

# Building Use Policy and Procedures

## Non-Profit Organizations

Limestone Presbyterian Church

109 S. Limestone Street

Gaffney, South Carolina 29340

Telephone: 864-489-6079

Fax: 864-489-6070

Church Office Hours: 9:00 AM – 2:00 PM Monday through Friday

E-mail: [limepresbyterian@bellsouth.net](mailto:limepresbyterian@bellsouth.net)

Website: [www.limestonepresbyterian.com](http://www.limestonepresbyterian.com)

**Mission Statement:** *We are the people of a loving God, gathering, growing, giving, and going to serve together.*

### Statement of Purpose:

Limestone Presbyterian Church strives to be a good neighbor in the community by opening its buildings for use by other groups. Limestone Church, especially, the sanctuary and chapel, is first and foremost a place of worship, but it is also open to other secular uses which are wholesome, appropriate, and respectful of the church as a House of God.

The building, equipment, furnishings, and supplies are the property of the congregation, and therefore shall not be used by any group or individuals without prior approval. Request to use the facilities shall be made to the administrative assistant, through the church office.

### Rules for Building Use:

1. Any person wishing to schedule the building must be at least twenty-one (21) years of age.
2. Application for use of the facilities must be made on the "Application for Building Use" form and submitted, along with the required deposit or fee, to the church office administrative assistant. Requests should be made far enough in advance to allow for the approval process. Approval is at the discretion of the Building and Grounds Team.
3. Use by non-profit organizations sponsored by Limestone Church or one of its members
  - If the group is responsible for set-up and clean-up Church or member sponsored non-profit groups (i.e., Scouts) will not be charged for facility use
4. **A \$50 deposit is due prior to the approved request.** Although not mandatory, it is suggested that the deposit will be used to defray the cost of utilities and maintenance for facility use. If requested, a refund of deposit will be returned after inspection by church custodian or member of church staff.
5. If custodial services are needed, please arrange for services with the church custodian five (5) business days prior to the event.
  - If custodial services are prearranged, a charge of \$15 per hour, to be determined by the Building and Grounds Team, will apply for set-up, clean-up, or staffing during the event. Arrangements for custodial services should be made with the church custodian prior to the event.
6. Use by non-profit organization without member sponsor:
  - These groups and organizations will be charged as follows: \*\*  
Fee Schedule:
    - Classroom/Library/Conference Room - \$50.00
    - Family Life Center W/O Kitchen - \$200.00
    - Family Life Center with Kitchen - \$350.00
    - Chapel (other than weddings) - \$300.00
    - Sanctuary (other than weddings) - \$500.00

**FEES AND/OR DEPOSITS ARE DUE IN FULL PRIOR TO THE EVENT/MEETING**



## APPLICATION FOR BUILDING USE

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- A. Organization Name:
- B. Applicant's Name, Address and Telephone Number(s):
- C. Purpose and/or Type of Meeting:
- D. Date and Hours of Use (Include set-up and clean-up time):
- E. Frequency of Meeting (Number of Times, Days of Week, Etc.)
- F. Room/Facility Are You Requested:
- G. Special Arrangements Requested (If you need equipment such as tables, chairs, podium, TV/DVD player, piano, etc., please state here):
- H. Outside groups are expected to do their own set-up and clean-up, unless otherwise requested. If custodial services are requested, or if additional clean-up is needed after the activity, an additional fee of \$15.00 per hour will be assessed. Arrangement for custodial services should be made with the church custodian prior to the activity.
- I. Adult Supervisors (age 21 or over) for Youth Groups (Names, Addresses, Telephone Number(s))

I/WE THE APPLICANT(S), AND DULY AUTHORIZED REPRESENTATIVE(S) of \_\_\_\_\_ requesting the use of Limestone Presbyterian Church facilities and/or property, have read all the provisions contained herein, and agree to fully comply. Further, I/we the undersigned, agree to relieve Limestone Presbyterian Church, its agents, and employees of all liability for acts committed by persons participating in this event, resulting in personal injury, sickness, disease, or death. I/We further agree that, in the event of damage by any invited or uninvited participant in this activity to church property, I/we accept full responsibility, and agree to pay for such damages in full. I/We further acknowledge reviewing and receiving copies of the following: 1.) Application For Building Use 2.) Responsibilities of Facilities Users and 3.) Checklist For Limestone Presbyterian Building Closing.

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(Printed Name and Signature)

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(Printed Name and Signature)

**Date and Time Application with required deposit, submitted to Church Office:**

**Approved by:**

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**Date and Time of Approval:**