

## PROPERTY USAGE GUIDELINES/DISPOSAL OF PROPERTY

### A. Purpose

The property belonging to Ridgefield-Crystal Lake Presbyterian Church is a significant asset in our ministry to our members and to the community. Our facilities should be used wisely to further the work of God, and are intended to be used for that purpose. These guidelines provide specific policies regarding the reservation and the use of RCLPC's facilities.

### B. General

A copy of these guidelines shall be given to any group using the church facilities.

1. "For profit" activities by any individual or group are prohibited. Exceptions require Session approval. Non-profit activities may be held with Session approval. If the non-profit activity is on-going, it only needs to be approved once.
2. Use of church facilities by church sponsored groups, church members, and outside groups already approved by the Session may be determined by the staff member in charge of the church calendar and/or the chair of the Property Team. All other requests require Session approval, and a minimum of six (6) weeks notification by the requesting individual or group is required.
3. Reservations are required. The individual making the reservation shall be at least 21 years of age and will be responsible for the implementation of these guidelines. Un-scheduled or un-chaperoned use of the buildings is prohibited and appropriate supervision is required.
4. The use of alcoholic beverages or any controlled substance is strictly prohibited on RCLPC property. Firearms and/or concealed weapons are prohibited with the exception of those used by law enforcement personnel.
5. **If church property is damaged, charges for the damages may be assessed and charged to the group causing the damage, at the discretion of the Property Team.**
6. **Individual/groups shall confine all activity to the area reserved. They are responsible for their own set-up and breakdown of furniture and equipment. A room should be left in the condition in which it was found, unless agreed to in advance.**
7. The Pastoral staff reserves the right to cancel, postpone, or move to another room any group if it is anticipated that there will be interference with a funeral, other worship service or special function.
8. All groups must vacate the building by 10pm in order to secure the property, unless prior approval has been granted by the chair of the Property Team.
9. RCLPC cares deeply about children and has developed a comprehensive policy concerning children. Groups must understand and abide by the policy, which is available upon request through the church office. Outside groups using the facilities and providing childcare agree to hold Ridgefield-Crystal Lake Presbyterian Church blameless.

10. For outside groups, at the discretion of the Property Team, insurance certification and a Hold Harmless Agreement must be obtained prior to using the facility.
11. Individuals/groups must provide their own refreshments and supplies such as coffee, paper products, etc. These are not provided by the church.
12. Use of musical equipment owned by the church is not allowed without specific approval of the Music Director.
13. Individuals/groups must provide their own audio/visual equipment. Exceptions require approval in advance by the church staff making the reservation.
14. Administrative support is not available and the use of the church office equipment is not allowed. All outside individuals/groups are responsible for their own needs.
15. Events may be announced in the church bulletin at the discretion of the church. Requests to do so should be made to the staff person that handles the reservation.
16. Use of the facilities does not represent RCLPC's endorsement or sponsorship of the group or the event, and therefore publicity shall be designed so that no suggestion of endorsement or sponsorship is implied.
17. Decorations for an event may be used if all decorations meet city/county fire regulations; use of nails, tacks or scotch tape on woodwork and walls is prohibited.
18. Prior to leaving, individuals/groups using the facility are responsible for:
  - a. Cleaning up and putting all tables and chairs back to original position.
  - b. Picking up all trash, including restrooms, and deposit in proper outside containers.
  - c. Cleaning kitchen facilities, if used, per instructions posted in the kitchen.
  - d. Making sure there is no smoking or drinking of alcohol on church premises.
  - e. Turning off all lights, including restrooms.
  - f. Check to see that doors have locked. If they have not, call the number/person listed on the door.
19. The following outlines the [fee schedule](#) in general and defines those individuals/groups that have approval to use the facilities (and the associated fees, if any).
  - a. The Board of Elections has permission to use the church property for elections without fee. No other activities are allowed at the church on Election Day in Fellowship Hall.
  - b. Groups that are sponsored by the church or are programs of the church shall have priority in scheduling and will not be assessed fees. They include, but are not limited to:

Session	Board of Deacons
Musical groups	Bible Study groups
Men' Group	Sunday School
Confirmation Classes	Youth Programs
WEAVE	Book groups

- c. Non-profit groups not officially sponsored by the church may be permitted to use the facilities when scheduling permits.
- d. These groups, or types of groups, will be permitted to use the facilities when scheduling permits and will be charged fees according to the fee schedule as outlined in section f.

Weddings (see Wedding Policies – Appendix I)  
 Civic Groups  
 Weaver's Guild  
 Scout Groups  
 Music Festivals

- e. Members may use the church facilities for family reunions, anniversaries, showers, and birthday parties. Members are expected to follow the guidelines above, especially regarding clean up. An appropriate size-related honorarium to RCLPC is expected but not required and may be guided by the usage fees below.
- f. Usage fees for groups not specifically mentioned above or otherwise approved as exempt by the Session follow. The Property Team may recommend changes to this fee structure at least annually or at any time it deems necessary. These fees apply for each use or session:

Weddings (see Wedding Policies - Appendix I)	
Fellowship Hall	\$175
Fellowship Hall and kitchen	\$250
Classroom	\$ 50

**C. Disposal of Church Property**

1. From time to time the disposal of certain property, such as equipment, furnishings, or other assets, will be necessary or appropriate due to obsolescence, lack of use, etc.
2. **Responsibility:** The Property Team Chair with the help of the Office Administrator will be responsible for carrying out the policy for all other church property. Responsibility will include obtaining an estimate of the value of the property; determining the method of disposal following the policy below; finding a suitable charitable organization, if the property is to be donated; obtaining approval of the Session, where necessary; and disposing of the property.

3. **Policy:** In the event the responsible committee decides to dispose of any property, the process to be followed will be based on the estimated value of the item or items as follows. If it is obvious that the item has no value, it may be disposed of without further approval.

- Estimated value less than \$5000 – the item or items shall be sold or donated to a reputable charitable organization.
  - a. If the estimated value is \$500 or over – the committee responsible for the item shall obtain the approval of the Session for disposal.
  - b. If the estimated value is less than \$500 – approval of the Session may be requested, but it is not necessary
  - c. If the property is to be sold, it should be sold at a price determined by the committee responsible for the item and approved by the Finance Committee.
  
- Estimated value \$5000 or more – the committee responsible for the property shall recommend to the Session whether the item or items should be sold or donated.
  - a. If the item is to be sold, the committee responsible for the item shall establish a price and obtain the approval of the Finance Committee and the Session.
  - b. If the item is to be donated, the committee responsible for the property shall obtain the approval of the Session for disposal and for the charitable organization to receive the donation.

Suitable charitable organizations include other Christian churches, Christian affiliated charitable organizations (i.e. Habitat for Humanity) and charitable organizations with no religious affiliation (i.e. Home of the Sparrow) serving the needy or disadvantaged.