of church facilities to provide adequate supervision for infants and children. This responsibility also extends to the replacement of any disposable items that may be used while on the premises.

BICYCLES AND SKATEBOARDS

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

PARKING

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

SECURITY

We ask that all users pay close attention to their personal property and valuables. The church is not responsible for theft or damage to personal property.

EMERGENCY SCHEDULING CONFLICTS

The church reserves the right to pre-empt any facility use for its own use in cases of emergencies, such as funerals. Notice of such use will be provided as early as possible.