

POLICIES REGARDING USE OF THE GREAT BRIDGE PRESBYTERIAN CHURCH FACILITIES

USES: The church is available for public or private gatherings of a civic, cultural or educational character. It is not intended for fund-raising without the approval of Session. It is not to be used for the private benefit of persons not members of this church, by commercial concerns, for the presentation of one-sided or controversial matters, nor for political purposes. All groups using the church will be non-discriminatory. Neither the name nor address of the church may be used as the official address of an organization meeting at the church.

BOOKINGS: All applications for the use of the church must be made through the Chairman of the Building and Grounds Committee or the person so designated by the Chairman. A form is provided herewith and is to be used at the discretion of the Building and Grounds Chairman, or his/her designee. Any changes in schedule or area requested subsequent to approval shall be cleared with the Building and Grounds Chairman. Church facilities are not available on Sunday mornings, the entire month of December, Holy Week preceding Easter, or at times reserved for church functions. A gratuity in an appropriate amount may be requested at the discretion of the Chairman, Building and Grounds Committee, or his/her designee to help defray the expense of the building operation. The church through its Chair of the Building and Grounds Committee reserves the right to withdraw permission to use its facilities for reasons within its sole discretion.

REGULATIONS: The following regulations must be observed in using facilities:

1. The names of persons issued building keys are to be registered with the church office. A \$50 key deposit will be held for non-members of our church, and returned when the key is brought back. Keys are not to be duplicated and must be returned to the church office within 24 hours after the function. During meetings, only the entry door should be unlocked for use.
2. Refreshments may be served with the knowledge that the organization using the kitchen accepts responsibility to clean up after the meeting, and will obtain approval of the Chairman, Fellowship Committee before using any paper products, utensils, beverages and food that is the property of the church.
3. Proper control and discipline is the responsibility of the meeting organization:
 - a) Excess noise shall not be permitted.
 - b) Children must be under the direct supervision of adults at all times.
 - c) Adult leaders are to be in assigned rooms before children arrive.
 - d) Only assigned rooms are to be used.
 - e) Church supplies, equipment (copier, TV/VCR) paper and kitchen supplies may not be used by outside groups without prior approval.
4. Proper care and protection of all furnishings, walls, carpets, rest rooms, floors, etc is the responsibility of the guest organization:
 - a) Rooms rearranged for meetings must be restored to their original arrangement immediately following the meeting.
 - b) Any spills, stains or damage to any church property must be repaired or reported within 24 hours to the church office.
 - c) Only designated areas and entry points may be used.
 - d) Nothing may be attached to the walls, woodwork, windows or doors which in any way may deface mar or soil the building. Adhesive tape, cellophane tape, nails or similar items may

- not be used.
 - e) No food or drink shall be permitted in the Sanctuary.
 - e) Groups having permission to store articles in the church should leave the articles in designated storage areas when not in use.
5. Since the thermostats are preset and the outside light are on timers, any change is to be made by the church staff.
 6. All exterior doors are to be locked and all interior lights extinguished following the conclusion of the meeting. Please do not prop open any exterior doors or rest room doors.
 7. Each group using the building will be responsible for the condition of the rooms after each use. Trash cans are to be emptied, tables and chairs cleaned and placed back to original position in room, blackboards erased and floors should be cleaned of all paper and trash. All trash should be placed in sealed plastic bags in the dumpster.
 8. Smoking is not permitted inside the building at any time.

STANDARD FEE SCHEDULE FOR THE USE OF GREAT BRIDGE PRESBYTERIAN CHURCH FACILITIES

Room rental fees apply ONLY to non-members. Additional fees may be requested from members as well.

| Room | Typical Uses | Standard Fee/Use |
|---|---|--|
| Sanctuary | Weddings, recitals, lectures | \$500.00 |
| Fellowship Hall | Receptions, lunch/dinners, large meetings | \$300.00 |
| Kitchen (in conjunction with Fellowship Hall) | Food preparation, serving | n/c |
| Sanctuary, Fellowship Hall and Kitchen | | \$600.00 |
| Parlor | Small meetings, adults only | \$10.00 |
| Adult Classroom | Small meetings | \$25.00 |
| Additional Fees: | | |
| Janitorial Expenses for Sanctuary/Fellowship Hall | | \$50.00 Sanctuary \$85.00 Fellowship Hall |
| Sound Technician* | Trained technician | \$50.00 |
| Key Deposit (non-members) | | \$50.00 |

Prioritizing of Scheduling of Building Use

Regularly scheduled services and meetings of GBPC

GBPC sponsored groups

Activities arranged by and for members of GBPC, not related to a specific church function or ministry. These activities are meant to celebrate a special occasion in the life of GBPC members.

Community non-profit organizations

First priority is given to those groups within the church family. On rare occasions, church groups may need to be moved to accommodate an event of greater importance, i.e. a wedding, funeral, etc. When this happens, alternate arrangements with the preempted group will be made.

Application for Use of Great Bridge Presbyterian Church Facilities

NAME OF GROUP: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

PURPOSE OF MEETING OR EVENT: _____

EVENT DATE(S): _____ EVENT TIME(S): _____

LENGTH OF EVENT(S): _____ PROBABLE ATTENDANCE: _____

REQUESTED ROOMS/FACILITIES: _____

FEES/GRATUITIES:

Sexton _____

Sound Tech _____

Key Deposit (non-members) _____

TOTAL FEES GRATUITIES: \$ _____

DEPOSIT DUE UPON APPLICATION: \$ _____

PERSON IN CHARGE OF EVENT: _____ PHONE: _____

BUILDING KEY PROVIDED: _____ KEY TAG#: _____

The undersigned hereby agrees on behalf of the above named group to abide by the policies and regulations for the use of the facilities of Great Bridge Presbyterian Church (provided upon application) while they are in use by the above named group. The above named group agrees to release the Presbytery of Eastern Virginia, Great Bridge Presbyterian Church and all those associated with the church from responsibility or liability due to injury accident, loss or damage in any way arising out of the use of church facilities. If indicated above, the undersigned further accepts responsibility for the building key issued and agrees to accept all responsibility for its proper use and care in accordance with the building use policies of Great Bridge Presbyterian Church.

SIGNATURE OF APPLICANT _____ DATE: _____

FOR OFFICE USE ONLY

DEPOSIT AMOUNT RECEIVED: _____ DATE: _____

APPROVED BY: _____ DATE: _____