

# **SYCAMORE PRESBYTERIAN CHURCH**

## **FACILITY USAGE MANUAL**

***Where God is glorified, lives are lifted and  
Christ's spirit of fellowship awaits***

Sycamore Presbyterian Church offers the use of its facilities for the glory of God to approved non-profit community organizations and institutions when it has been determined the mission of these groups is compatible with the mission of the church and the community's best interests. Sycamore church groups will be given preference over outside organizations for building usage.

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## PROCEDURES

1. Requests for building usage should be made through the church office or the Director of Operations.
2. Requests for building usage which deviate from the Facility Usage Guidelines or which are recurring events should be directed to the Director of Operations.
3. All planned usage must be recorded on the Church Calendar.
4. All building usage requiring payment must be paid in full, in accordance with the Facility Usage Fee Schedule, at least 30 days prior to the scheduled usage.
5. An authorized representative of an outside group utilizing the facility must sign a Request for Facility Use Application at the time the facility is reserved, provide a current certificate of insurance.
6. Any necessary security procedures will be identified through coordination with and collaboration of the Director of Operations and others having a connection to, or interest in, the requested event.
7. Arrangements for the use of the Kitchen must be made in advance through the church office.
8. Arrangements for Weddings: See Wedding Guide

## FACILITY USAGE GUIDELINES

Prospective use of the facility should be determined to be in one of the following classes:

Class	Description	Examples of Previously Approved Groups in this Class
I	SPC Internal Needs	Committee Meetings, Bible Study Groups, Choirs, Preschool
II	Other Presbyterian Needs	Presbytery, other Presbyterian Church
III	Member Requested Charitable Usage	Kinderveld, Tutoring
IV	Member Requested Non-political Community Organization	Neighborhood Associations Polling Location
V	Other Charitable Organizations	Boy Scouts
VI	Member Requested Non-charitable Non-profit Non-political	Anniversaries, birthdays
VII	Non-member requested Non-charitable Non-profit Non-political	Anniversaries, birthdays
VIII	Wedding Ceremony	Approval by Head of Staff
IX	Funeral	Approval by Head of Staff

Class	Description					WEDDINGS & FUNERALS	
		Fellowship Hall	Assembly Rooms	Small Rooms	Chapel	Sanctuary	Chapel'
I	SPC Internal Needs	\$0.00	\$0.00	\$0.00	\$0.00		
II	Other Presbyterian Needs	\$0.00	\$0.00	\$0.00	\$0.00		
III	Member Requested Charitable Usage	\$0.00	\$0.00	\$0.00	\$0.00		
IV	Member Requested Non-Political Community Organization	\$0.00	\$0.00	\$0.00	\$0.00		
V	Other Charitable Organizations	\$0.00	\$0.00	\$0.00	\$0.00		
VI	Member Requested Non-Charitable, Non-Profit, Non-Political	\$150.00	\$50.00	\$25.00	\$100.00		
VII	Non-Member Requested Non-Charitable, Non-Profit, Non-Political	\$300.00	\$100.00	\$50.00	\$200.00		
VIII	Wedding Ceremony						
	Member		n/a	n/a	n/a	\$800 **	\$800 **
	NonMember	n/a	n/a	n/a	n/a	\$1200.00	\$1200.00
	Wedding Reception						
	Member	\$0.00	n/a	n/a	n/a	n/a	n/a
	NonMember	\$500.00	n/a	n/a	n/a	n/a	n/a
Rehearsal Dinner	Member	\$0.00	n/a	n/a	n/a	n/a	n/a
	NonMember	\$250.00	n/a	n/a	n/a	n/a	n/a
IX	Funeral						
	Member	n/a	n/a	n/a	n/a	\$0.00	\$0.00
	Non-Member	n/a	n/a	n/a	n/a	\$200.00	\$200.00
	Funeral Luncheon						
Member	\$0.00	n/a	n/a	n/a	n/a	n/a	
Non-Member	\$200.00	n/a	n/a	n/a	n/a	n/a	

\*\* see wedding guide for additional details and fees