Building Use Policies

Guidelines for Submitting Building Use Forms

Non-Church Meetings/Events

1. Applicant fills out Building Use Form. Form can be downloaded from the Church Web Site or obtained from the Church Office.
2. Building Use Form is submitted to the Church Administrator. If the requested space is available, the forms are complete and no special circumstances apply, the Church Administrator accepts the application pending receipt of a deposit consisting of 50% of the rental fees and 100% of the security deposit. The reservation should be immediately noted on the church calendar, but marked as pending until receipt of the deposit and approval by the Building Use Committee
3. The Building Use Committee (Deacons and Parish Committee Chairs) will be contacted to approve and countersign the application.
4. The applicant provides a Certificate of Insurance to the Church Office at least 1 week prior to the event. (Note that members only need to obtain a COI if alcohol is to be served.)
5. The applicant must pay all fees in full at least one week prior to the event.
6. Applicant and church office must have a signed agreement on file one week prior to the event. Signed form should be e-mailed to Deacons for their records.

For each event, areas of building use will be identified, hours of use will be identified, and event facilitator assigned (if applicable), hours of custodial service identified and pre-paid.

Non-Church Events Sponsored by a Non-Church Member

On the day of the event, the building use facilitator will meet the event host and open the building. The building use facilitator will be in the building for the entire event and will be responsible for closing the buildings at the end of the event.