

**Gates Presbyterian Church**  
**Building Use – Policies & Guidelines**

USE OF FACILITIES AT GATES PRESBYTERIAN CHURCH  
RULES & REGULATIONS FOR USE OF CHURCH FACILITIES

1. Application to be made 30 days in advance of requested date.
2. Church policy does not permit consumption of alcoholic beverage or illegal substances in building or on grounds.
3. Keys need to be picked up during regular office hours.
4. Absolutely no smoking is allowed in the building. Smoking receptacles are located outside at the west entrance.
5. Adult supervision must be provided for youth groups. (Y=under 18) (See Building Use Policy for non-church related events involving minors.)
6. ALL children must be well-supervised at all times.
7. Activities must be confined to areas approved for use.
8. No food or beverages are permitted in carpeted areas unless approval has been given.
9. Area used is to be left clean with furniture arranged as found or returned to proper carriers.
10. If kitchen is used, all utensils are to be cleaned and returned to their proper place. All surfaces and appliances are to be wiped clean.
11. Kitchen and fellowship hall may be used on a shared basis, but usage may be re-arranged due to church activities.
12. If permission has been given to store equipment within the church, all such equipment and/or props must be neatly stored and out of sight.
13. Applications must be approved by the Building Use Committee.
14. Church equipment cannot be used without permission. In the event that damage is done to any borrowed or rented room, furnishings within that room, or church equipment, it is your responsibility to repair or replace the damage immediately.
15. Failure to adhere to the above rules and regulations may result in forfeiture of your privilege to use the facilities.
16. Please use this check list when leaving:
  - a. Close doors, windows tightly.
  - b. Turn fans, lights off.
  - c. Put garbage in bags outside door (kitchen area)
  - d. Put recyclable materials - cans, bottles - in blue box located in kitchen; paper - in special cardboard boxes located in each room.
  - e. BE SURE DOORS ARE LOCKED AND HALL LIGHTS ARE OFF when you leave.

## Building Use Policy for Non-Church Related Events Involving Minors

When a building request is made by anyone for a non-church related event involving minor persons (18 years old and younger) the following guidelines shall be followed:

1. Approval from the Board of Trustees
2. 10:1 youth/ adult ratio strictly enforced for the anticipated number of youth to be present. List of adult names and phone numbers to be presented to the Board of Trustees at time of submitting Building Use Request.
3. 10 Days prior to scheduled event, individual(s) making request shall contact Board of Trustee Building Use Representative and do a walkthrough of church property clarifying which rooms will be in use. This will also include where to find cleaning supplies to be used following event (if applicable when cleaning deposit is not paid).
4. No alcohol or illegal substances permitted on premises.
5. Any minor suspected of substance abuse will not be permitted to enter the event.
6. Foul or inappropriate language, gestures, and clothing are not permitted
7. Closing time, including cleanup, for all non-church activities shall be 11:00 PM. Noise levels and parking arrangements should reflect respect for the property rights of our neighbors.
8. Please leave the facility in the same condition that you found it.
9. If no arrangement is made for custodial services please pick up trash and debris, put up any tables and chairs used, mop floors in room being used (including bathrooms) wipe down toilets and sinks, and restock toilet paper if needed.

For large events with youth attendance we strongly urge the following:

- As minor participants arrive for event they shall enter one door. The adult responsible for the event must be at the door to gather all attendee's names, parent's names, and home phone numbers. When information has been obtained a hand stamp will be provided.
- Once the event has begun no minor participants shall leave the building and re-enter for any reason. They must exit and be informed that they must leave the premises immediately.