

EASTRIDGE PRESBYTERIAN CHURCH POLICIES FOR USE OF CHURCH FACILITIES

Approved by Session August 20, 2014 (updated...)

Facility Use Purpose: Eastridge Presbyterian Church (EPC), as part of the community, willingly provides facilities for community groups who are religious, educational, or nonprofit organizations. The church building will be treated with respect by all who use it. All EPC events will always have first priority (including Homestead Presbytery, scouting and youth events). EPC also reserves the right to cancel or postpone any event due to a wedding, funeral, or memorial service.

This policy does not include use of the facility for weddings and funerals. Please see EPC Wedding Policy and/or Funeral Policy.

Facility Use Requests: Request forms are available online and in the church office. Arrangements, including time, date, and needed space, must be made through the church office. If possible, please make your request no more than six months and no less than 7 days in advance. Requests will be handled on a first-come, first-served basis. It is also to be understood that due to the ever-changing nature of ministry, groups are asked to be flexible in their use of the building.

Facility Use Prohibited Activities: Including, but not limited to:

- Any activity that is in violation of applicable local, state, and federal laws and regulations.
- Any posters, banners, or modification to the building.
- The possession, use, or sale of alcoholic beverages or non-prescription drugs.
- The possession of weapons (including, but not limited to guns and knives).
- Smoking is prohibited on the entire property, excluding the southwest corner of the lot (near Stop sign on Margo Drive).
- The selling of any items for the profit of an individual or for-profit business/organization.
- The use of candles/any use of fire or flame

Facility Fees and Availability: Any non-church group or organization will be charged a fee based on the following rate structure. Church members who are requesting use of church facilities for non-church-related activities will be charged the same fee. There will be no charge for members holding life events such as birthdays, showers, anniversary parties, or celebrating scouting and graduation achievements.

No fees shall be charged for organizations using the facility for church-related activities, which shall include organizations that have a relationship with the church, e.g. local mission organizations such as Friendship Home or Habitat for Humanity.

The facilities may be available for use Monday-Friday from 8am-8pm and Saturday from 8am- 5pm (not available on Sunday). The facilities are not available on the following days: New

Year's Day, Holy Week, Easter Monday, Memorial Day weekend, Independence Day, Labor Day weekend, Thanksgiving Eve, Day and the weekend following, Christmas Eve, Christmas Day, New Year's Eve.

The following are the minimum fees for particular rooms and spaces.

Huxtable Lounge \$75

Fellowship Hall only \$100

Fellowship Hall, including use of kitchen \$150

Smaller Meeting Rooms (M12, etc.) \$40

East Patio \$ 40

Use of other spaces, including the Sanctuary, Nursery, and Welcome Center, must be approved by Session. The Session may deem it necessary to require Eastridge employees to be present. In which case, EPC will provide babysitters, a/v techs, and custodians.

Inquire in the office about A/V fees, if necessary for your event.

The approval of any request is for the specific room only. If additional room(s)/space is used, EPC may require groups to pay for their use after the fact. Groups shall use the facility with respect and care, leaving rooms in the condition they were found or better. If they are not, EPC may require groups to pay for cleaning/custodial services.

*Exceptions to this policy must be in writing, and approved by the Session.

Eastridge Presbyterian Church adheres to any CDC or Lincoln Lancaster Health Department guidelines if in effect regarding the use of masks or other health/sanitation issues.