

# Use of Facilities-Guidelines and Approval Process

Covenant Presbyterian Church welcomes the opportunity to share with you in the development of your event. Our Sanctuary, Fellowship Hall, and other facilities are available for your use. This information is offered to assist in your planning. The staff of the church can help to insure proper use of the church facilities. Please feel free to call the church office if you have any questions.

Approval for member use of the facilities requires only staff approval. Outside groups require Session approval and use for weddings by non-members must adhere to the Wedding Policy guidelines.

## GENERAL INFORMATION

### 1. ARRANGEMENTS

Your event date at Covenant can be confirmed only after it has been determined that the church calendar will allow the requested day. It is good to set this date well in advance.

### 2. EVENTS REQUIRING AN OFFICIATING MINISTER

Only the Pastor of Covenant, or those approved by the Pastor, may officiate at a Worship Service at Covenant Presbyterian Church.

### 3. CHURCH STAFF

The church staff is here to help you in planning your event. However, arrangements must be made in advance for an activity which will require anything beyond the scope of the traditional workday/activity of the church staff.

### 4. CHURCH EQUIPMENT

Tables and chairs are available for your use in the Fellowship Hall. Furniture in the parlor may be *moved* only with prior approval.

The area used for your event (Fellowship Hall, Parlor, Kitchen, and/or Parlor kitchen) must be broom clean when left after the event. Food must not be left in storage or on counters. All garbage is to be placed in the dumpster at the rear of church near the natural parking lot.

With proper arrangements for operator training, the church audio and visual presentation equipment may be available for use. Additional equipment may be rented from an outside source but is solely the responsibility of the requester.

5. No alcohol is permitted and no smoking is allowed in the building.
6. All arrangements for food including delivery, preparation, etc. are the responsibility of the requesting person.

## Covenant Presbyterian Church Building Use Fee Schedule

	Non-member	Member
Wedding Sanctuary & Parlor	\$375.00 See wedding policy	N.C. *
Organist	\$150.00	N.C. *
Pastor	\$150.00	N.C. *
Fellowship Hall Kitchen	\$185.00	N.C. *
Activity Center	\$200.00	N.C. *
Kitchen	\$ 50.00	N.C. *
Non-Wedding Parlor	\$100.00	N.C. *
Classroom/ Meeting Room	\$ 10.00 ea.	N.C. *

These fees include custodial services.

Fees may be waived at the discretion of the Session of Covenant Presbyterian Church.

\*Members will be responsible for set-up and clean up of their activity. If custodial services are required and available the charge is \$10/hr.

**COVENANT PRESBYTERIAN CHURCH  
3131 WALTON WAY  
AUGUSTA, GEORGIA**

**APPLICATION FOR USE OF FACILITIES**

Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Person/Representative Responsible: \_\_\_\_\_

Facility/Facilities desires: \_\_\_\_\_

\_\_\_\_\_

How often? \_\_\_\_\_ How long each time: \_\_\_\_\_ Dates: \_\_\_\_\_

\_\_\_\_\_

Type of Activity: \_\_\_\_\_

Will there be equipment or services needed? \_\_\_\_\_

Will custodial services be required? \_\_\_\_\_

Who will be responsible for turning on and off lights? \_\_\_\_\_

Who will be responsible for unlocking and locking up? \_\_\_\_\_ Time: \_\_\_\_\_

Has this person made arrangements for a key? \_\_\_\_\_

Date to pick up key: \_\_\_\_\_ Date to return key: \_\_\_\_\_

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I agree to respect and care for the facilities involved, to adhere to the guidelines for us of these facilities, and to notify the church office of any changes in dates, times, or nature of activities. The amount of \$\_\_\_\_\_ per \_\_\_\_\_ payable \_\_\_\_\_ has been accepted as reasonable chare. I have received and am responsible for Guideline on Use of Facilities.

SIGNED \_\_\_\_\_ AND DATED: \_\_\_\_\_

CHURCH OFFICE REVIEW: \_\_\_\_\_ INITIALS \_\_\_\_\_

BUILDING & GROUNDS MINISTRY TEAM: \_\_\_\_\_

SESSION APPROVEAL OF COMPATIBLE AIMS/GOALS: \_\_\_\_\_

CLERK SIGNATURE

DATE

**\*\*\*THIS AGREEMENT IS ONLY FOR THE ABOVE PERIOD—NOT EXTENDING OVER ONE YEAR- AND MUST BE RENEWED FOR THIS TIME SLOT TO REMAIN AVAILABLE TO YOU.**