

BUILDING USE COVENANT OF AGREEMENT

All persons are welcome at Eastminster Presbyterian Church and we are glad to share our building facilities for any honorable purpose. At the same time, we must reaffirm that these facilities exist and are maintained primarily to support the program and mission of Eastminster Presbyterian Church. *Any other use of the facilities is made in the light of that primary purpose.*

This covenant is not intended to be unduly restrictive or legalistic, but, as with most rules and regulations, these provisions come from prior experience.

Use of any of Eastminster's facilities is authorized either by its Session or House and Property Committee.

Date of use will be confirmed on the church calendar upon submission of Building Reservation Form, approval of responsible church body or staff, and payment of the deposit fee.

The deposit will be refunded, ordinarily within ten days, to the person whose name and address appears on the reservation form, *providing there is no damage to building or equipment, overtime room usage, and that other provisions of this covenant have been met.*

Charges for use of the facilities are intended to cover what the church estimates the various costs to the church. The fee ordinarily covers a four-hour time frame of actual use (under some circumstances setup may be excluded from that time frame). If the actual use exceeds four hours, the fees will be adjusted according to the schedule on the Building Reservation Form. Use of the facilities is restricted to those indicated on the reservation form. If other rooms or areas (other than restroom facilities) are used—including those invaded by unsupervised children—the deposit will be forfeited.

Any use of the facilities at times other than regular office hours will require the presence of someone employed or appointed by the church.

1. A hostess fee will be charged as scheduled on the Building Reservation Form.
2. This person will be responsible for opening the building at the negotiated time, for seeing that heating or cooling is adjusted, for being available during use, for turning off and locking down the building after use.
3. Hostess service does not include setting up for rental use. That is the sole responsibility of those who are using the facility. Those using the facility are responsible for cleaning and restoring the facility to order for its usual or next church purpose.

Facilities set up or decorated for usual or programmatic use by the church may not be rearranged without the expressed consent of church office or staff. Chancel appointments in the Sanctuary may not be removed, repositioned, or obscured. Decorations, which may be used in any of the facilities, must not mar or damage buildings or furnishings.

Facilities are to be used respecting the usual capacity of the space (i.e., the Fellowship Hall will accommodate a maximum of 120 persons for a meal or a maximum of 155 persons "auditorium")

style; the Chapel and Parlor will accommodate a maximum of 40 persons each; the Sanctuary will seat about 250.)

The rental of any part of the building facility does not automatically imply permission to use church equipment. Use of *some* of the equipment, such as portable sound system, piano, or A-V equipment *may* be authorized by church office or staff upon prior application.

Use of the kitchen is limited to stoves, ovens, microwave, ice machine, and available space in the refrigerator (beyond what is in there for church use). Cooking utensils, tablecloths, napkins, and consumable items or products belonging to the church are specifically not included in kitchen usage.

Smoking or other tobacco use is prohibited in any part of the buildings at any time. The use of alcoholic beverages is prohibited on any part of the church property.

When using the fellowship hall, nothing is to be taped, pinned, or otherwise affixed to the sound panels. Nothing is to be affixed to or draped from the chandeliers. Games which may involve flying objects are prohibited in the fellowship hall.

No food or drink is allowed in either the Sanctuary or Chapel.

Church members may use the facilities for personal purposes and are exempted from payment of deposit and building use fees. However, if personal usage occurs between 5:00 p.m. on Thursday and 8:30 a.m. on Sunday, custodial requirements and fees will apply. All other provisions of this covenant apply, unless exempted by action of the House and Property Committee or Session.

No church equipment is to be removed from the building at any time or under any circumstance for purposes other than those associated with the pursuance of the church program and mission.

I have read, understand, and agree to abide by this covenant.

Signature

Date