

# SEWICKLEY PRESBYTERIAN CHURCH

## Facilities Use Policy

*Update approved by Session 1/21/14*

*Changes for 202 Beaver Street*

*Revision Date 04/23/2015*

*Approved by Session 5/20/15*

*Approved by Session 6/20/16*

***We aspire to be a church where the Gospel of Jesus Christ is faithfully proclaimed and faithfully lived in grateful response to God's love.***

### Facilities Use Philosophy

The facilities of Sewickley Presbyterian Church (SPC) are dedicated to worshipping God, nurturing the discipleship, living in fellowship and participating in the mission of service to the people of God in Christ's name.

### Priorities for the use of the facilities

To this end, the priority of usage is as follows:

1. The most important function of the facilities is the worship of God. All other activities and programs in these facilities take second place to that.
  2. The second function of our facilities is the faithful execution of the Vision and Strategic Plan adopted by the Session of SPC:
    - a. The nurture of the discipleship,
    - b. The living in fellowship as a Church Family,
    - c. The participation in the mission service to the people of God
    - d. Support of the programs and activities which consistent with our Vision and in harmony with the Session's goals and objectives, at any particular time.
  3. The third function of these facilities is service to the community. Community organizations are welcome to use the building. Such usage may not interfere with the first and second priorities. The program or activity proposed must also be regarded by Session as appropriate for a facility dedicated to the worship of God and the stated Vision of the SPC.
- **Special Note** - Youth activities and events conducted at 202 Beaver Street will take priority over other uses.

Sewickley Presbyterian Church is not in the rental business; the requested donation is intended to defray SPC's costs including utilities, building maintenance, custodial requirements, etc.

- Requests for facility use must be submitted to the SPC Business Administrator with a completed Facility Use Application Agreement Form
- Facilities are not generally available for any "for profit" group or organization without the prior approval from the Session of SPC.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities.

### Groups who may use the facilities

- Organizations of Sewickley Presbyterian Church (SPC) have access without charge to church facilities, subject to room scheduling and building maintenance concerns. They may request the arranging of seating and the providing of coffee/tea by completing the room set-up form in the church office **two** weeks before their meeting. No additional approval is required.
- Organizations sponsored by SPC (e.g., Boy Scouts) have access without charge to specified areas of the building for regular meetings, subject to room scheduling and building maintenance concerns. No food service will be provided by the church. See approval process below.
- Community outreach and service groups (e.g., Alcoholics Anonymous) may have access to specified areas of the building for regular meetings, subject to room scheduling and building maintenance concerns. No food service will be provided by the church. See approval process and conditions below.
- Members of Sewickley Presbyterian Church may use the church facilities for wedding, funeral/memorial and anniversary receptions. Approval for other special member events, including recitals will be subject to the approval of the SPC Property Committee. The provision stated in this paragraph shall also apply to the Church staff.
- Other community groups (i.e., garden clubs, civic organizations) may have access to specified areas of the building for regular meetings, subject to room scheduling and building maintenance concerns. No food service will be provided by the church. See approval process and conditions below.
- Fund-raising events held by not-for-profit musical, theatrical, cultural, educational and charitable organizations whose purposes, values and tenets are consistent with those of the Session and Mission of SPC must receive approval from the Session of the SPC. Groups organizing such an event may have access to specified areas of the building, subject to room scheduling and building maintenance concerns. No food service will be provided by the church. See approval process and conditions below

### **Standing or Repeated use of the facilities**

- Standing use of the church facilities by outside groups is offered only when an outside group is performing a ministry consistent with that of the SPC, which otherwise the church would need to undertake, and as long as the relationship between the outside group and the church is cordial and cooperative. All outside groups seeking standing use of the facility must re-apply annually to do so.
- While every effort will be made to protect time and room commitments made to any church or community group requesting such, all who wish to use the church facilities must understand that emergencies can occur that allow the church little flexibility (e.g., funerals). The church reserves the right to ask a group to move from its usual meeting space and/or time in the facilities to another meeting space in the facilities. It may also be necessary to withdraw permission to use the facilities on a given occasion because of conflicting priorities or for maintenance reasons. Such necessary changes in agreement will normally be given with as much notice as possible.

