

BUILDING USAGE POLICY

The following regulations governing the use of the church property shall be strictly followed. Exceptions to this policy shall be at the discretion of the Pastor with Trustee Chairman. Permits may only be issued after being coordinated with the church calendar.

1. The permit shall be non-assignable and shall be used only by the group receiving it. Charges and deposits shall be made at the time of application.
2. Any person making application for the use of church property shall provide true and accurate information.
3. A church member or janitor must be present at all functions for the duration.
4. Sunday use of church building and /or equipment is prohibited.
5. Holders of permits may cancel the permit by giving notice in writing or by telephone to the Pastor or church secretary. This shall be done at least three (3) days in advance of the date for which the permit is issued.
6. Permit holders will have access to the church, educational building, and the grounds. All doors must remain closed and unlocked during use.
7. No person or group will be allowed to offer for sale any goods, wares, merchandise, or service for profit. Exceptions are church groups for non-profit.
8. ABSOLUTELY NO SMOKING OR ALCOHOLIC BEVERAGES OF ANY KIND WILL BE ALLOWED IN OR ABOUT THE BUILDING OR PREMISES. NO BIRDSEED, RICE, OR CONFETTI PERMITTED.
9. Food and beverages will only be allowed on uncarpeted floors.
10. The kitchen, dishes, and any other equipment, if used, must be cleaned and readied for immediate use. Permit holders are required to set up and put away tables, chairs, kitchen equipment, etc., and sweep up and empty trash into dumpster.
11. Decorations must be approved by the Pastor or the secretary. No tape, pins, or staples are allowed to hang articles on the walls or ceilings. Playdough and clay may be used only on uncarpeted floors.
12. Closing time for the building and grounds is 12:00 midnight. All parties or activities must be terminated by that time. Exceptions will be at the Pastor's discretion.
13. Tables and chairs may only be borrowed by church members for personal use. The Pastor or secretary must confirm their use prior to their being taken. The date of return will be requested. The borrower is responsible for any damage or replacement; an exception is fair wear and tear.
14. Furniture or equipment furnished by groups or organizations used in the buildings shall be removed the day the building is used.
15. The individual representing the group will be held responsible for any damage or loss to equipment or damage to the building or grounds.
16. The church member holding this permit is responsible for cleaning the part or parts of the building being used after the event. (This is NOT why we have a janitor.)

PARK HEIGHTS BAPTIST CHURCH or its representatives will not be responsible for any personal injury or loss or damage of property not belonging to the church.

WEDDING MINISTRY

1. Usage is the sanctuary, restrooms, and a changing room only, unless reception is held on church premises.
2. Fees are due with the permit.
3. Weddings are at the Pastor's discretion and in accordance with the church calendar.