

Ebenezer Associate Reformed Presbyterian Church Facility Policy

A. Purpose

These buildings are dedicated to the glory of God. They are to be used for the advancement of His Kingdom, as it is revealed to us in the person, and work of Jesus Christ. This advancement of His Kingdom is to be implemented here through the teaching of God's word, Christian fellowship, and wholesome programs. It is our goal to support and extend the church's ministries that enable persons of all ages to experience, respond and share the love of God known especially through Jesus Christ.

Whatever you do, do everything for the glory of God. – 1 Corinthians 10:31.

B. Authority

1. Final authority for facilities usage shall rest with the Session of Ebenezer ARP Church.
2. As set forth in The Standards of the Associate Reformed Presbyterian Church, in Chapter VII of the Form of Government, the Diaconate is responsible for the care of the general property of the congregation, both real and personal. In matters requiring extraordinary expenditures for acquisition, construction, or alteration of church property, consent of the congregation is required.
3. The Diaconate will review and approve requests for facilities usage where there are questions as to their adherence to the guidelines stated herein. Routine requests for facilities that meet the conditions of the Facility Policy will be scheduled by the designated church staff personnel and/or the Diaconate.
4. In those cases where specific program policies are developed or exist (i.e. the church Wedding Policy), they may be more restrictive but they shall not be in conflict with or take precedence over the Facility Policy. All such policies and procedures will become part of the Facility Policy upon recommendations of the Diaconate and approval by the Session.
5. The Facility Policy may be revised in part or in whole upon recommendation of the Diaconate with approval of the Session.

C. General Regulations

1. All activities in Ebenezer ARP Church facilities shall be in harmony with and reflective of the mission and purpose of the church, and meet the guidelines stated herein.
2. All official church-wide programs and activities shall take precedence over scheduling of all other activities, which shall be given priority in the following order: specific church groups, personal use by members, and outside groups.
3. Non-members and non-sponsored groups and/or events may use the facilities as they meet the guidelines.
4. Members may use the facilities for private use for functions such as ceremonies, celebrations, weddings, family gatherings, etc. as they meet the guidelines stated herein.
5. Ebenezer ARP facilities will not be used for activities, events, or programs that result in personal profit or gain without a recommendation from the Diaconate for approval by the Session.
6. Usage of the facilities on a continuing basis must be approved by the Session upon a recommendation by the Diaconate. (**recurring usage will be defined as any non-official/non-church-wide use designated for more than 3 separate occurrences in a given 12 month period**)

D. Reservations

1. Reservations for use of the facilities are to be made through the church office. A master schedule of activities and facilities usage will be maintained in the church office.
2. Reservation confirmations will be made on a first-come, first-serve basis, and in priority as stated in section C-2.
3. Reservations are to be made by the individual(s) assuming responsibility for enforcing these guidelines and liability as stated in Section F.
4. Reservations are to be cancelled immediately if plans change by contacting the church office.

E. Fees

1. Ebenezer members will not be charged a fee for facility usage.
2. Except in the case of weddings, the Diaconate shall determine whether or not non-members will be charged a fee. Non-member fee rates, if charged, are as follows:

- * Sanctuary – **half day (up to 5 hours), \$200** - Over 5 hours, \$375
- * Parlor - **half day (up to 5 hours), \$75** - Over 5 hours, \$125
- * Meeting rooms - **half day (up to 5 hours), \$60** - Over 5 hours, \$100
- * Bailey - **half day (up to 5 hours), \$200** - Over 5 hours, \$375
- * Academy - **half day (up to 5 hours), \$125** - Over 5 hours, \$250

F. Liability

1. All those using the facilities agree to indemnify and hold harmless Ebenezer ARP Church, its employees, agents, officers and representatives from any and all claims, suits, actions, proceeds, loss, costs, and damages of every kind, including reasonable attorney fees and litigation expenses, which may be brought or incurred by Ebenezer ARP Church on account of loss or damage to any property of or for injuries to or death of any person(s) caused by, arising out of, or contributed to, by reasons of any act, omissions, mistake or error, negligent acts, or willful misconduct of those using the facilities, their employees, agents, representatives, or contractors, their employees, agents, representatives with or incident to their agreement, or arising out of Worker's Compensation claims, except as required by law.
2. Ebenezer ARP Church does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture.
3. Accidents, injuries and emergency situations will be reported to the individual(s) with assigned responsibility for that program or event, and to the church office at the first available opportunity.

G. Facility Access and Usage

1. Person(s) requesting facility usage are responsible for opening and closing the area being used.

2. Keys will be checked in and out through the church office with responsibility assigned to those who receive the key.
3. Person(s), organization(s), or group(s) using the facilities are responsible for cleaning the area and equipment immediately following use and for removing any trash or garbage.
4. The use of alcohol, tobacco, and other drugs is prohibited in all church facilities and grounds. No pets are allowed in church facilities at any time. No food or drink shall be taken into the sanctuary at any time.

H. Wedding Policy

1. The current Wedding Policy is amended to be a part of and included in these guidelines.

I. Signs

1. Signs are governed by the zoning ordinances of Rock Hill.
2. Section 3-300(M)(3) provides an exception to permanent signage requirements by allowing certain non-profit organizations such as churches to erect small signs that are no more than 10 square feet per side without a permit.
3. Section 6-900 provides for temporary signs which can be no larger than 32 square feet per side. A permit is required for such temporary signs. At this writing, such a permit covers a one-time use, is good for 30 days, and costs \$50. Approval by the Diaconate or the Session is required prior to filing for a permit.
4. Any signs erected on the church grounds are to be neat, in good taste, and well maintained.