## **Applying for usage**

All communications regarding building usage must be directed to the Business Administrator of the church. The Business Administrator will, if necessary, forward facility usage requests to the Sr. Pastor and/or Property Committee and/or the Session (the governing body of the congregation).

The Business Administrator will also notify those using the facilities about any changes in arrangements

- All requests for facility usage must be accompanied by a completed Facility Usage Application and Agreement Form
- The SPC Business Administrator must have accurate contract information for two (2) members of your group (a primary and a secondary). It is the group's/organization responsibility to see that SPC Business Administrator has accurate information.
- SPC understands that groups occasionally find that the room reserved for them is no longer suitable. Office approval is required PRIOR to using a different room.

## **Conditions of usage**

- The sanctuary and chapel are the congregation's major worship sites. Throughout the entire building, music or presentations must be respectful of Christian beliefs and the religious sensitivities of the congregation.
- It is the policy of Sewickley Presbyterian Church that neither smoking nor the consumption of alcoholic beverages are permitted in the church facilities nor are alcoholic beverages permitted on the church grounds. Smoking is NOT permitted in any of the church facilities.
- The Session reserves the right to stipulate special requirements (i.e. indemnities, hold-harmless agreements, insurance) or other limitations deemed necessary by the Session.
- The church reserves the right to charge for the cost of any events
- Persons or groups using the facilities will be responsible for breakage or damage to any equipment, facilities or kitchen equipment and will be billed for the cost of repair and/or replacement.
- SPC is not responsible for any lost, damaged or stolen articles.
- Church furnishings (folding tables, chairs, coffee pots, etc.), church silver, linen and china are not loaned for use outside the church. These are, however, available for use by church members on the church premises. Arrangements must be made with the Business Administrator. Members using these are responsible for any damage to them or loss of them, and will be requested to make restitution.
- Signs, posters, decorations or displays are permitted only with the permission of the Business Administrator and must be removed at the close of the event. Only approved

hanging materials may be used, **no tape.** No signage/advertising may be posted on SPC property without **PRIOR** permission from the business office.

- If a caterer is used for an event, the caterer must be approved by and is accountable to the Business Administrator. Caterer must provide proof of insurance, with church listed as second insured.
- Through the Business Administrator the church custodians may be asked to prepare the specific space a group plans to use. A *Room Set-up Form* must be completed two weeks in advance. Groups using any space must return the space to its original arrangement.
- Any meeting of a group of young people must be accompanied by an appropriate number of adults who will assume responsibility for the group and the church facilities.
- Outside groups who use SPC are required to conform to applicable state laws in reference to Child Protection Laws. Which says certain individuals, in order to work or volunteer with children, are required to obtain clearances which may include the following:
  - Pennsylvania Child Abuse History Clearance;
  - Pennsylvania State Police Criminal Record Check; and
  - Federal Bureau of Investigation Criminal Background Check.

These outside groups who need to comply with these laws are groups such as: Boy Scouts, Cub Scouts, Girl Scouts, Brownies, Daisies, etc. These groups will be required to sign and attest to a document stating they are in compliance before they can use our building. (Attached document: Outside Organization Affirmation)

