

## **Bath Presbyterian Church Facility Use Policy**

1. **Purpose** - Bath Presbyterian Church aims to foster and serve the work of Jesus Christ. Any function or activity in church facilities should exemplify this purpose. All use of church facilities require the approval of Session.
2. **Keys/Alarm Codes** – The issuance of keys and alarm codes to facilities at Bath Presbyterian Church are limited to those designated by Session including: active ruling elders, church officers (Treasurer, Financial Secretary, and Clerk), Pastor, and those responsible for maintaining the facilities. Session records should state those who which keys and alarm codes are issued to. Use of keys and alarm codes should only be in accordance with Section 1.
3. **Scheduling** – After approval, from Session, functions should be scheduled through either the Clerk or Pastor. The online calendar serves as the official calendar of Bath Presbyterian Church and shall include all functions and activities of and/or at the church. Additionally, all events shall complete the Bath Presbyterian Church Facility Use Form.
4. **Facilities Available** - The facilities at Bath Church consist of the following: Sanctuary, capable of holding up to 80 for weddings, funerals, or gatherings; Friendship Hall including facilities for catering; and, several rooms for meetings. Use of the sound system and musical instruments in the Sanctuary requires coordination, as well as use of appliances in Friendship Hall.
5. **Deposit and Fees** – Events not hosted by Bath Presbyterian Church or one of its ministries are subject to a \$100 deposit. The deposit must be made at the time the Facility Use Agreement is signed. The deposit may be returned after conclusion of the event per Session’s discretion. Normal post-function cleaning is expected; however, events are subject to a non-refundable cleaning fee at Session’s discretion. Excess cleaning required shall result in forfeiture of deposit per Session’s discretion.
6. **Prohibited Items/Activities** – The possession and consumption of alcoholic beverages, tobacco products, drugs, vaping products, and weapons are prohibited on Bath Presbyterian Church property. Any event involving animals must be coordinated with Session. Additionally, functions or activities on Bath Presbyterian Church property shall refrain from engaging in for-profit activities and/or other activities deemed, by Session, in contrast of the views of the Presbyterian Church (U.S.A.).
7. **Logistics** – Logistics for each function or activity should be assigned to a representative of Bath Presbyterian Church, as designated by Session. This representative shall be responsible for opening, overseeing, and closing facilities in conjunction with the function or activity. Additionally, each function or activity should designate a single point of contact to liaison with the church’s representative.

**Bath Presbyterian Church Facility Use Form**

Date of Request \_\_\_\_\_ Date of Session Review \_\_\_\_\_

Date and Time of Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_

**Event Point of Contact**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Organization/Address \_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

**Event Description**

\_\_\_\_\_  
\_\_\_\_\_

**Facilities Requested**

- Sanctuary – Capable of holding up to 80; use of sound system and/or musical instruments requires coordination with the Worship Committee.
- Friendship Hall – Use of appliances requires coordination with the Fellowship Committee.
- Parlor
- Upstairs Classroom

**Acknowledgement of Policies and Procedures**

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Event’s Point of Contact Signature \_\_\_\_\_

Bath’s Point of Contact Signature and Name \_\_\_\_\_