

Building Use Policies

Pompey Community Church (PCC)

All events require a **Sponsor** from the church who will open the building, be present for the entire event, and lock up afterward.

Facilities

Rooms: You may only use your reserved spaces during your event.

Decorations: These can be put up with non-stick tape or push pins.

Sanctuary: No food is allowed, but water is fine. Please leave it clean, neat, and picked up when you are done. The sound and video system may only be run by a PCC certified person.

Lobby: This area can be used for meetings, events, and displays. Please put everything away when you are done and sweep the floor. There are brooms in the boiler room located off the kitchen.

Gym: Tables and chairs can be taken from the attached storage room or from the West Wing. They must be wiped off and returned to their origin. Please sweep up afterward.

Kitchen: You may use pots and pans: wash, dry, and put them away when finished. Provide your own food, coffee, paper products, and cutlery. Please sweep up afterward.

Classrooms: Please pick up after your meeting and put tables and chairs back in place.

Cleanup

Trash: Must be bagged and deposited in the outdoor dumpster.

Parting Condition: Facilities should be left in the same or better condition as found.

Liability

Insurance: If you are part of a group that has insurance coverage, Pompey Community Church needs to be named as an additional insured and receive proof of insurance.

Release forms: These may be required depending on the type of group/event.

Injuries or damages: The Sponsor must be notified immediately if any injuries or damages occur. We reserve the right to bill you for any damages to the building or its contents.

Fees

Deposit: Required to reserve space after application approval.

Fees: The responsible person will be billed for any remaining balance after the event.

You May Not Charge Admission or any other fees for your event at PCC.

Conduct

Children: Children under 18 must be supervised at all times by an adult.

Smoking: This is not allowed in or near the building. It is allowed in the parking lot.

Alcohol: No alcoholic beverages are allowed in the building or on PCC property.