



Wycliffe Presbyterian Church Building Use Policy & Procedures

June 2016

Wycliffe Presbyterian Church
1445 N. Great Neck Road
Virginia Beach, VA 23454
(757) 496-2620
Office@wycliffepresbyterian.org



Introduction

Wycliffe Presbyterian Church's primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Facility Use Agreement. A copy of the approved form will be returned to you.

Building use activities fall under the jurisdiction of the Facility Committee. Requests for building use are managed through the church administrator. No commitment for building use is finalized until the Facility Use Agreement has been approved by the Session.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. We welcome non-profit organizations, community groups, youth programs, and others to use our buildings. Use of church property by profit-making organizations or for political activities is prohibited.

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Facility Use Agreement from the church administrator or at our website: www.wycliffepresbyterian.org.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Facility Use Agreement to the church administrator and you will be notified whether it is approved or not approved.

FEES FOR FACILITY USAGE

Below are the building usage fees. For groups where fees are waived, donations to cover cost of utilities and cleaning are appreciated but not required.

Make checks payable to *Wycliffe Presbyterian Church* and write the group name in the memo line.

Room/Service	Church Mission	Non-Church Mission
Red House		
Kitchen		\$50
Great Room	<i>(fees waived)</i>	\$100
Library/East Room		\$35
Fellowship Hall	<i>(fees waived)</i>	\$200
Custodian	<i>Donation welcome</i>	\$150

Our Mission Statement

Our mission is to live and share the good news of Jesus Christ.

To do this we will:

- Promote and extend the unity we experience through Christ to all.
- Provide worship to praise God and nurture souls.
- Engage our larger community through ministries to the weak, the poor and the marginalized.
- Be good stewards of God's creation.

INSTRUCTIONS FOR GROUPS USING CHURCH PROPERTY

Please observe the following requests in order to help us maintain the church property at a reasonable cost, so that your group and other groups may continue to utilize the facilities.

GENERAL GUIDELINES

- Group Conduct The conduct of groups and activities shall be in keeping with the ideals of Christian Ethics.
- Intoxicating substances are not allowed on the premises.
 - Smoking, illegal drugs, and any other unlawful activities are not allowed in the buildings or any place on the church property.
 - Presence of guns, firearms, weapons, and dangerous chemicals is prohibited. (With the exception of law enforcement personnel.)
 - Be respectful of people and property.
- Hours of Use
- Hours of use shall normally end at 11:00 PM.
 - Groups staying overnight are asked to observe quiet hours between 11:00 PM and 6:00 AM out of courtesy to our neighbors.
- Keys
- Keys to the property may be obtained from the church administrator. All keys must be returned promptly.
 - Keys will not be distributed without a signed Facilities Use Agreement. (See page 7)
 - Groups using the facilities on a weekly basis may have one key which must be turned in to the church administrator when not being used on a weekly basis. Should the group need another key, they must state request in writing to the church administrator who will provide another key to a secondary holder. No group may have more than two keys.
 - Duplicates of keys may not be made except by the church.
 - If a key is lost or stolen the holder must notify the church administrator as soon as possible.
- Fees
- Charitable and non-profit organizations which include a church member in a position of responsibility may use the facilities without charge. These groups are encouraged donate their time to church activities such as church work days or to adopt a project around the church grounds.
 - Other groups will be charged in accordance with the fee schedule. (See page 3)
 - Use of church property by profit-making organizations or for political activities is prohibited.
- Insurance
- If the use of the property is a continuing one, the group must furnish the church with a certificate of liability insurance. This certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

- Security The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property. (NOTE: Unless arrangements have been made, our security system is automatically armed between 11 pm and 6 am.)
- Scheduling • The use of facilities must be cleared with church administrator and the session. Dates must be put on church calendar in advance. Normal requests for use of the facilities should be submitted at least 4 days in advance. Special requests should be made 6 weeks in advance.
- If a group wishes to use the facilities at any time other than that which has been scheduled, they must make arrangements with the church administrator.
- Groups must not be in the building other than at pre-scheduled times-for scheduling and security purposes.
- The congregation reserves the right to pre-empt any Facility Use Agreement in case of emergencies or unexpected circumstances like a funeral. Notice will be provided as early as possible.
- Supervision of Children & Youth The congregation seeks to provide a safe environment for children and youth. (Note: children include all young people from birth through 5th grade. Youth include all adolescents from 6th through 12th grades.) All users of the facility are expected to follow the guidelines of this policy including the following:
- No fewer than two adults should be present at all times during any program or event involving children and/or youth.
- Adult supervision is required at all times both inside and outside of the church property including the parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

RESPONSIBILITIES

- Care of Property • Please leave the property clean and in similar appearance to that in which it was found at time of occupancy. Please remove all trash, especially food items.
- If any furniture or equipment was moved, please return it to its original location, unless prior arrangements have been made.
- Report all damages sustained to the property to the church office to facilitate prompt corrective action. In the event of damage to property or equipment, restitution will be required as determined by the Session of the church.

