**Overview**

The mission of Montgomery Presbyterian Church USA is to worship God, minister to the church’s community and be Disciples of Christ. In conjunction with that mission, Montgomery opens its doors to outside organizations, groups, and families wishing to use the facilities for various purposes, which include events such as weddings\*, Scout groups, recitals, special group and organization meetings, and receptions. This document outlines guidelines and policies to which outside organizations, families, and individuals shall adhere to when using the church facilities.

*\*Note: There is a separate policy governing weddings. The MPC Wedding policy shall govern all weddings and be used as the prevailing guideline for wedding festivities, but shall not supersede any building use guidelines.*

# Policies and Procedures

The property of Montgomery Presbyterian Church (MPC) shall be for the use of the congregation in its normal function as a Presbyterian Church and shall not be used in any way not in harmony with the purpose of the congregation or the church mission.

Reserving space

In all cases, church programs/functions have precedence in scheduling over use of outside groups (i.e. church member funerals, special church services, committee and youth meetings, etc.).

Space is reserved through an annual planning process and on a space available basis. Working with the Property Committee or church personnel will help coordinate space through a master calendar/schedule.

Prior to and at the beginning of each New Year, each church committee or group and sponsored groups will reserve space requirements on the calendar. Outside groups may request space after the church calendar is set for the year. Additional special events and other requirements may arise during the year that necessitate space needs for church groups or affiliated organizations.

If the calendar date in question is taken by an outside group when internal space needs arise, MPC will make every effort not to displace outside groups that have properly reserved building space on the calendar or, alternatively, come up with a mutually agreeable solution.

Reservations for non-church events shall be made at least 30 days prior to the date of the function. Priority for approval shall be based on scheduled congregational events, church-sponsored activities (Scouts, support groups) and general usage.

Non-church sponsored groups (designated in this document as ‘outside’) wishing to use MPC space shall submit a facilities request form (located at end of policy). A $100 refundable deposit is required; Non-church sponsored groups (Outside) groups or individuals wishing to use the space shall be charged a rental fee of $300 for up to three (3) hours of use and $50 each additional hour of usage past three (3) hours of use. Event times typically would be charged at the start-time of the event; however, if the parties require entrance more than one hour before the scheduled start time for preparation this will be the first hour, or two hours early would include 2 hours before. These fees may be waived upon request and by a vote of at least three members of the Property Committee or a quorum of the Session. All

deposits and fees are required prior to the scheduled event. Note that church-sponsored groups such as AA, Al-Anon, Boy Scouts of America, and Girl Scouts of America are waived from these deposits and fees.

All space reservation requests require a specific notation for certain areas within the church (i.e. fellowship hall, meeting rooms and multi-purpose room, etc.). Often, multiple groups may co-exist in the facility during events if space requirements do not overlap.

Entry, lock-up and departure

Outside parties should work with, a church employee or Property Committee member to arrange entry to the building and lock-up procedures upon the conclusion of the event.

On the day of a scheduled event, the church representative will meet the scheduling party 15 minutes prior to the event start-time to allow access to the building or at a set time previously agreed upon.

At the conclusion of the event and after the scheduling party has ensured the facilities are clean and as they were found upon entry, the scheduling party will notify the specified church volunteer to arrange lock-up. Upon arrival of the church representative, the scheduling party should have all lights turned out and be ready to exit the building to ensure an efficient lock-up procedure.

Damage and cleaning

Any damage incurred by any group using the facility as a result of their actions or omissions in compliance with MPC guidelines outlined herein or not in keeping with other ordinary and customary care of the facilities will result in forfeit of the security deposit and if necessary additional compensation required to make repairs or cleanings above the regular janitorial cleaning. Group leaders should note to the church representative upon entry or by telephone and in writing (email) of discovery of any damages prior to the scheduled event time for any event taking place. This should include a description of the damage and the time noted.

All parties should be careful if using tape on walls or floors that it does not damage painted surfaces or leave residue. Please remove tape before leaving. No stapling, thumbtacks or nails of any kind in walls or ceiling tiles. Ceiling tiles should not be removed for any reason.

Assigned areas

All groups are asked to leave the facilities in as good as or better shape than found.

* Floors should be swept and mopped (if needed). Spills of any kind, including paint, glue and chewing gum, etc.

 shall be removed.