- The group using the space is responsible for closing windows and for disposing of any trash or garbage. Beverage spills must be reported to the custodian as soon as possible. The space shall be left in the same condition as it was found.
- The custodians are required and have the authority to expel any individuals who are behaving inappropriately or are abusing the privileges granted by the church
- The church reserves the right to terminate the use of the building by any group at its discretion without cause.
- The facilities may be used between the hours 8:00 a.m. and 10:00 p.m. Groups must vacate the facility by 10:00 p.m. unless special agreements have been made in advance with the church Business Administrator.
- The custodians have a full schedule of work throughout the church facilities. They are not at the disposal of groups using the facilities other than the set-up and tear down as requested on the set up form.
- Use Air-Conditioning (A/C) and Heat, respectfully.  
When using the A/C, **KEEP ALL DOORS AND WINDOWS CLOSED.** Adjustments for A/C or Heat may only be made in rooms having instructions posted on the unit. Operating directions are posted on the heating and cooling units. Contact the Business

Administrator as soon as possible, if there are any problems with the heating and cooling units. Restore all A/C and heat controls to their original position and turn A/C “OFF” when vacating the facility.

- Capacities of rooms are established by the Fire Department. A fire lane must be kept clear around all buildings. Violation of these rules is a violation of city codes.
- Responsible care of the building and equipment is required at all times; damage and/or breakage must be reported to the Business Administrator within one business day of the event.

Parking Lot spaces are available for church related purposes, only. Further information is contained in the separate Parking Policy document.

### **Food Preparation**

Food Preparation refers to the Main Kitchen adjoining the Dining Room, Warming Kitchen Ansby Hall, Warming/Kitchen 202 Beaver and will be hereinafter “Food Preparation”.

#### **Responsibilities:**

- The Session is charged with establishing and administering, or delegating the administration of, these policies on the use of the kitchen facilities of the church. Unless otherwise noted, the Session has delegated the responsibility of administering the Food Preparation guidelines to the Business Administrator of the SPC.
- Food Preparation Facilities include all the equipment owned by SPC as listed above.

#### **Guidelines For Use Of Food Preparation Facilities**

- Pot-luck or catered meals at the church may access the Food Preparation areas for ice and other pre-approved items.
- Dining or the serving of food is limited to pre-approved designated areas.
- Associated set up of tables and chairs must be made to the Business Administrator utilizing the church calendar. The custodial personnel will perform all tasks related to setup.
- All food items and paper goods contained within in the Food Preparation areas are property of SPC. Such items will not be taken by anyone unless that action is approved by the Business Administrator.
- The user is expected to leave the Food Preparation and designated eating areas reasonably clean, and remove all items associated with their program immediately following the event.
- Due to potential injuries, no children will be allowed into the Food Preparation without direct adult supervision.

### **USE OF EQUIPMENT**

Kitchen equipment is for use by authorized personnel from SPC church members and groups. Kitchen supplies including utensils, cookware, glassware, and coffee supplies are for use by SPC church members and groups only. SPC church members and groups are responsible for washing and storing all utensils and kitchenware used, as well as replacement of broken or damaged items.

### **SCHEDULING USE**

Use of SPC Food Preparation will be scheduled through the Business Administrator. Kitchen equipment is available for off-site use by SPC ministries with approval from the Business Administrator.

All committees are invited to use the Food Preparation with prior approval from the Business Administrator.

The kitchen is open for use by all church members & groups. Large coffee makers, flatware, dishes, tablecloths, utensils, candles and serving pieces are all available. You are responsible for cleaning and returning any items used in a timely fashion, as well as cleaning up the kitchen after use (including putting away all dishes). Refrigerator/freezer space may be used, with the approval of the Business Administrator, but you must dispose of unused food after the event unless it is specifically designated to be used for another event. Please put your name on any items in the refrigerator.

Groups using the cooking appliances must have at least one member present that has been trained on the proper use of this equipment.

### **USE BY OUTSIDE GROUPS**

There will be no use of the Food Preparation by outside groups without the Business Administrator present. Scheduling of this type of use will be done through the Business Administrator. There will be charges for this type of usage.

### **SAFETY & EMERGENCY POSTINGS**

Proper hand washing techniques  
Emergency & medical #'s  
Choking instructions

### **HEALTH/CLEANLINESS POSTINGS (may include but are not limited to)**

Plastic cutting boards are best because they're easier to sanitize.

