

# **BETHLEHEM STELTZ REFORMED CHURCH**

## **Building and Property use, Rules and Regulations**

### **Section 1: Governing Body**

The Session shall exercise exclusive authority over the use of the Buildings and Property, "We are a Christian Church. All members of the public may enter and worship, seek religious counsel, and avail themselves of our services. Any person entering our doors will respect our rights to manage our facility in accordance with our beliefs and our desire to use that which has been entrusted to us to honor God.

- A. We are not a place of general public accommodation. Session reserves discretion to determine if any use may or may not be deemed to fall outside of our mission, and whether to permit such use. Session has the sole discretion as to whether to permit a person or organization to use our church facilities. Session has the sole discretion in determining if an activity is within the scope of our mission.
- B. Permitting an instance of use outside of our mission does not amount to an endorsement of that use or activity, nor is it a waiver of our right to determine future use."
- C. The Session shall keep the Board of Deacons and fellowship building coordinator informed of scheduled events or changes to the rules and regulations

### **Section 2: Use of Fellowship Building and Property**

Fellowship Building and Property can be used for events sponsored by Bethlehem Steltz Reformed Church. The Property and Fellowship Building may be used by congregation members and non-members for reunions, receptions, youth organizations, seminars, community activities and etc. Use of Property and Fellowship Building shall be by reasonable donation, rather than a set amount.

- A. All reservations to be made by contacting **Fellowship Building Coordinator** so as not to interfere with other events.
- B. Approval of Governing Body (section 1)
- C. Outside organizations will need proof of insurance (certification of insurance)
  - a. Copy of certification to be maintained by the financial secretary
- D. Agreement contract by Borrower must be signed before use. (Agreement contract is at the end of this document)

### **Section 3: Care of Building and Property**

In keeping with "good property care" cleanliness, orderliness, and respect for property both inside and outside of the building and/or the premises are respectfully encouraged. Any group or organization using the fellowship building or property shall properly clean and leave it in the same condition as it was found. All organizations or individuals using the property or fellowship building will be charged accordingly, if above policy is not adhered to.

### **Section 4: Removal of Property from Bethlehem Steltz Reformed Church**

Tables and chairs from the Fellowship Building may be used by members or by a member sponsoring an outside party (family/organization). Use of property are to be made by contacting Building & Grounds person and **Fellowship Building Coordinator**, so as not to interfere with other events. Donation for use shall be a reasonable rather than a set amount.

- A. Inventory of property shall be kept by the building and grounds person or representative
- B. Damage of property shall be replaced by Borrower at replacement value.
- C. Agreement contract by Borrower must be signed at the time of removal of property. Agreement contract to be found at end of this document
- D. Property shall be cleaned before return

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E. Property shall be returned immediately after the event.

**Section 5: Conservation of heat, electric, water, and ETC.**

Our natural resources, and utilities shall be conserved at all times and whenever possible.

- A. Propane
  - a. Turn water heater controls to pilot and keep pilot light lit.
  - b. Turn the main propane gas line off to the stove, located at the back of stove.
- B. Turn off all electric appliances and lights
- C. Check rest rooms for water running
- D. During winter months, rest rooms and kitchen thermostats shall be set at 40 degrees to prevent freezing. Doors to the kitchen and restrooms shall be kept closed to retain heat
- E. During the spring and summer months doors can remain open to allow air flow

**Section 6:** Since the Building and Properties use is authorized by Session, moral standards are per Bethlehem Steltz Reformed Church Bi-laws, and must be maintained at all times.

- 1) Smoking is not allowed in any of the buildings on church property, but is allowed outside on the grounds of Bethlehem Steltz Reformed Church, with proper precaution.
- 2) Alcoholic beverages, or drug use are not allowed.
  - a. Violation will result in closing the event immediately!

**Section 7: Opening and Closing of Buildings**

The building will be locked and keys may be secured from either the sexton or the governing body with proper permission. The Borrower is to notify the sexton or the governing body at the end of the event and keys returned.

**Section 8: General**

A copy of the rules and regulations shall be given to the person who uses the property or buildings. Also a copy of these rules and regulations will be posted on the bulletin boards as a reminder to all that use the buildings.

Decorations used during the event shall be removed by the Borrower.

- A. Non-compliance will result in a fee to cover removal expense.

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**Use of Building and/or Removal of Furniture by Borrower Contract**

I, the undersigned, do hereby contract to use the fellowship building and/or church property and abide by the rules and regulations as presented to me on this date.

Date\_\_\_\_\_ Signature of Borrower \_\_\_\_\_ Date of Use\_\_\_\_\_

Use of Fellowship Building\_\_\_\_\_

Borrowers Address\_\_\_\_\_, State\_\_\_\_\_, Zip Code\_\_\_\_\_

Borrower Telephone Number\_\_\_\_\_ Certification of Insurance\_\_\_\_\_

Inventory of property number of chairs\_\_\_\_\_, tables\_\_\_\_\_ condition\_\_\_\_\_

Inventory of property number of returned; chairs\_\_\_\_\_, tables\_\_\_\_\_, condition\_\_\_\_\_

Amount of Donation \$\_\_\_\_\_

Sponsor Signature \_\_\_\_\_