

Sanctuary Rental / Use Guidelines*

1. The Sanctuary is to be used for the purpose of ministering to the spiritual needs of our church members and community. All members and guests are advised that smoking, alcoholic beverages, gambling in any form, the use of drugs, improper language, and unauthorized entrance into offices or private spaces are prohibited. Shoes and shirts are to be worn at all times.
2. Please note that confetti, rice, flower petals (other than silk) are prohibited. Nothing may be nailed to the pulpit furniture, pews, walls, or trim. The Pulpit Furniture may be temporarily moved and should be returned after the event.
3. In regard to weddings, funerals, and other public services of worship, music, multimedia, and song choices must be approved by the EPC Session or Pastor and should be in keeping with worship standards of the Associate Reformed Presbyterian church.
4. Adult supervision is required for those under the age of 18.
5. The sound/multimedia system should not be used under any circumstances without prior training and/or the presence of those authorized to use the system. Arrangements should be made at least 6 weeks in advance.
6. Members or guests may make reservations for using the Sanctuary by contacting A Member of the EPC Session. If a church group wants to use it on a regular basis, arrangements can be made to have that time reserved monthly and weekly. Such arrangements are subject to change as needed due to ministry events sponsored by Effingham Presbyterian Church.
7. There will be no charge for EPC church groups to use the Sanctuary for church meetings. There will be no charge for individual members of EPC to use the Sanctuary for weddings or funerals.
8. Regarding other uses, there will be a \$200.00 charge for church members (other than funerals) and a \$500.00 charge for non-members (all uses). A \$200 deposited will be required and used to cover any additional cleaning costs. Upon inspection of the Sanctuary by a Deacon, a refund may be issued within two weeks of the event. He/She will be using the Cleaning Protocol (#9) to determine if a refund will be issued.
9. When finished with the Sanctuary, the group or member will be responsible for cleaning. A Cleaning protocol is as follows:
 1. Vacuuming main area and sweeping vestibule.
 2. Emptying restroom and main area trash cans. Dispose in outside container.
 3. Replacing all furniture, staging, electronics, plants, etc.
 4. Removing leftover food from the kitchen and/or other rooms. Dispose in outside container.
 5. Turning off lights, HVAC, and locking building.
10. Fire extinguishers are placed throughout the building. A First Aid Kit is located in the kitchen. To accept incoming calls, dial 73#.

Renter

Date

**\$200 deposit received by _____ on _____.

Family Life Center Rental / Use Guidelines*

1. The Family Life Center is to be used for the purpose of ministering to the social and spiritual needs of our church members and community. All members and guests are advised that smoking, alcoholic beverages, gambling in any form, the use of drugs, improper language, and unauthorized entrance or presence in any church building are prohibited. Shoes and shirts are to be worn at all times.
2. Adult supervision is required for those under the age of 18.
3. The sound system should not be used under any circumstances without prior training. Training arrangements should be made at least 1 week in advance.
4. Members or guests may make reservations for using the Family Life Center by contacting: A Member of the EPC Session. If a church group wants to use it on a regular basis, arrangements can be made to have that time reserved monthly and weekly. Such arrangements are subject to change as needed due to ministry events sponsored by Effingham Presbyterian Church.
5. There will be no charge for EPC church groups to use the Family Life Center for church meetings.
6. Regarding other uses, there will be a \$100.00 charge for church members and a \$200.00 charge for non-members. A \$200 deposited will be required and used to cover any additional cleaning costs. Upon inspection of the Sanctuary by a Deacon, a refund may be issued within two weeks of the event. He/She will be using the Cleaning Protocol (#7) to determine if a refund will be issued.
7. When finished with the Family Life Center, the group or member will be responsible for cleaning. A Cleaning protocol is as follows:
 1. Sweeping main area and kitchen
 2. Emptying restroom and main area trash cans. Dispose in outside container.
 3. Replacing all furniture, staging, electronics, basketball goals, divider walls, etc.
 4. Removing leftover food from the kitchen. Dispose in outside container.
 5. Washing and drying utensils, plates, pots, etc.
 6. Wiping down countertops, tables, and chairs.
 7. Turning off lights, HVAC, and locking building.
8. Any church group may use the paper products in the kitchen. Other groups must supply their own. Please do not use items from the church Parlor/Kitchen unless previously arranged.
9. Fire extinguishers are placed throughout the Family Life Center. A First Aid Kit is located in the kitchen. To accept incoming calls, dial 73#.

Renter

Date

**\$200 deposit received by _____ on _____.

Legal Notice

*All those using the facilities of Effingham Presbyterian Church (ARP) and the equipment contained therein agree to indemnify and hold harmless Effingham Presbyterian Church (ARP), its employees, agents, officers and representatives from any and all claims, suits actions, proceeds, loss, costs, and damages of every kind, including (but not limited to) reasonable attorney's fees and litigation expenses, which may be brought or incurred by Effingham Presbyterian Church (ARP) on account of loss or damage to any property of or injuries to or death of any person(s), caused by, arising out of, or contributed to, by reasons of any act, employees, agents, representatives, with or out without incident to their agreement, or arising out of Worker's compensation claims, except as required by law.