Facility Use	<ul style="list-style-type: none"> • Groups must confine themselves to the areas provided for in their Facilities Use Agreement and will not exceed the capacity limits of requested facility areas. • Use of church building does not include use of any kitchen utensils, or other equipment or products of any kind that belong to the church, other than tables and chairs, unless specifically requested and approved. • Use of Wyle Room (in the Red House) does not include use of the library, kitchen or any upstairs rooms, (except for the bathroom) which are off limits. If kitchen is needed, please request it. • Use of sanctuary, fellowship hall and/or kitchen does not include any Sunday School rooms, unless specifically requests and approved. Otherwise, they are off limits.
Food & Drink	<ul style="list-style-type: none"> • Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. • All trash cans should be emptied and trash placed in the dumpster. Clean trash bags should be put in trash cans. • If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
Decorations	<ul style="list-style-type: none"> • Decorations may not be attached to the walls or doors with tape or anything that will damage the surface. (Recommended adhesives include poster tape and Command strips. The church does not provide these.) • Please seek permission from the church administrator before attaching anything to the walls or ceilings. • All decorations must be removed immediately and completely following the event.
Parking	<p>Members of organizations are urged to be considerate when parking vehicles. On weekends, please use the Mythics parking lot when available, leaving spaces nearest the church office for visitors conducting church business.</p>
Storage	<p>The church does not provide storage space for groups using the facilities. Groups are responsible for storing materials and equipment offsite. Exceptions may be negotiated with Facilities Chairman for limited storage in special cases.</p>
Leaving the building	<p>Please turn lights off and lock all doors. Leave heat and A/C thermostats at the level which you found them.</p>

FACILITY USE AGREEMENT Wycliffe Presbyterian Church

Name of Organization: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____

Organization's Purpose: _____

Event Name & Description: _____

Date Requested: _____ Start Time: _____ End Time: _____

Frequency: One time only Weekly Monthly Multiple Days

Preferred Day(s): Monday Tuesday Wednesday Thursday

Friday Saturday Sunday

Size of Group: _____ Requested Space: _____

Special Requests: _____

ACCEPTANCE OF RESPONSIBILITY

- I/We have received and read a copy of the Building Use Policy & Procedures.
- I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity.
- I/We further agree that the church property will be used in accordance with the Guidelines and Responsibilities of the congregation.

Signature of Organization Representative

Date Signed

Signature of Church Representative

Date Signed

CHURCH USE ONLY			
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied	Date of Decision: _____	
Space Assigned: _____		Start Date of Program: _____	
<input type="checkbox"/> Insurance Certificate Received	<input type="checkbox"/> Key Issued	Fee Amount: _____	
Notes: _____		<input type="checkbox"/> Fee Received	Date: _____

GROUP REQUESTING OVERNIGHT HOUSING:

Only complete this section if your group will be staying overnight in Wycliffe facilities.

Arrival / Departure

Arrival Date: _____ Arrival Time: _____

Depart Date: _____ Depart Time: _____

Group Demographics

ADULT Males: _____ # MINOR Males: _____ TOTAL # Males: _____

ADULT Females: _____ # MINOR Females: _____ TOTAL # Females: _____

Total ADULTS: _____ Total MINORS: _____ GRAND TOTAL: _____

AGREEMENT:

- Child Protection: A minimum of two screened and trained adults must be present at all times. IMPORTANT: Ratios of adults to students must not exceed 1:15 nor less than 2:2. If both male and female minors are a part of the group, there must be both male and female chaperones.

CONTACT DURING YOUR STAY

Contact Person: _____ Cell Phone: _____

Email: _____

Basic Itinerary: Will you be leaving premises? Meals, activities, service projects, etc. _____

OFFICE USE ONLY	
Name of Wycliffe After-Hours Contact:	_____
Phone: _____	Hours Available: _____
2 nd Contact: _____	Phone: _____
Comments/Group Evaluation:	_____