

**Pompey Community Church**  
**Building Use Policies**  
(See separate policy documents for weddings/funerals)

Mailing Address:  
PO Box 27  
Pompey, New York 13138

Located At:  
2555 Berwyn Road  
Lafayette, New York 13084

(315) 677-3068  
office@pompeychurch.org  
[www.pompeychurch.org](http://www.pompeychurch.org)

*Pompey Community Church exists to meet people where they are and help guide them to where God wants them to be, by traveling together and becoming fully devoted followers of Jesus Christ.*

The primary purpose of the Pompey Community Church building is to gather to worship God, participate in Communion, study God’s Word, initiate Mission, and enjoy Christian fellowship. It is important that we manage the use of the building well, with care to preserve its beauty and function in a God-honoring way. All activities held in the building and associated properties must be consistent with who we are and what we believe.

**Building Use Basics**

All requests for building use must be submitted to the Church office, which is open 9 a.m. to 2 p.m. Tuesday through Friday. Applications for building use and applicable fees are subject to final approval of the Pompey Community Church Trustees Board (hereafter referred to as “the Trustees.”)

Priority for use of the building, property and equipment will be given as follows:

**First Priority:** Church functions organized and coordinated by church staff and committee members to accomplish the mission of the church.

**Second Priority:** Member activities planned by members of the congregation, primarily for the people of the church, but not limited to church members.

**Third Priority:** Activities that involve no specific Christian affiliation and do not conflict with the principles of Pompey Community Church (PCC). These are primarily events and activities hosted by non-profit or community organizations.

The facilities of the church are not available for partisan purposes, for private enterprise (profit), or for fund raising purposes for organizations outside the church. In the event of a funeral, the Trustees may require an adjustment to previously-scheduled building use to accommodate the unanticipated event. When this occurs, alternate arrangements with the preempted group will be made. The building is not available for use on Holidays.

**Applicant/Host and the “PCC Sponsor”**

The primary applicant for all building use must be at least 21 years of age. All activities require building use confirmation through the church office which maintains the calendar. Building use requests require submission of the *General Use Application and Agreement* ideally six weeks in advance of the event and those events may be confirmed for duration of no more than **ten weeks** and no more than six months in advance of the event. All facilities, preparation/set-up and other service needs must be included on the *General Use Application and Agreement*.

Applicants who are not an adult, contributing member of the PCC congregation (i.e. sponsoring their own event) must secure a pre-approved volunteer “PCC Sponsor” or they may hire a “PCC Sponsor.” The PCC sponsor serves as a liaison between the applicant/host and the church, and holds additional

responsibilities as detailed below. Applicants may consult the church office to determine if an individual is eligible to sponsor his/her event. Should an applicant need to, he/she may request to hire a PCC Sponsor on the *General Use Application and Agreement*.

### **Building Access**

At the time of application approval and confirmation of the schedule, a *Building Use Checklist* will be provided to the PCC sponsor. The sponsor must be present throughout the building use (including set-up, event, and clean-up) and the sponsor will be held responsible for securing the building at the conclusion of the event. Arrangements to borrow a key must be made with the church office during regular office hours and all keys must be returned no later than the day of regular church office hours after the scheduled event.

### **Conduct & Expectations**

The church facility should be treated with respect at all times. Smoking, alcoholic beverages, illegal substances, gambling, and weapons are not permitted. Willful violation of any guidelines or policies could lead to the termination of building use and/or refusal of future use.

**Users are expected to leave the facility in the same or better condition.** Sponsors will be held responsible for the care and condition of the space and equipment used, including restroom and kitchen facilities. Materials brought by the group will be removed within 12 hours of the completion of the event. Trash must be placed in bags or boxes and deposited in appropriate receptacles (dumpster and/or recycle bin) located in the south end of the parking lot. All events must conclude in time for adequate clean-up following the event and to allow for closure of the building by no later than 10 p.m. Events that require substantial post-event cleaning must conclude by 9 p.m. to allow sufficient time for cleaning.

Any property left on the premises after a period of 30 days after an event may be deemed abandoned, shall become property of the church, and may be disposed of at the discretion of the Church Trustees.

Use of the building and properties assumes full access by participants of the rest rooms, coat storage and parking facilities. All other activities will be restricted to the requested spaces with limited kitchen access. **All other areas of the church are not to be used.** Participants shall not enter the church offices or conference room, use church supplies, phones, fax machine, copy machine, computers or use any other church equipment unless specified and approved on the *General Use Application and Agreement* form. Thermostat settings are pre-set. All changes to temperature must be specified and approved on the *General Use Application and Agreement* form. PCC does not have resources to assist in traffic control. Parking assistance should be provided or managed by the event sponsor.

### **Available Facilities** (Follow capacity limits for each room to comply with fire code)

#### **Sanctuary** (maximum capacity 360 – excluding alter area and sound booth)

- *The sanctuary is for the worship of God. It is used for religious ceremonies and for the purpose of carrying on the business of the Church. No food or drink is permitted in the sanctuary unless as part of an approved event.*
- Only persons on the approved list of technical personnel may operate the computer and sound equipment. Events that require audio equipment (microphone, music, speakers) require an operator who has completed the required training and is current on the list of trained users. A private room is adjacent to the stage.

