

# **IRVINGTON PRESBYTERIAN CHURCH BUILDING USAGE POLICIES AND AGREEMENT**

We at Irvington Presbyterian Church consider your presence in our building to be part of our mission and outreach to our friends and neighbors. We are delighted to be able to offer you space to hold your event or conduct your meetings. We are blessed to have such a beautiful building and seek to preserve and maintain it in a way that honors its rich history. We will make every effort to accommodate your request.

Priority of use of the building is as follows:

1. Those activities of IPC which serve the church body as a whole.
2. Regular ongoing activities and meetings of the church.
3. All other functions of the church, not regularly scheduled.
4. Social service and community not-for-profit (non-commercial groups).
5. Other non-church activities (excluding any profit-making activity that is not service related)

Increased activity in the building means increased maintenance for our church home. In our continuing effort to preserve and maintain our building, its furnishings, and grounds we ask that all who use IPC facilities honor the policies and guidelines outlined as follows.

## **1. General:**

- a. Irvington Presbyterian Church reserves the right to refuse to provide space to any individual or group for any reason. Irvington Presbyterian Church also reserves the right to cancel scheduled dates for reasonable cause.
- b. Alcoholic beverages, illegal substances, inappropriate language or gambling are not permitted on the property of IPC (IPC reserves the right to cancel any agreement due to non-compliance with these issues).
- c. Smoking is strictly prohibited inside the building. If smoking occurs outside of the building, any butts and matches should be deposited in the receptacles provided outside of the church.
- d. Food and beverages may not be brought into the Sanctuary.
- e. Your use of the building is not exclusive; other individuals or groups may be using the building at the same time. Everyone must show respect to other individuals and groups using the building at the same time.
- f. Individuals and groups are expected to arrange for or take care of any set ups as well as putting the room back to its original condition, including cleaning the tables, and also to honor their scheduled time, subject to approval by the church administrator.
- g. Thermostats are set to maintain efficient use of heat; do not change settings.
- h. An assessment of no less than \$50 and no more than the actual cost will be charged if the room is left untidy or its contents damaged.

- i. If your group needs to use our sound equipment, or will require the assistance of our custodian, special arrangements must be made through the church administrator and there may be a charge.
- j. All events will be conducted in accordance with all applicable laws, regulations, and ordinances.

In general, one-time event requests cannot be made more than six months prior to the date of the event unless approved by the church administrator.

**If you or your group will require regular, extensive use of the building, please contact the church administrator to discuss whether a longer-term lease would better serve your needs.**

## **2. Housekeeping:**

- a. Each individual or group must leave the facilities it used in a tidy, clean condition, including any hallways or bathrooms that were used.
- b. Each individual or group must place all trash in trash receptacles as provided by IPC. All food or beverages need to be taken with you after your meeting or event.
- c. To show courtesy to our neighbors, each event or meeting should end by 10:00 p.m., unless an exception is granted by the church administrator.
- d. No taping of any type, adhesives, staples, nails or tacks are to be used on walls, ceilings or floors. If you need to hang something, consult with the church administrator.
- e. Users are responsible for conserving fuel, water, and electricity to the extent possible.
- f. On-going storage space within the building is not readily available and is subject to the discretion of the church administrator.

## **3. Children:**

We welcome all children at Irvington Presbyterian Church. However, adult group members must care for and supervise the children while your group is at IPC. For the children's safety, we ask that you confine any children associated with your group to the area of the church building you have reserved. Please do not allow children to run through the building or play in areas other than those reserved by your group. Areas used for child care must be returned to their original condition.

All children must be supervised at all times. Groups of children aged five years and under must have at least one responsible adult for every 5 children at all times.

Children are not to play on the elevator at any time

**4. Tasks which must be performed after your event or after each meeting:**

- a. Turn off all lights (halls, rooms, bathrooms and entrance ways). Please note that some emergency lights in the hall cannot be turned off.
- b. Do not leave any dirty dishes or containers. Please either wash them before you leave or, if they belong to your group, take them with you.
- c. Do not leave leftover food anywhere in the building.
- d. If any electrical appliances were used (coffee pot, oven, stovetop, e.g.), make sure they are turned off and/or unplugged.
- e. Turn off water faucets in kitchen and restrooms and leave rooms tidy (no paper on the floor).
- f. Close and lock all doors and windows before leaving. Securing the premises is the users' responsibility.

I have read the rules regarding the terms of use of Irvington Presbyterian Church, and I do hereby agree to abide by them and ensure that members of my group abide by them.

**GROUP NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

*Emergency church contact person and phone number.*

**Current Trustees:**

<b>Brad Arbuckle</b>	<b>535-2637</b>	<b>Donna Tindall</b>	<b>375-8101</b>
<b>Joe Dial</b>	<b>894-5385</b>	<b>Dan Utter</b>	<b>322-1393</b>
<b>Lois Dillon</b>	<b>897-1733</b>	<b>Woody Vandivier</b>	<b>786-6239</b>
<b>Bill Hoke</b>	<b>357-1827</b>	<b>Bill Wilkins</b>	<b>887-6365</b>
<b>Frank Hurdis</b>	<b>352-0459</b>	<b>Patrick Wooden</b>	<b>823-0229</b>
<b>Bo Melvin</b>	<b>861-3779</b>		
<b>David Owen</b>	<b>596-1603</b>		
<b>Phil Parkinson</b>	<b>891-9601</b>		
<b>Heather Kopeschka</b>	<b>840-3058</b>		
<b>Brett Peper</b>	<b>786-4954</b>		