

GUIDELINES FOR USE OF BUILDINGS AND GROUNDS SHALLOWFORD PRESBYTERIAN CHURCH

With the exception of weddings, these guidelines cover all buildings and grounds use requests for groups or activities not sponsored by Shallowford Presbyterian Church. Please refer to the wedding policy for guidelines on weddings.

1. An individual or group representative must submit a Facilities Use Request form to the Church Associate Administrator in adequate time for the staff, Local Missions Committee, or Session, as appropriate, to consider the request according to the regular meeting schedule.
2. Priority for building/grounds use is given first to Shallowford Presbyterian Church, then to Shallowford Partnership congregations, then to outside groups.
3. Groups that use the facilities should be non-profit and either community-oriented, fellowship-oriented, mission-oriented or community sports-oriented.
4. The following uses/activities are not permitted:
 - Use of any SPC property as a business location
 - Use of any SPC property for any fundraising or profit-making activity outside of those directly related to SPC-sponsored events or ministries.
 - Use of kitchen by any outside group or caterer for anything other than staging and storage of food/beverages. Outside groups may use the ice machine.
 - Use of SPC property for other than an SPC use unless their prior consent is given.
 - Gambling.
 - Consumption of alcoholic beverages.
5. A refundable security deposit of up to \$250 may be assessed to outside groups for use of the facilities. The amount of the security deposit will be set by the Local Missions Committee or Session and will depend on the complexity of the event (amount of time, space and equipment used, etc.). The security deposit must be paid in advance and will be returned following inspection of the property and equipment following the event.
6. All on-going building use requests are subject to annual review by the Local Missions Committee. In June, the staff will provide to Local Missions a comprehensive list of ongoing uses along with their recommendations and concerns. The committee will review this and will share their recommendations with the staff. A committee representative and/or staff member may be assigned to follow up with the groups involved.
7. Any group meeting outside normal business hours must provide for reasonable security of the property, either by providing their own security personnel or by paying SPC to extend the hours of the Sexton or other staff person. Local Missions or the Session may choose to waive maintenance fees.
 - If a group does not currently have keys to access the building, *maintenance fees will be charged* to provide access unless the Local Missions Committee or Session makes other arrangements.
 - The minimum maintenance fee on Saturday or Sunday is \$150. The total fee will be negotiated and paid prior to the event and will depend on the complexity of the event (hours worked, set-up, clean-up, etc.).
 - On weekdays, a maintenance fee of \$20 per hour will be charged for each hour after 5:00 pm. The total fee will be negotiated and paid prior to the event and will depend on the complexity of the event (hours worked, set-up, clean-up, etc.).
 - Provision of this service is based on staff availability.

8. Proof of Insurance naming Shallowford Presbyterian Church named as an additional insured is required for all sports-related activities.
9. Additional requirements for use of the activities field (ball field behind the church):
 - Use of the activities field on Sundays is restricted to activities sponsored by Shallowford Presbyterian Church. Shallowford Partnership congregations may request single event usage of the fields on Sunday (no league play).
 - A Field Maintenance fee of up to \$20 per hour will be charged to offset the costs of maintaining the activities field. This may be in addition to maintenance fees described in previous sections. Local Missions or the Session may choose to waive or reduce the Field Maintenance fee.
 - Local Missions will set the total maintenance fees and payment schedule, typically including payment in advance. For regularly scheduled usage (youth soccer practice, etc.) requests for credit or refunds may be made for unused days (for example, due to rain or poor field conditions).
 - The Church Administrator will customize and issue to each approved organization a Ball Field Use document, with a request for proof of insurance and verification of child supervision policies, as required.

FACILITIES USE APPROVAL PROCESS

STAFF MAY APPROVE REQUESTS that meet all guidelines below:

1. One-time use. The staff may approve requests for ongoing use by a scout troop.
2. Requests by:
 - A member or organization of Shallowford Presbyterian Church
 - A non-profit organization (activities such as club meetings, awards banquets, etc.)
3. Requests that do not:
 - Require the use of the kitchen or ball field
 - Conflict with any church-related activity
 - Charge *any fee* [other than a small fee to cover SPC maintenance fee].

The staff will determine the maintenance fee required, if any, to provide a staff member to open/close the building for any event that meets the guidelines above. The staff will provide a report of action to the Local Missions Committee.

The staff will review all other requests to determine if they can be accommodated on the church calendar. Those requests that do not conflict with another event on the calendar will be forwarded to the Local Missions Committee for their consideration, except for requests to use the sanctuary only, which will be forwarded to the Worship Committee.