* All tables and surface counters should be wiped clean; chairs cleaned (if needed). Spills of any kind, including paint, glue and chewing gum, etc shall be removed.
* All tables, chairs, furnishings and equipment should be returned to their original place.
* All trash is to be collected and placed in the receptacles outside the Fellowship Hall, next to big oak tree.
* The doors of rooms and service areas not specifically requested and assigned to your group should be closed and not used.
* All church supplies—paper, markers, tape, etc.—are for church use only. All groups should bring in their own supplies.
* The organ, pianos, various other musical instruments, televisions and electronics (not including kitchen equipment) should not be used, unless prior requests to use these items is made upon requesting space and permission is granted in writing.

ANY DISREGARD FOR THESE REQUIREMENTS MAY RESULT IN FORFEITURE OF THE DEPOSIT.

Nursery use

The MPC nursery is off-limits to outside parties. There are no exceptions to this requirement. ANY DISPLACEMENT OF NURSERY TOYS OR ITEMS MAY RESULT IN FORFEITURE OF THE DEPOSIT.

Kitchen use

Use of the kitchen equipment (stovetop/oven/microwave/coffee makers, etc.) must be supervised by an adult. Be sure the stove is turned off and the surface and/or oven are wiped clean after each use.

If the kitchen is used, all utensils MUST BE washed and put away where they were found. Counters should be wiped clean and left in an orderly manner. **PLEASE DO NOT leave food or drink on the counter or in the refrigerator.**

The church’s consumable supplies (paper plates, cups, coffee, condiments, etc.) are not intended for use by outside groups. Outside groups must being their own supplies.

Use by children

When children are the group participants, it is recommended that one or more adults supervise them wherever they are inside the building (restrooms, stairways, hallways, etc.) There is no running in the halls or stairways and no excessive noise—a courtesy to other groups that may be using the building simultaneously.

Outside and playground activities should be supervised by adults. Playground equipment should only be used by children that are age appropriate.

Use of the sanctuary

All groups should not use the sanctuary unless special permission has been granted.

For groups with permission to use the sanctuary, no food or beverage (excluding communion) is allowed inside the sanctuary. There are no exceptions to this requirement.

In addition to the Property Committee approvals, the church Music Director must approve all uses of the piano and organ located in the sanctuary.

Miscellaneous

No animals or pets are allowed inside the church building unless otherwise needed for physical impairment (i.e. guide dogs, etc.) or unless pre-approved by the church staff or ruling elders.

Smoking, or alcohol consumption is forbidden inside the church building or on any part of the church property.

All uses of the building and property must be as represented in the application for use.

No storage of flammable or hazardous materials will be permitted.

Authorized permission for use of church facilities may be given by the Session or the Property Committee.

ANY VIOLATION OF THESE RULES AND REQUIREMENTS AS OUTLINED HEREIN WILL RESULT IN FORFEITURE OF THE DEPOSIT AND A CLAIM FOR ANY ADDITIONAL DAMAGES THAT MIGHT ARISE .

I, the undersigned, have read the above guidelines, have received a copy of them either electronically or in paper form, and agree to abide fully with them. I, the undersigned, also acknowledge that I am duly authorized to represent and act on behalf of the outside party requesting use of the church building and/or grounds.

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

Organization

Print Name

Signature

Date

Montgomery Presbyterian Church 10192 Ferguson Ave.

Savannah, GA 31406

Church office: 912-352-4400

[www.mpcsavannah.com](http://www.mpcsavannah.com)

# APPLICATION FOR USE OF MONTGOMERY PRESBYTERIAN CHURCH FACILITIES REQUEST FORM

Name of Organization or Requesting Party

Primary Contact Person

 (Person Responsible for Facilities Request)

Primary Phone #: Alternate Phone #\_

E-Mail Address

Address

 Street City, State ZIP Code

Alternate Contact Person

 (Person Responsible if Primary Contact Person is Not Present – Must Be Filled In)

Primary Phone #: Alternate Phone #\_

E-Mail Address

Address

 Street City, State ZIP Code

Purpose for Building/Property Use\_

Number of Participants in Group

Room(s) Requested by Group (List All Needed)

Signature of Requestor Date

We are happy to allow your group to use our facilities. We do request that you and your group adhere to the rules and guidelines set forth by our Property Committee. Thank you.

Approved\_ Approved With Stipulations

Describe Stipulations:

Authorized MPC Signature

Date