Policy on Building use - Ebenezer Presbyterian Church

The facilities of the Ebenezer church are often requested by members of the Congregation, as well as various outside groups, to serve as a meeting place for many worthwhile functions. Ebenezer church does not actively seek to rent their facility, but recognizes that its use is an inherent part of a continuing Church life. Aware of the legitimate requests that will arise, an in order to avoid conflicts and misunderstandings, the following policy will guide the use of our facilities.

1) Anyone or group requesting the use of the facilities shall complete the form on the back of this page and then present it to the Session for approval. In unusual circumstances, such requests may be presented to the CIerk of Session for approval.

2) Following approval by the Session, the completed form will be kept in the church office; a copy of the form will be given to the person making the request, the Church Custodian, and the church Treasurer.

3) Those requesting use of the facilities should be aware of the following conditions:
   a. **The facilities must be left in the same condition in which they were found.** If extra cleaning is required, a $10.00/hour, cleaning fee will be assessed.
   b. Repair of any damaged Church property will be the responsibility of the renter.
   c. No smoking is permitted in any of the buildings, and no use of alcoholic beverages is permitted anywhere on the premises.
   d. Children are not permitted in the Sanctuary or any other rooms in the building without adult supervision.
   e. The use of tables or chairs (i.e. setting up or taking down) must be coordinated with the Custodians. If tables are to be used, the renter is responsible to provide their own table coverings.
   f. When a request is made for the use of facilities for a wedding, funeral, or sacrament, the Pastor or Moderator of the Session, must be notified before approval can be granted by the Session. If such a request includes having someone other than Pastor of Ebenezer Church to be the officiant, that must be approved by the Session and the Pastor of Ebenezer. In addition, the Pastor of Ebenezer Church should be invited to participate. Similarly, if there is a request for someone other than the Organist of Ebenezer Church to play the Ebenezer organ, that must be approved by the Ebenezer Organist.

4) Fees for the use of the facilities by Members of Ebenezer Church are as follows:
   a. For use of the Social Hall, Kitchen and Rest Rooms, the fee is $40.00.
   b. For use of the entire Church, the fee is $50.00.
   c. There is no fee for the use of the picnic pavilion.

5) Fees for the use of the facilities by Non-Members of Ebenezer church are as follows:
   a. For use of the Social Hall, Kitchen and Rest Rooms, the fee is $100.00.
   b. For use of the entire Church, the fee is 125.00.
   c. For the use of the Picnic Pavilion, the fee is $40.00. This fee will be waived for the Wolf Creek Township School Reunion.

6) Fees for the use of the facilities by Non-Profit groups may be waived, pending approval by the Session.

7) Payment of the fees should be given to the Church Treasurer. Check should be made payable to *Ebenezer Church*.

8) Fees for other uses may be altered on an individual basis by the Session. Those charges will be noted on the form when the request is approved.

9) In case of emergency, the Session reserves the right to rescind a request that was previously approved.

Revised 3/17/19. Effective date: January 1, 2020

BUILDING USE REQUEST FORM

Ebenezer Presbyterian Church
2426 Scrubgrass Rd.
Grove City, PA 16127
814-786-7411

Request Information:

Group or Individual Making the Request: _____

Contact Name: _____

Contact Phone Number: _____

Event: _____

Date of Event: _____

Time Requested: _____

Facilities Requested (circle those that apply):

      Entire Facility   Social Hall+Kitchen+Rest Rooms   Picnic Pavilion

Additional Requests: _____

*I have read and agree on the **Policy On Building Use (**on the reverse side).

Signature: _____ Date: _____

Church's Response:

Approved _____   Disapproved _____

Charges: _____

Special Provisions or Conditions: _____

_____

_____

Clerk of Session

Revised 3/17/19. Effective date: January 1, 2020