

Clemson Presbyterian Church

Policies and Guidelines Governing the Use of Facilities

Vision Statement

The Vision Statement of Clemson Presbyterian Church will guide the decision-making process for any consideration of special uses of the building and grounds of Clemson Presbyterian Church.

The Vision Statement is:

By God's grace, we exist to worship, love and glorify God by becoming and developing healthy, mature followers of Jesus.

Therefore, all functions and usage of the facilities will be compatible with the Christian ethos as espoused by the church. If in doubt, please contact the Diaconate, who will determine the appropriateness of the request.

Priorities for Use of Space, Facilities, and Equipment

- Regularly scheduled services and meetings of the Clemson Presbyterian Church congregation
- Clemson Presbyterian Church-sponsored groups and ministries
- Activities and meetings of members of the Clemson Presbyterian Church congregation
- Community non-profit organizations and service groups
- Other groups, organizations and individuals

ADMINISTRATIVE GUIDELINES

- Before scheduling an activity requiring a meeting room, the Sanctuary, or other space, a request for such space shall be made to the Clemson Presbyterian Church Secretary. All assignments can then be coordinated and recorded on the Church Calendar.
- Organizations, groups, or individuals shall submit their requests for space in writing to the Clemson Presbyterian Church Secretary. All payments shall be made out to Clemson Presbyterian Church.
- All fees must be paid through the Church Office at least 7 days prior to the event.
- When two or more requests are submitted at the same date and time, Clemson Presbyterian Church ministries will have priority. When two Clemson Presbyterian Church ministries request the same date, time, and facility, the first-come, first-served rule will apply. The exception to the rule will be if the two groups can work out an amicable solution to scheduling their activities. However, the church will honor all prior obligations regardless of membership status.
- If this general policy, as approved by the church, does not provide the specific guidelines needed, and there is no appropriate precedent to cover a specific case, the Chairman of the Deacons shall make a decision in each individual case.

General Policies

ALCOHOL POLICY

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

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 application for use 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 that has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

CHURCH EQUIPMENT

Church equipment is not to be loaned outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the Ministry Assistant or Diaconate.

DECORATIONS

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. All such decorations must be removed immediately and completely following the event.

EMERGENCY SCHEDULING CONFLICTS

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

FINAL DECISIONS

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Chairman of the Deacons or the Diaconate shall decide the matter and all individuals and groups shall abide by his/their directions or forfeit immediately the use of any part of the facility.

FOOD AND DRINK

All food and drink requires approval in advance. The sponsoring group will be responsible for supplying all supplies, refreshments, snacks, etc. for the nursery as well as other locations. Groups 2 & 3 must provide their own paper products such as cups, plates and napkins.

KITCHEN USE

Use of the kitchen and its equipment must be made with prior arrangement with the Ministry Assistant.

MONETARY GAIN

Church facilities shall not be used for activities whose primary purpose is the sale of products. The sale of books, tapes, etc. by guest speakers will be allowed with prior approval.

NO GAMES OF CHANCE

The use of games of chance or gambling on the church premises is prohibited. This would include such activities as raffles or lotteries.

NURSERY USE

The nursery facility usage must be approved by the nursery staff and the nursery policy must be followed.

ORGAN, PIANO and MUSICAL INSTRUMENT USE

Permission to use any of the instruments must be granted by the Worship Director.

PARKING

Parking on the church property is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for handicapped individuals. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

PETS

No Pets, excluding service animals, are allowed inside the Clemson Presbyterian Church Buildings.

ROOM SETUPS

All rooms have been designated with a standard room setup. Groups must reset the room to this standard setup before leaving. Setup changes requested by the group are subject to approval by the secretary and may be subject to an additional charge.

SANCTUARY SOUND SYSTEM

The Sanctuary sound systems are available upon request. The systems may **ONLY** be operated by the Clemson Presbyterian Church trained sound technicians (at a cost of \$25 per hour). Group-provided sound, recording, or video equipment may not be attached to this sound system.

