# BUILDING USE POLICY

1. Costs and Responsibilities
	1. It is the responsibility of all members to see that our buildings are properly cared for and left in as good or better condition than found.
	2. The Pastor has the authority to grant permission for the use of church property by appropriate youth groups, church groups, and non-profit community groups without charge.
	3. Community groups normally considered capable of self-support will be approved by the Session. The sanctuary is not to be used.
	4. Requests from commercial organizations shall be brought before the Session, which will consider such and make its determination on the merit of each organization’s request. Clean-up fee will be determined on an individual basis.
	5. The Pastor shall have the authority to grant use of Fellowship Hall and the church sanctuary for wedding ceremonies of persons not affiliated with Westminster Presbyterian Church of Sulphur, LA.
	6. Use of another Pastor will require Session approval.
	7. The following fees will apply
		1. Church/non-profit community groups
			1. All members and active participants of Westminster may use the facilities at no charge upon the approval of the pastor.
			2. Any non-profit group may use the facilities upon the approval of the pastor.
			3. Should the pastor have questions regarding facility usage, he/she will consult the Session.
		2. Community self-supporting groups - $5.00 per hour for utilities plus a deposit of $150.00 which is refundable if no cleanup is required.
		3. Weddings—See Section VIII.B.3.b
		4. If it is necessary for a custodian to clean up, he/she is to be paid the normal hourly wage with funds to be taken from the $150.00 clean-up fee deposit.
	8. Regulations
		1. No alcoholic beverages.
		2. No furniture may be removed from the sanctuary.
		3. The sanctuary may be used for musical events (recitals and such) with permission of the Session.
		4. Any rented item brought onto the church property by a person or group must be rented from a company that has liability insurance. The item shall be well supervised while here.
2. Heating and Air Conditioning Policy
	1. Air conditioning thermostats are to be set no lower than 73 degrees.
	2. Heating thermostats are to be set no higher than 70 degrees.
	3. Be sure the central units in the Fellowship Hall, West Section, and North Section are set to 82 degrees.
	4. Leave system in sanctuary set with heat no lower than 60 degrees and cooling no higher than 82 degrees to prevent ceiling mildew.
3. Use of Tables and Chairs by Members and Regular Attendees

Members shall be allowed to borrow church tables and chairs, providing it will not interfere with any church activities. Said furniture shall be the responsibility of the borrower to bring back in the same condition as when borrowed; if not, said borrower will be responsible for all repairs and/or replacement. The Pastor and/or Chairman of the Committee on Building and Property are authorized to grant requests. Person granting the request must check the tables and/or chairs out and in when returned according to a written record, kept in the Church Office.

1. Use of Electronic Equipment

The television, video cassette recorder/player, projectors, portable radio cassette players, sound system, etc. shall be used only within the church facilities. Organizations wishing to use the video or sound board equipment will be charged an additional $75 for use of this equipment and an operator. Be sure to check availability before planning to use. This equipment shall not leave the church property.

1. Use of the Photocopier

The photocopier shall be for only church-related use by adult members of the congregation.

1. Use of Lawn Equipment

The lawn equipment shall be used only on church property (by adults only). It shall be stored in the storage building at the rear of the church building. Use gasoline only for the lawn mower and check the oil level before each use, adding if indicated. For the weed eater/trimmer, use only the fuel/oil mixture in the designated can (which will be labeled with the proper mix instructions). The use of safety glasses is urged when mowing and trimming. Sweep off sidewalks and porches after finishing. Lock the equipment in the storage building before leaving and return the key to its designated place.