

SOUTH PLAINS PRESBYTERIAN CHURCH  
410 Black Cat Road, P. O. Box 277, Keswick, VA 22947

CHURCH POLICY ON USE OF CHURCH BUILDINGS BY OUTSIDE ORGANIZATIONS AND CHURCH MEMBERS

General:

1. The ministry, mission and program of South Plains Church will have priority as to time, date, and location in all scheduled use of buildings and facilities.
2. When there is no conflict with church schedule and use, South Plains Church offers the facilities of the church buildings to organizations and individuals for use that is consistent with our own values, missions, and program. This includes use for groups and organizations which we believe share a common purpose and seek to serve the best interest of the larger community. A responsible individual must be named who will be accountable for carrying out church policy guidelines.
3. Groups are to comply with the Building Use Guidelines. The church facilities and their uses are a vital part of our ministry and stewardship, and we are happy for you to use them. Remember, this is a church, and appropriate behavior is expected. Children are to be accompanied and supervised by an adult. Always respect other groups using the church.
4. Smoking, alcohol, drug use or possessions are not permitted on South Plains Presbyterian Church grounds. South Plains Presbyterian Church campus is a smoke-free area.
5. All lights will be turned off, all doors locked or secured. Buildings will be left in clean and original condition.
6. The church sanctuary building will be used for religious functions only, but this requirement may be waived on vote of Session. Kirk Hall may be used for non-religious functions, but only with the approval of Session.
7. There are two gravel surface parking lots at South Plains Presbyterian Church. The upper lot adjacent to the sanctuary and opening directly on to Route 616 will accommodate up to 50 cars. The lower lot off of Route 22 at the west end of Kirk Hall will accommodate up to 15 cars. If more than 50 vehicles are expected, a parking lot attendant is required to give directions; and you should consult the church office.
8. Fees
  - a. Non-Profit Organizations & SPPC members. A \$50 "Use Fee," payable in advance, will ordinarily be charged to non-profit organizations for the use of church facilities. It is expected that the facilities will be cleaned and left in the same condition as before use. If the condition after use is not deemed acceptable, the organization will be charged a \$100 cleaning fee. The cleaning fee may be purchased in advance if desired.
  - b. For-Profit Organizations and Individuals. A "Use Fee" of \$250, payable in advance, will be charged to For-Profit Organizations and Individuals. \$100 of this fee is for post- use cleaning of the facility and may be refunded if the building is left in its pre-use condition.
9. All groups will agree to pay for any damages caused during the use of any facilities.

10. Contact may be made by calling the church office and leaving a message (434-293-4112) or by email (southplainspc@gmail.com).
11. All groups or individuals will agree not to hold South Plains Presbyterian Church liable for accidents, injury or loss arising from use of the church buildings or grounds.
12. Use of South Plains Presbyterian Church facilities by any and all groups requires prior approval by the church Session and completion of an application for use.
13. The attached application must be completed and submitted to the church office at least one month prior to the requested date of use of church facilities. Approval of use may not be assumed until the applicant receives a copy of the approved application from the church office.
14. Cancellation of any reservation of space by an organization or individual receiving permission to use the facility should be given to the church office no later than 15 days prior to the scheduled use date.

Effective date: January 17, 2012

**Application for use of Facilities at South Plains Presbyterian Church**  
410 Black Cat Road, P.O. Box 277, Keswick, VA 22947  
Telephone (434)293-4112 e-mail:southplainspc@gmail.com

**This application applies to requests to use the Church Sanctuary and/or Kirk Hall. The application must be delivered to the church office or mailed to the church at the above address.**

**The policies set forth in the accompanying document control the use of church facilities. By completing and signing this application, the applicant organization/individual agrees to abide by all of those policy requirements. When fees are required, payment of the fees must be completed prior to facility use.**

**Please print or type the following:**

**Name of organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**Purpose of use** \_\_\_\_\_

**(Non-profit) (For profit) organization: Circle appropriate classification**

**Anticipated number of participants: Adults** \_\_\_\_\_ **Children** \_\_\_\_\_

**Date of requested use** \_\_\_\_\_

**Hours requested (time of day) beginning** \_\_\_\_\_ **ending** \_\_\_\_\_

**Will food or beverages be served at the function? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If yes, how will the kitchen be used? ( ) serving, ( ) warming, ( ) cooking**

**Do you wish to pay the clean-up fee in advance?** \_\_\_\_\_

**Responsible person making application:**

**Print name and title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **e-mail address** \_\_\_\_\_

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**Office use:**

**Church Session action** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Not approved**

**Fee required** (Yes) (No) **Fee Amount** \_\_\_\_\_

**Signature of Church officer** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Effective date: January 17, 2012**