



Topsail Presbyterian Church
16249 US Hwy. 17 N
Hampstead, NC 28443
910-270-2312

FACILITIES USE PROCEDURE/PROCESS/RULES

Topsail Presbyterian Church is delighted to have groups request the use of our facilities for their various functions. To reserve the church facilities for activities the following process must be followed:

1. A request to reserve the church facilities for any activity can be made by submitting a Facilities Request Form. (See Attached)
2. This form must be signed by parties representing the organization with all the pertinent contact information.
3. This form will then be presented to the Session of TPC for approval.
4. Upon approval, the event will be placed on the church calendar and the date reserved.
5. The facilities request form will be signed by a representative for Session. Once approved the functions will be placed on the church calendar for reservation and contact persons contacted.
6. The parties who will be participating in the activities will be provided key fobs for entry into the church if required, which will require completion of the Key Fob Form. (See Attached)
7. If you need to rearrange the tables and chairs in the room, you may do so, but these must be restored to the condition in which they were originally encountered at the end of the activity, event. Please use only the rooms assigned to your organization.
8. Fellowship Hall should be swept at the completion of the event.
9. Upon completion of the event/activity, please ensure that all doors are closed, exit doors are locked, lights are turned off, trash is placed in proper receptacles located outside kitchen door.
10. Absolutely no use of alcoholic beverages or illegal substances are allowed anywhere on the church property. Vaping and smoking are allowed only outside the buildings. Appropriate receptacles are to be used to avoid littering.
11. If a change in leadership occurs, please contact the Session Representative.
12. If cancellation of event occurs, contact should be made by notifying the Administrative Assistant at phone number listed above.
13. If the event will be permanently canceled, key fobs must be returned immediately.
14. Always remember this is a church and the behavior is expected to be in accordance with a house of worship. Children should be supervised at all times.
15. If storage space is required, please make that known on the attached Facilities Request Form. Our storage space is extremely limited.

16. By signing the Facilities Request Form the organization acknowledges inspection of the facility being used and finds the facility acceptable in its current condition with all faults. The organization agrees to take reasonable care of the facility during their event and abide by all rules and policies.

17. If damages occur, the organization agrees to pay for any repairs within a reasonable amount of time.

18. If this event becomes a long-term commitment, TPC will provide a representative from time to time at the request of the organization and will communicate with this organization with changes within the church, upcoming events, etc.

SIGNATURE OF GROUP REPRESENTATIVE(S): _____

The Session of Topsail Presbyterian Church reserves the right to make the final decision on the use of any church buildings and property by any group.

APPROVED BY SESSION: DATE: _____

SIGNATURE OF SESSION REPRESENTATIVE: _____

COPY PROVIDED TO ORGANIZATION REPRESENTATIVES ON _____

8/2025