

## **PARK CENTRAL PRESBYTERIAN CHURCH POLICIES FOR BUILDING USE**

*\*Please allow 3-10 business days to process building use request\**

### **REQUESTS AND APPROVAL FOR USE**

- All groups that are not part of Park Central Presbyterian Church (PCPC) and would like to use PCPC's facilities for the first time should anticipate slightly longer response times as their group *and* building use must both be approved.
- *All requests for use of the facilities must have an approved request form* before that event can be scheduled on the church calendar.
- We request that you check the church calendar on the website before submitting a building use form.

### **LEAVING FACILITIES AS FOUND**

- Any use of the building by groups presumes that they will leave the building as it was found. The more thorough cleaning tasks, such as emptying trash cans and cleaning bathrooms, are done on a regular basis by the church staff.
- Should the church require additional hours of cleaning following building use, the additional cleaning hours will be charged to those who used the building at a rate of \$25 per hour.
- The building manager finishes cleaning the building for Sunday at noon on Thursdays. Should a group schedule to use the building between noon Thursday and 10:30am Sunday, that group is responsible for leaving the building ready for Sunday morning use!
- The kitchen facilities always require particular care. Instructions on the use of the various pieces of kitchen equipment are posted.

### **SECURITY**

- **The Fayette Street entrance to the parish house should remain closed and locked (with push-bar egress possible) at all times** unless there is someone physically present at the doors to monitor people coming in.
- Whenever there is a gathering in the sanctuary, fire code requires that the narthex (Townsend Street entrance) doors to the sanctuary must be unlocked. For security, someone must be physically present in the narthex to monitor people coming in.
- Any group using the facilities is responsible to determine if they are the last to leave the building. The last group to leave is responsible for turning out all lights, setting the alarm system, and locking all exterior doors.

### **FEES FOR USE**

- Other than weddings, there is no fee for use of the space. For wedding use, see specific guidelines and costs on the "Resources" page of the church website.
- If a staff member is required to open, close, and/or be present in the building outside of their normal working hours, there will be a fee of \$25 per hour for their time, with a minimum of 2 hours, paid directly to the staff member by cash or check. This policy will most likely be applicable to events with a large number of attendees as well as evening and weekend events.

If you have any questions about these policies, please contact the church office.