



PRESBYTERIAN *church of* CHESTERTOWN

905 Gateway Drive | Chestertown, Maryland 21620

Building Use Guidelines

The Presbyterian Church of Chestertown Has chosen to share its facility with you, please follow these rules.

- 1) Remember, the facility can only be used by groups and individuals whose purposes are consistent with the mission and vision of PCC and upon approval of the Session.
- 2) A Building use permit must be completed and returned to the Church office. The application is available on the Church website or by contacting the office. Requests are considered on the second Tuesday of each month (except for July and August). Fees are due by the day of the event.
- 3) Groups, individuals and their guests using the PCC facility may only have access to the areas requested in the application and as permitted by Session.
- 4) Each scheduled event must have a designated PCC member present on site during the duration of the event.
- 5) No technical or electrical equipment or kitchen appliances at the Church are included in the application. If such equipment is required, it must be specifically addressed at the time of the application for space.
- 6) Nothing will be moved or changed in the Sanctuary without a current property committee member present. Each group is responsible for its own room set-up. If any Church equipment is used, it must be returned to its original location.
- 7) Telephones are for emergency use only.
- 8) Users of Fellowship Hall may only use the main rest room facilities. Conference Room users may use only the rest rooms in the Admin Wing.
- 9) Entrance and exit for users of Fellowship Hall will be through the Narthex only.
- 10) PCC is a smoke free facility. Smoking is not permitted anywhere on the property.
- 11) No alcoholic beverages are permitted on PCC property.
- 12) No food or beverages are permitted in the Sanctuary.
- 13) PCC is not responsible for the loss of personal property by the facility users or their guests.
- 14) PCC will not store any items for outside groups without special permission of the PCC Property Chair.
- 15) All trash must be collected and placed in trash bags outside the kitchen door.
- 16) PCC reserves the right to cancel permitted activities in the event of mechanical/electrical problems at the Church or in the case of a snow emergency.
- 17) Parking for events may only be in the main parking areas.
- 18) Facility users must carry and keep in full force and effect at all times during use for the protection the owner "All Risk Insurance" for public Liability Insurance with limits of at least \$2,000,000.00 General Aggregate.
- 19) The Property Chair of PCC is responsible for the administration of this policy.
- 20) When special circumstances warrant, PCC reserves the right to negotiate and or eliminate fees.
- 21) The users of the facility are financially responsible for any damage to the premises, inside or outside, that occur in association with the use event. Damages are payable when presented with the invoice.

(approved by Session 10/14/14)