

FAIRVIEW PRESBYTERIAN CHURCH BUILDING, GROUNDS AND EQUIPMENT USE POLICY

1. It shall be the policy of Fairview Presbyterian Church to open its building to the use of community groups who contribute to the common good, who enhance the life of the public-at-large and whose purposes are in consonance with the church mission.
2. Groups already scheduled for building use on a regular basis shall have priority for continued room space unless there is evidence that the building is being abused. In cases of abuse, the offending group(s) shall lose use privileges.
3. Groups seeking the use of the building on a one time only or on a regular basis will be scheduled on the basis of space availability and the willingness of the group to abide by this building use policy. Groups will not be scheduled for usage during Sunday school or Worship services. Regular use of the building must be approved by the Buildings and Grounds committee and/or the Session.
4. All outside groups will be charged an amount of not less than \$50.00 per room rental and at least \$75 for the custodial fees. A custodian will be on site for all outside group rentals.
5. Groups using the building are responsible for any set-up of furniture required for their meeting. Tables and chairs are to be returned to their original positions or storage area by the group following the meeting.
6. Routine clean-up of the room or area used is to be carried out by the group in order to restore the meeting space to the condition in which it was found. Any additional maintenance costs incurred by Fairview as a result of the group's use shall be the responsibility of the group at an hourly rate of 1-1/2 times the normal janitorial wages with a two hour minimum charge. Any failure to abide by this procedure shall result in the loss of any future building use privileges by said group. If a group requires the services of a janitor for kitchen or hall clean-up, arrangements must be made at the time of reservation to ensure availability.
7. Specialized equipment (screens, projectors and/or other audiovisual aids) is not supplied by Fairview.
8. The above rules do not apply to the use of the church kitchen. In all cases, kitchen equipment use must be coordinated with the church administrator and subject to the rules relating to that area of the church. The charges for kitchen use are as follows: \$50.00
9. Alcoholic beverages or illegal substances are not permitted on church property.
10. A building use form, available in the church office, must be completed and approved by the Staff at least one week prior to the date requested.
11. Use of rooms for babysitting or other childcare will follow the above guidelines and also must comply with Fairview's Child Protection Policy.
12. It shall be the policy of Fairview Presbyterian Church not to loan its equipment for use outside of the church building to non-Fairview sponsored groups.