SANCTUARY USE

Other than Worship, Weddings, and Funerals, the Sanctuary is not available for booking. Exceptions must be granted by the Diaconate and fees will be defined at that time.

SECURITY

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

SMOKING POLICY

All individuals and members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

STARTING AND ENDING TIMES

- Monday through Friday from 8:30 a.m. through 9:00 p.m.
- Weekends from 9:00 a.m. through 7:00 p.m. – for Groups 2 and 3 only

The building must be completely cleared not later than 9:30 p.m. Monday – Friday. Exceptions to these times must be approved in advance and will be subject to additional fees.

STORAGE

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

SUPERVISION OF CHILDREN AND YOUTH

No fewer than two adults, ages 16 or older, must be present at all times during any program or event involving children. Children should not be left unattended anywhere on the church property.

TABLECLOTHS

Tablecloths may be signed out by Groups 1 & 2 if approved by the Ministry Assistant. There is a \$7 cleaning fee for each tablecloth.

KEYS AND CLOSURE

1. To secure the building and prevent misuse, the Key Policy is necessary for controlling the number of keys given out. Everyone receiving a key must sign for it. When a key holder no longer needs access to the building, he/she should return the key promptly. (If a key is lost, a replacement key will be issued at a cost of \$50.) If a key holder moves away, he/she will return the Clemson Presbyterian Church key(s) to the office prior to the move.
2. Individuals directly involved with the ministries of the Church who need access to the Clemson Presbyterian Church will, upon their request, be issued a key to the outside doors. Requests for keys to Clemson Presbyterian Church by all other individuals must be approved by the Diaconate.
3. The person responsible for an activity (or a designated key holder) will unlock Clemson Presbyterian Church for a scheduled event and immediately following the event complete the security checklist, shut off all lights, and lock and check all outside doors to ensure the buildings are secure.

Clemson Presbyterian Church Fees for Facilities Use

Schedule of fees for Use of the Building and Grounds

Group 1

Church groups and organizations connected directly with the ministries of the Clemson Presbyterian Church or very closely associated, such as Church Youth, Children's Groups, Campus Ministries and church sponsored sporting teams

Group 2

Clemson Presbyterian Church Members for functions.

Group 3

Civic organizations, non-profit organizations, and other approved organizations whose purpose is for community and/or personal improvement and business firms, private groups or private individuals not connected with the church. Non-member weddings included.

Schedule of Fees

For Use of :	Qty.	Members (Group 2)	Non- Members (Group 3)
Fellowship Hall**		\$300	\$450
Large Classroom (1E6)**		\$50/room	\$75/room
Small Classroom**		\$30/room	\$45/room
House**		\$50/per	\$75/per
Sound Tech. (2 hrs.)		\$25	\$25
Cleaning & Key Deposit *		\$150	\$150
Total:			

(The church treasurer will refund the Cleaning and Key Deposit* within 30 days of the event. Above normal cleaning and unreturned keys will be deducted from this deposit.)

Group 1: Set-up of the church facilities will be the responsibility of the requesting group with two exceptions: If the requesting group wishes to have the church staff setup or clean-up for a function, the request should be stated on the Room Request form. All facilities, including restrooms, should be left in a clean and orderly manner.

Groups 2 & 3:

Set-up of the church facilities will be the responsibility of the requesting group with except in situations where the pulpit furniture must be moved. If the requesting group wishes to have the church staff setup or clean-up for a function, the request should be stated on the Room Request form. All facilities, including restrooms, should be left in a clean and orderly manner. General set-up and clean-up for a wedding is the responsibility of the staff of Clemson Presbyterian Church. An additional room for the bridal party is available at no extra fee.

** Prices for groups 2 & 3 indicate per day usage fees.*

***Notes:** Exceptions to the fee schedule can be granted on a case by case basis by the Diaconate to accommodate long term agreements and/or special situations where deemed in the best interest of the church.