

Building Use Policies

Newlonsburg Presbyterian Church is a house of worship. Please keep the building and grounds clean, orderly and secure as your group assumes the following responsibilities when using the facility:

1. The facilities are available to nonprofit organizations, community service agencies or to individuals or families.
2. Event timing is critical and should stay within your allotted time frame as maintenance and janitorial services maybe scheduled after your use of the facility.
3. If you will not be using the Church facility at your scheduled time, please notify the Church Secretary.
4. Building use must be approved by the Church Secretary for calendar space and then by the Property Committee Chairperson.
5. Each group must designate a representative to act as a liaison with Newlonsburg Church. This individual's name will be registered with the Church Secretary and will receive communications for the use of the facility.
6. Smoking and alcoholic beverages are not permitted on Church property.
7. Each group will be responsible for maintaining the facilities in good condition. Chairs, tables or other equipment (i.e. blackboards, easels, televisions, movie screens, etc.) are to be returned to their original location.
8. Tables and chairs are to be cleaned and return to original positions. Table tops must be protected when doing crafts.
9. Trash is to be placed in proper containers and removed to the dumpster located outside of Fellowship Hall, up the driveway on the right hand side of Fellowship Hall.
10. Brooms, mops and sweepers are available for cleaning and are located in the Janitor's closet at the top of the ramp off the Narthex, the furnace room in Common Ground, the lighting control room at the back of Fellowship Hall .
11. It is imperative that any group using the Church rooms return them to their original condition. If in Fellowship Hall, please don't touch the music equipment because it is used for worship on Sunday mornings. If it is necessary to have the room cleaned after a group has used it, there will be an additional room use donation for cleaning.
12. The use of the church's kitchen requires special permission. Anyone receiving this permission is responsible for returning the kitchen to a clean and sanitary condition. The china is not be used by outside groups as this is for Newlonsburg Church functions only. Use of dish clothes and towels are to be laundered and returned to the Church as soon as possible.
13. Lights including rest room lighting are to be turned off in the areas used by your group when you leave.
14. When leaving, ensure any doors unlocked for your use are locked, even if others are in the building.
15. Close and lock all windows when you are finished in your room.
16. Make sure all sink faucets are completely shut off after use.
17. Report any damage of the facility immediately to the Church Secretary and or the Property Chairperson. The group using the Church facility will be expected to repair for any extraordinary damage beyond normal wear and tear.
18. Yearly scheduling of rooms is to be renewed in September, for those groups using the Church on a continuing basis.
19. Church functions take priority such as a bereavement luncheon. In that case we will try to accommodate you to another room within the church.

20. Building use fees effective 1/1/2024. NPC members pay rate 50% of scheduled fees:

- Sanctuary \$200.00 (\$100 NPC member)
- Fellowship Hall \$200.00 (\$100 NPC member)
- Fellowship Hall & Kitchen \$240.00 (\$120 NPC member)
 - Security deposit of \$500.00 is required and will be returned if there are no incidents.
- Common Ground \$90.00 (\$45 NPC member)
- Gathering Place \$75.00 (\$35 NPC member)
- Other Sunday School Rooms \$60.00 (\$30 NPC member)

See Newlonsburg Church Renters Event Checklist: