

## Hillcrest Presbyterian Church in America Building Use Policy

Any use of the premises known as Hillcrest Presbyterian Church in America shall seek to honor and glorify God. Therefore, no inappropriate use, behavior, language, signage, decorations or profit will be permitted.

Any and only a communicant member in good standing of Hillcrest is encouraged and welcome to request the use of the premises for him/herself or for an outside entity with which he/she is affiliated. A request should be made to the Building Use Coordinator (BUC) who may consult with the Diaconate and/or Session for approval.

Appropriate outdoor advertising (secured for wind) and decorations will be permitted (ask if you are in doubt). Care should be taken not to permanently affect the premises.

The requesting member should remain present during the entire event and should leave the area that was used in good condition, (e.g. wipe tables, replace chairs and tables to original locations, remove any decorations and/or outdoor advertising, pick up trash, etc). The fellowship hall kitchen is by law a warming kitchen only and cannot be used for food preparation at any time.

For larger events, a deposit of up to \$250 may be requested to cover increased utility costs and/or janitorial expenses and may be returned in part or in full at the discretion of the BUC/Diaconate. The BUC/Diaconate may request regular reimbursement of utility expenses for recurring event requests.

The requesting member may obtain an outside door key and an inside closet door key (for additional chairs and tables and/or janitorial needs), and should be the last person to leave the event, locking all outside doors used immediately behind them. Please try to return the keys to the BUC by the following Sunday. If any key is lost, the requesting member will be asked to pay for any replacement costs which may include changing door locks.

Please limit activity to the area specifically requested. The requesting member should make all reasonable efforts to provide proper child supervision when applicable and maintain safe conditions to minimize opportunities for inappropriate activity and/or injury.

Care should be given to those with special needs to ensure their safety and security. **If concerns for safety or security arise during the event, the requesting member should contact authorities or 911, and then the BUC and/or any deacon or elder.**

Unless specifically requested for use, please do not allow activity in the sanctuary, preserving its cleanliness and respecting the worship place of the Lord.

Acknowledged by  
Requesting Member \_\_\_\_\_ Date \_\_\_\_\_