



# PRESBYTERIAN *church of* CHESTERTOWN

905 Gateway Drive | Chestertown, Maryland 21620

## **Building Use Guidelines**

The Presbyterian Church of Chestertown (PCC) facilities can only be used by groups and individuals whose purposes are consistent with the mission and vision of PCC, and upon approval of the Building Use Committee. Use requires following these rules:

### Application

1. PCC facilities can only be used by groups and individuals whose purposes are consistent with the mission and vision of PCC and upon approval of the Building Use Committee.
2. The application is available by contacting the office (soon to be on the website).
3. A building use application must be completed, signed, and kept on file in the church office.
4. The Building Use Committee considers requests upon receipt.
5. PCC reserves the right to negotiate/eliminate fees for special circumstances.
6. Fees are due by the day of the event.

### Access

1. Each event must have a designated PCC member on-site during the event.
2. Groups, individuals, and their guests are limited to the areas specified in the application.
3. Parking is limited to main parking areas.
4. Entrances: Sanctuary and Fellowship Hall users are limited to the Narthex entrance. Admin Wing and Ed Wing users are limited to the Admin entrance.
5. Restrooms: Fellowship Hall users are limited to the main restrooms. Conference Room users are limited to Admin Wing restrooms.
6. Telephones are for emergency use only.
7. Use of electrical, technical, and kitchen appliances are prohibited. If such equipment is requested, it must be specifically addressed in the application.

## Usage

1. Each group is responsible for room set-up. If any church property is used, it must be returned to its original location.
2. All trash must be collected and placed in trash cans outside the kitchen door. Additional custodial fees may be added for large groups.
3. Nothing will be moved or changed in the Sanctuary without a Facility Use Committee member present.
4. No tobacco usage anywhere on the property.
5. No alcoholic beverages are permitted on the property.
6. No food or beverages are permitted in the Sanctuary.

## Responsibility

1. PCC Property Elder is responsible for the administration of these guidelines.
2. PCC is not responsible for the loss of personal property by users or their guests.
3. PCC will only store items for outside groups with prior permission from the Property Elder.
4. PCC reserves the right to cancel scheduled activities in case of mechanical or electrical problems, or weather emergency.
5. Facility users must always carry and keep in full force and effect during use to protect the owner "All Risk Insurance" for Public Liability Insurance with at least \$2,000,000.00 general aggregate limits.
6. Users are financially responsible for any damage to the premises, inside or outside, associated with the use event. Damages are payable when presented with the invoice.