

### III. POLICIES AND 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 vestibule, hallways, or sanctuary.
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. 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 in the approved, designated area.
12. Applications must be approved by the Building Use Committee.
13. 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 notify the church office the next business day or sooner. You will be responsible to cover damages.
14. Failure to adhere to the above rules and regulations may result in forfeiture of your privilege to use the facilities and forfeiture of your security deposit.
15. Please use the detailed checklist, provided in Attachment A, when leaving.