THE LOCAL MISSIONS COMMITTEE WILL APPOINT A SPECIAL COMMITTEE THAT MAY APPROVE REQUESTS that meet some but not all guidelines defined above, including, but not limited to:

1. Requests from groups that charge fees to cover their costs (fees for a speaker or facilitator, fees for refreshment costs, etc.).
2. Requests that require a maintenance fee to cover SPC's facility costs (set-up fees before or after an event, utilities, housekeeping fees, etc.)
3. Requests from groups, which fall outside normal Facilities Use requirements (other than non-profit and either community-oriented, fellowship-oriented, mission-oriented or community sports-oriented) and are, *essentially, requests to rent the facility*.
4. Requests from groups that charge a fee in excess of their cost.

The Local Missions Committee shall appoint a Special Committee to consider Facility Use Requests. The Special Committee will be called the Facility Use Committee and will be comprised of, at a minimum, one representative for B&G, one for Local Missions, and one staff member. The Facility Use Committee will act with the authority of Local Missions for purposes of approving facilities use requests.

THE SESSION MAY APPROVE REQUESTS referred to them by Local Missions from groups that:

1. Charge fees greatly in excess of their costs (this decision is at the discretion of the Local Missions Committee)
2. Charge admission to an event.

All decisions should be communicated in writing to the Church Associate Administrator as soon after the committee meeting as possible. The Church Associate Administrator will communicate the decision to the requestor.

Shallowford Presbyterian Church Ball Field Use

Date

Organization Name (Club)

It is the decision of the Local Missions Committee to allow the Club to use the field area behind the church in the following manner for the current program year (August 2009 through May 2010).

1. Usage will be for team practices only and only on weeknights.
2. Shallowford Presbyterian Church ("SPC") requires all third parties who use our facility to sign a statement acknowledging that they have established procedures to protect children and youth from abuse by their employees and volunteers. In addition, such groups will be asked to provide an indemnity stating that they will hold SPC harmless in the event that a claim of abuse or negligence is brought against SPC as a result of their use of SPC's facility.
3. The Club will provide proof of insurance, naming Shallowford Prebyterian Church as an additional payee, prior to any use of the field.
4. Children will not be allowed in the playground area unless there is adult supervision at all times.
5. SPC Buildings will be not available for Club use at practices. The Club is welcome to make arrangements for outdoor event bathrooms to be placed in the field area at their expense to deliver and maintain.
6. The Club is responsible for keeping the field and parking areas trash free and is welcome to maintain trash receptacles in the field area.
7. Dates and times for Club practice sessions must have prior approval by the church staff. Requests for calendar dates must be submitted in writing on a Facility Use Request Form in sufficient time for the staff to review the requests (currently, staff meetings are on Mondays; requests should be emailed to the church by the preceding Friday).
8. Shallowford Presbyterian Church retains total control of scheduling of church property usage and can, when necessary, cancel Club practice dates when it might conflict with church business. The nature of church business is such that there might be little notice given to the Club in the event a practice would have to be cancelled.
9. The church office cannot and will not be an information source for League activities and changes.
10. The gate to the back parking lot must be opened and closed by a Club designated person who must be vigilant and consistent in this task.
11. No permanent sports apparatus or equipment (i.e. soccer goals, volleyball nets, etc) may be installed on the premises. Any apparatus or equipment must be portable and be removed from the field following each event. A request may be made to allow chaining of soccer goals to the fence, if the Club provides the church with a key to allow the goals to be moved for maintenance of the field.
12. Field usage is restricted to dry weather. The field should not be used if standing water exists on the field. The Club is responsible for determining the condition of the field.
13. To help offset the costs of maintaining the ball field, the Club will pay a \$TBD per TBD field maintenance fee in advance of each usage, preferably on a monthly basis. A refund or credit may be requested by the Club for days the field was not used.

**POLICY REGARDING PREVENTION OF ABUSE BY OTHER GROUPS USING
SHALLOWFORD PRESBYTERIAN CHURCH'S FACILITIES**

Shallowford Presbyterian Church ("SPC") requires all third parties who use our facility to sign a statement acknowledging that they have established procedures to protect children and youth from abuse by their employees and volunteers. In addition, such groups will be asked to provide an indemnity stating that they will hold SPC harmless in the event that a claim of abuse or negligence is brought against SPC as a result of their use of SPC's facility.

ACKNOWLEDGEMENT

I, _____ on behalf of _____
Name Organization

acknowledge that _____ has established procedures to protect
Organization

children and youth from abuse by adult employees and volunteers of

_____, or, alternatively, has agreed to adopt the
Organization

Shallowford Presbyterian Church Policy on Supervision of Children as its own policy. In

addition, _____ agrees to indemnify Shallowford Presbyterian
Organization

Church ("SPC") and hold SPC harmless in the event that a claim of abuse or of

negligence is brought against SPC as a result of _____'s use
Organization

of SPC's facility. By signing below, I certify that I have the authority to enter into this agreement and provide the above indemnity.

Date

Name