To sanitize kitchen materials (dishes, cutting boards and utensils) put them in the dishwasher, or:

wash them with hot water and detergent

use a solution of 1 tsp of bleach in 3 cups of water to disinfect them

rinse again with fresh water, and dry them.

Bacteria can thrive in dish cloths, so change them every day if you can. Keep them clean by washing with detergent as part of your regular laundry load, or by hand-washing then soaking them in diluted bleach.

Don't hang dish cloths near the kitchen garbage pail. All individuals who work directly with food preparation or serving must remove themselves from such tasks when there is evidence of communicable illness. Always wash your hands thoroughly with soap and water after using the restroom. Wearing plastic gloves when preparing food is preferred.

### **ADULT/YOUTH/CHILDREN USE & SUPERVISION POLICIES**

Adults are permitted in the kitchen area and may use all equipment once properly trained by the Business Administrator. Youth and Children must be accompanied by an adult trained in the use of equipment.

No one under the age of 18 may use the kitchen cooking appliances without the supervision of an adult. Ventilation units should be on at all times when ovens are in use

### **USE OF FOOD PREPARATION/ACCESS/NOISE WHILE PROXIMATE SPACE IN USE**

Use of kitchen is permitted during all hours that the building is open and covered by custodial supervision. Please be cautious of the noise being created in the kitchen, as the Dining Room is frequently occupied by groups and the noise may be distracting to a meeting in progress.

### **CLEAN UP RULES - INVENTORY REPORTING (WHAT USED)**

- All spills should be cleaned up. A broom and mop are located in the storage room behind the kitchen
- Place used dishtowels in the hamper located by the washer and dryer.
- Coffee makers are to be left clean. Place coffee grounds in garbage
- All equipment used must be left clean on the center island in the kitchen
- All garbage should be placed in lined containers. Extra liners can be found in the storage room
- The floor should be swept thoroughly

### **DAILY CUSTODIAL RESPONSIBILITIES**

The kitchen will be cleaned weekly; this includes sweeping and mopping of the floor by custodial staff. The Custodian will be responsible for cleaning of the Range, Ovens, Microwave, Dishwasher, Refrigerator, Freezer, Ice maker, commercial dishwasher, storage food cabinets, scrubbing of all sinks, wiping down of all stainless steel and all cabinets. The kitchen is to be cleaned after each use.

The checklist below must be completed by each group using the kitchen:

- User shall wash, dry, and put away all dishes, drink containers, and utensils. If dishwasher is used, it must be unloaded before leaving.
- User shall clean sinks and wipe around food drain when finished.

- User shall clean any counter, stove, oven, grill, or other surfaces used.
- User shall return all items to proper place.
- User shall not use food or supplies belonging to another group unless authorized to do so.
- User shall bag & tie garbage and remove to the outside dumpsters.
- Floors should be swept.

### **STORAGE SPACES (FREEZER, REFRIGERATOR, CUPBOARDS)**

All cabinets in the kitchen area are for storage of kitchen equipment, food, disposable products, etc. . Anyone wishing to store items in the Freezer or Refrigerator must receive approval from the Business Administrator, and items must be marked clearly and used up in a timely manner.

### **FOOD & BEVERAGE**

All users will ensure the facility is properly cleaned following activities in which food or beverage has been served.

### **Approval Process for Use of Church Facilities**

- Requests for the scheduling of regular/standing (monthly or weekly) meetings from September through August by church sponsored or outside groups must be submitted annually, normally by July 15<sup>th</sup> of each year. The Business Administrator with assistance from the Senior Pastor and/or the Property Committee will normally act on these requests in August. Forms are available from the church office, and shall be submitted to the Business Administrator.
  - New groups wishing to hold regular meetings at the church will be given a probationary approval for six months, at which time the group's use of the church will be evaluated and the use of the facilities for the balance of the year determined.
- Requests for the scheduling of occasional meetings should be submitted four to six weeks in advance of the event, so that any details can be worked out by the staff. The Senior Pastor and/or the Property Committee will normally act on these requests.
- Requests for the church to host a major event (i.e. wedding, conference, and concert) should be submitted six months to one year in advance, so that any details can be worked out by the staff. The Senior Pastor and/or the Property Committee will normally act on these requests.

