

Silver Spring Presbyterian Church
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SILVER SPRING PRESBYTERIAN CHURCH FACILITIES USE POLICY

*Amended and adopted by the SSPC Session January 25, 2018
(see full list of amendment dates at end of document)*

Consistent with Christian mission and stewardship, Silver Spring Presbyterian Church (SSPC) makes its facilities available for beneficial use by the SSPC congregation and the community in a manner that helps SSPC sustain the facilities for use by future generations. With the exception of the Silver Spring Retreat Center (SSRC) at the Historic Waugh Wilson House, the use of which is governed by separate property specific rules and regulations, use of the SSPC facilities is governed by the following provisions:

1. Regularly organized groups affiliated with SSPC shall have use of the SSPC buildings and grounds without charge. However, such use must be scheduled through the SSPC Office and will be made available in order of request.
2. Members of SSPC, as individuals, and both individuals and organizations not affiliated with SSPC may apply to the SSPC Office for use of the buildings and grounds. Such use shall not interfere with SSPC programs or functions, or use by any regularly organized group affiliated with SSPC.
3. Recurring periodic use of the SSPC facilities may be approved for a term of up to one year, and annually renewed for additional one year terms subject to facility availability and the discretion of SSPC.
4. A fee as specified by this Policy is required for facility use by individual members of SSPC and by both individuals and organizations not affiliated with SSPC. The appropriate fee must be paid in full two weeks prior to the use of the facility. The applicable fee may be waived or reduced for religious or charitable organizations upon request. Fee waivers or reductions shall be determined by the chairpersons of the SSPC Buildings and Grounds, Mission, and Finance Committees. Their decision may be appealed to the SSPC Session for reconsideration of the fee charged.
5. SSPC programs and groups shall have priority for use of all SSPC facilities, and scheduled use by any individual or unaffiliated organization may be terminated, rescheduled, or relocated to accommodate the needs of SSPC up to thirty (30) calendar days before the scheduled use, in which case any fees paid for the terminated use will be refunded.

6. An application form available from the SSPC Office shall be used by individuals and unaffiliated organizations to request the use of designated portions of the SSPC buildings and grounds. Applications must be received by the SSPC Office at least thirty (30) days prior to the desired date of use.

7. In addition to the application, a refundable security deposit in an amount of twice the applicable facility use fee may be required. The security deposit will be returned within 30 days of the use if SSPC property or facilities were not damaged or no additional cleanup was required. SSPC will deduct from the security deposit the amounts needed to pay for any such damages or additional cleanup. SSPC expects that its buildings and grounds (including kitchen and kitchen equipment) will be left in the same condition as they were found when first used.

8. Applications for use of SSPC buildings and grounds shall be made for specific rooms and/or locations, and approval for a requested use shall not be construed to include other areas of the buildings and grounds.

9. A facility use application shall include a request for use of SSPC equipment or furnishings if such use is desired. All equipment and furnishings approved for use shall be used as instructed by Church staff.

10. SSPC will provide ordinary custodial and janitorial services. Special requirements or services, however, shall be the responsibility of the individual or organization using the facilities, subject to prior approval. If an activity requires the use of portable tables and chairs, they must be set up and taken down by the individual or organization using the facilities. A fee may be applied for additional custodial services.

11. The application shall guarantee against property loss or damage beyond normal wear. Any person or group identified as having caused damage will be responsible for the repair or replacement of any and all damaged portions of the equipment, furniture, and facility.

12. Approval already granted for a use may be rescinded at any time if the original details or intent communicated in the application have changed.

13. Applications for facility use shall be reviewed and approved by the SSPC Business Manager or Office Manager, except for applications for use of the Meiting House, which applications shall be approved at the sole discretion of the SSPC Session. Any questions, security deposit requirements, or special requests will be brought to the attention of the chairpersons of the Buildings and Grounds, Mission, and Finance Committees who will collectively decide the matter.

14. All individuals or organizations using the SSPC facilities, whether taking part in regular Church programs or not, shall comply with the following:

- a. Adequate adult supervision shall be provided at all times when children and

youth (under the age of 18) may be expected to be on church property.

- b. The SSPC Child Protection Policy shall be followed at all times and is available on the SSPC website at www.silverspring.org.
- c. Anyone expecting to use SSPC equipment shall be adequately informed of its proper use and operation so that no damage is incurred.
- d. A telephone located at the entrance to the Gymnasium may be used for local calls.
- e. Furniture and other equipment shall be set up, arranged, and restored to their proper locations, particularly chairs and tables used in conjunction with the Gymnasium, Gathering Place, classrooms, and the McCormick Chapel.
- f. Doors that are normally closed may not be propped open during and/or after use. All exterior doors shall be kept closed.
- g. All waste and garbage shall be removed and placed in the dumpster situated behind the white frame utility shed.
- h. All lights shall be turned off after use.
- i. Doors and windows shall be closed and locked after use.

15. With the exception of the use of alcohol at the SSRC, the consumption or use of alcohol, tobacco, and/or illegal drugs in any SSPC building or anywhere on SSPC property is prohibited.

16. Any use of the SSPC facilities shall comply with federal, state, and local laws and regulations, and shall not conflict with or be contrary to the mission of SSPC. Use of the SSPC facilities shall comport with those uses customarily associated with churches and related uses situated in residential zoning districts in Silver Spring Township.

17. Individuals and organizations not affiliated with SSPC shall execute a waiver of liability with respect to their use of SSPC facilities.

18. Unaffiliated individuals and organizations shall provide a "Certificate of Liability Insurance" offering evidence of general liability insurance covering personal injury and property damage resulting from their use of the SSPC property, including injury and damage caused by their members or quests. Organizations shall have a minimum of One Million Dollars in insurance coverage. Individuals shall have a minimum of Five Hundred Thousand Dollars in insurance coverage, which may be shown to be provided through a homeowner's or renter's insurance policy.

19. All weddings, funerals, and other personal or family services shall be subject to

the approval of the Senior Pastor and/or SSPC Session as necessary according to the PCUSA Book of Order and SSPC thereby accepts the responsibility for the use of the property and for arranging appropriate custodial and coordination services.

20. Access to SSPC buildings shall be coordinated with the SSPC Office.

21. Facility Use Fees (a minimum 2 hour reservation is required unless otherwise noted):

Gathering Place	\$25/hr
Parlor	\$20/hr
Parlor Kitchen	\$10/hr (only in conjunction with another use)
Music Room	\$20/hr (excludes Choir Director's office & robe room)
McCormick Chapel	\$25/hr
Meditation Chapel	\$10/hr
Gymnasium	\$25/hr
Kitchen	\$15/hr (in conjunction with another use)
Room 201	\$10/hr
Room 202	\$10/hr
Room 203	\$10/hr
Room 204/Skylight Room	\$10/hr
Meiting House	\$200/hr (includes restroom access)
Grounds	\$10/hr (includes restroom access)

* Room sizes are available from the SSPC Office.

* A child care room may be arranged for an additional fee of \$10/hr.

* Shower facilities may be arranged for an additional fee of \$50/event.

Adopted by the Board of Trustees October 5, 1995

Amended by the Board of Trustees December 4, 1997

Amended by the Board of Trustees August 3, 2000

Amended by the Board of Trustees March 7, 2002

Amended by the Board of Trustees November 8, 2002

Amended by the Board of Trustees December 6, 2007

Amended by the Board of Trustees May 5, 2011 with accompanying room rental fee structure

Amended by the Session September 25, 2014

Amended by the Session January 25, 2018