#### **Classrooms:** Sr. High Classroom (max. capacity 35) and other classrooms (max. capacity 25)

- Best used for small group meetings, seminars, workshops and educational purposes

### **Fellowship Hall** (maximum capacity 200)

- This area can accommodate (15) tables and folding chairs, ten at each table, centrally located and organized on the floor.
- Is adjacent to the kitchen and entrance foyer

### **Kitchen** (maximum capacity 10)

- Equipped with commercial [True] refrigerator, 6-burner Vulcan gas stove with flat-top griddle and double ovens, CaptiveAire exhaust hood, Insinger RL-30 [3-minute cycle] dishwasher, microwave oven and commercial coffee maker. (as of 12/10/09)

### **Decorations**

Requests to decorate space must be stated on the *General Use Application and Agreement* form. All decorations, displays, images or pictures shall be appropriate to a Christian setting. Flame candles and/or electric fixtures may be used in designated areas with approval. Flameless candles may be used in any area of the church. No nails, tacks, staples or screws shall be put in or on the walls or attached to the pews. Masking tape may be used on glass but NOT on painted walls or woodwork. All decorations must be removed within 12 hours of the conclusion of the building use. No furniture shall be removed from the church building. Exit signs must remain visible at all times.

### **Supervision of Children**

Children must be under the control and supervision of adult parents or guardians (older than 21) at all times; **they are not permitted to roam freely on church property.** All children's or youth activities shall be supervised by a minimum of two (2) adults for groups with fewer than 25 children. Additional adult supervision for larger groups is required at a ratio of 2/25. The PCC sponsor and other adults must be present before the function begins, during the function, and until the last youth has left the premises, and must actively supervise the function. We recommend child abuse prevention worker screening programs comparable to PCC's program.

### **Insurance**

Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted. The Church Trustees reserve the right to require any non-PCC group to purchase a certificate of liability and property damage insurance coverage naming Pompey Community Church as an additional insured for the duration of the event and provide a copy of the certificate to the church prior to the event. The certificate of insurance must show coverage at the following minimum levels: \$1,000,000 per occurrence; \$ 100,000 fire damage; \$ 5,000 medical expense; \$1,000,000 personal injury; and \$3,000,000 general aggregate. The *General Use Application and Agreement* contains a hold-harmless, indemnity, and defense clause for any liability claim arising from the borrower's activities on PCC property.

### **Event Promotion**

All events hosted at Pompey Community Church will be included on the church master calendar and will include the sponsor's contact information, event title, and event schedule. The event sponsor shall provide the host organization phone number as the number to call for further information about the event or to provide directions (NOT PCC contact information.) Events will be posted on the internet calendar per the PCC Web Calendar policies.

### **Kitchen and Food Service** (Sponsor see additional *Kitchen Use Checklist*)

Guidelines for use of the kitchen and equipment will be provided to the event sponsor and will also be posted in the kitchen. Full kitchen use includes use of stove, ovens, refrigerator and appropriate containers and utensils. Groups must provide their own food, supplies, and paper goods. "Full kitchen"

indicates on-site preparation and cooking of food and beverages. “Limited kitchen” indicates off-site food preparation with use of kitchen facilities for cold food storage and preparation only of beverages.

Upon completion of the event, counter tops should be free of foodstuff and other materials. Counter surfaces should be wiped clean of all crumbs and spills. The floor should be swept clean and/or mopped if there are visible spills. Food should not be left in the refrigerator. All linens, aprons, kitchen towels, etc., must be left in the laundry hamper for cleaning.

**Church Property**

1. Church property will not be loaned, borrowed, or removed from church premises with the exception of the following items that may be used by church members with appropriate approval (see *Property Loans Application and Agreement*):
  - folding tables
  - folding chairs
  - coffee urns
  - utensils for large quantity service (pots, serving platters, or utensils)
2. All items must be listed with checkout and return dates on file in the church office. All items must be returned within 24 hours or as otherwise authorized.
3. Eating utensils and kitchen equipment shall not be taken from the church except for PCC-sponsored functions.
4. Damaged equipment will be replaced or repaired by the borrower to the satisfaction of the Trustees and with approval of the Trustees.

**Fee Schedule** (See separate fee schedule for weddings or funerals)

A deposit to ‘save the date’ is required for requests, subsequent to the application’s approval. For total fees greater than \$100, the deposit is 50% of the total at the time of the date confirmation. For fees totaling \$100 or less, the total fee is required at the time of the date confirmation.

Room or service	Service Fee
Sanctuary	\$50
AV Technician	\$50 per event
Fellowship Hall/Gym (only)	\$25
Full Kitchen (only)	TBD
Fellowship Hall with Full kitchen	\$150
Classroom	\$10
PCC Church Sponsor (if supplied by PCC)	\$20 per hour, includes time required for set-up, event, and clean-up

**Refund of fees:** In the event of a cancellation, fees will be refunded or retained as follows:

Time of cancellation	Amount of refund
Up to 14 days prior to event	100% of deposit <i>refunded</i>
0-13 days prior to event	10% of total fee <i>retained</i>

**The Trustees retain the right to make exception to or waive any part of these policies.**

*Approved on 12/9/09; version 7.7.2010*

APPENDIX A: Church functions organized and coordinated by church staff and members to accomplish the mission of the church include:

- Worship services
- Church staff meetings
- Meetings of the Church Board, Trustees, Deacons, Personnel Committee, Finance Committee, Leadership Committee, Missions Committee, and Sunday School Superintendent
- Bible Study
- Youth Group
- Small Groups
- Membership meetings
- Leadership seminars or workshops

APPENDIX B: Member activities that are planned by members of the congregation, primarily for the people of the church, but not limited to church members include:

- Country Critters Preschool
- Chicken and Biscuit Dinner
- Chili and Pie Sunday
- Night of Light
- Vacation Bible School
- Recreation nights
- Fabius-Pompey Outreach
- AWANA
- Christian Home School Association

APPENDIX C: Activities that involve no specific Christian affiliation and do not conflict with the principles of Pompey Community Church (PCC). Examples include:

- Historical Society
- Boys Scouts
- Girl Scouts
- Red Cross
- Alcoholics Anonymous