Reservations for food services must be submitted to the Business Administrator two weeks prior to the event.



**Sewickley Presbyterian Church**  
**Facilities Use Policy**  
**2015 Schedule of Suggested Donations**  
**Non-Member Groups**

Facility	Capacity	Use
Sanctuary*	450	\$500
Chapel of the Resurrection*	75	\$50/Hr 2 Hr Min
Robinson Room	75-100	\$50/Hr 2Hr Min
Campbell Room	25	\$25/Hr 2 Hr Min
Willets Room		\$25/Hr 2 Hr Min
Library		\$25/Hr 2 Hr Min
Ansby Hall With Kitchenette	100	\$50 /Hr 2 Hr Min
Dining Room – With Kitchen	200	\$75/ Hr 2 Hr Min
202 Great Room	95	\$50 /Hr 2 Hr Min
202 Formal Room 2 <sup>nd</sup> Floor	40	\$25/Hr 2 Hr Min
202 Meeting Rooms	40	\$25/Hr 2 Hr Min

**Other**

- Coffee/Tea Set-up \$1/person, \$25 minimum
- Dishwashing by Custodians \$50 minimum
- Extraordinary Custodial Services may be incurred at an additional charge

\*Does not include use of the organ. Any requests must be approved by the Director of Music.

**Sewickley Presbyterian Church**  
**Facilities Use Policy**  
**2015 Schedule of Suggested Donations**  
**Member Groups**

Facility	Capacity	Use
Sanctuary*	450	N/A
Chapel of the Resurrection*	75	N/A
Robinson Room	75-100	N/A
Campbell Room	25	N/A
Willets Room		N/A
Library		N/A
Ansby Hall With Kitchenette	100	N/A
Dining Room – With Kitchen	200	N/A
202 Great Room	95	N/A
202 Formal Room 2 <sup>nd</sup> Floor	40	N/A
202 Meeting Rooms	40	N/A

**Other**

-Coffee/Tea Set-up \$1/person, \$25 minimum

\*Does not include use of the organ. Any requests must be approved by the Director of Music.

## **Appendix A Emergency Procedures**

In all cases of emergency, your first consideration is the safety and welfare of your guests and event attendees.

Please review these guidelines in advance of your event or use of SPC facilities and make sure you and your event coordinator are familiar with these guidelines and building layout.

Weather (Tornados or Severe Weather): Take shelter immediately in designated areas. Move away from window/glassed areas of the building to areas located in the posted rooms and other areas of SPC Church indicating how to proceed to sheltered locations.

Fire: Evacuate the building immediately and then call 911 to report the fire.

Mechanical/Electrical: If there is problem with the mechanical or electrical operations of the building, call an emergency contact via the emergency numbers listed on this page and advise of the nature of the emergency.

Medical/Police: In the event of a medical or law enforcement emergency, call 911 immediately.

Building Damage: If there is any significant damage to the building of SPC Church property (e.g., broken window), immediately call an emergency contact via the emergency numbers listed on this page and advise of the nature of the emergency. Minor interior damage must be reported on the next business day.

Emergency Contact Numbers: NOTE: Please do not call the emergency contact numbers for general information question.

### **Medical/Police/Fire 911**

Business Administrator (Laura Mikush)	724-462-1469
Pastor (Kevin Long)	412-302-3116
Janitor (Will Betts)	724-871-8045
Chairman Property Committee (Donald Kipke)	412-741-9115