

Facility Use Policy

*As a service to the community, **McGregor Presbyterian Church** will offer the use of the building and facilities to nonprofit groups and organizations which do not conflict with the mission and convictions of the church. We will, of course, offer the building and facilities only as groups can comfortably be accommodated.*

The following guidelines will govern the use of the building:

1. Activities of the Church and of church groups will take precedence over outside groups.
2. The **Property and Resources Committee**, representing the **Session**, has the responsibility to make judgments and decisions over approval and the use of the facilities.
3. **Reservation Required:** Any use of the church facilities must be reserved in advance and approved through the **P&R Committee**. Use of facilities will be on a “first come, first served basis” unless otherwise designated by the **Session**.
4. **Set-up and Clean-up:** All groups and activities are expected to return the rooms as much as possible to the condition in which they found them. This includes folding chairs and tables, picking up materials and sweeping floors. Use of the sanctuary and/or fellowship hall will be subject to set-up/cleaning fees of \$125 unless waived in writing by the P&R Committee.
5. **Kitchen Usage:** Requests for use kitchen of facilities must be approved. Groups must use their own supplies and are responsible for clean-up.
6. **Building Security:** Leaders of each group or activity will have the responsibility to unlock and lock any exterior doors that are used. A key to unlock the building can be checked out from the Office.
7. **Pre-School Activities:** Regularly scheduled Pre-School activities will have priority for use of designated spaces. Check with the Office for schedule and spaces/areas that are reserved for Pre-School use.
8. **Commercial For-Profit Business Activities:** Facilities may not be used for activities that involve sale of items or promotion of business products without prior approval from the **Session**.
9. **Service Clubs and Organizations:** Service clubs such as the Optimist Club, Kiwanis Club and groups affiliated with local schools and groups such as AA are welcome to request use of facilities.
10. **Weddings and Receptions:** Parties requesting use of facilities for weddings and receptions must have approval of the **Wedding Coordinators** before reservations can be made. Set-up/cleaning fees will apply in addition to any Wedding Coordinator fees.
11. **Other Community Activities:** Other activities and events such as community band concerts, local parent associations affiliated with school groups and similar activities are welcome to request use of facilities.

*All payments for facility usage or clean-up should be made directly to **McGregor Presbyterian Church**. Failure by groups and organizations to clean-up areas or maintain building security may result in loss of privileges to use facilities. All questions regarding use of facilities should be directed to the **Property and Resources Committee**. Appeals of decisions by the **P&R Committee** should be directed to the **Session**.*