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2021 MANUAL OF OPERATIONS

LAKE MURRAY PRESBYTERIAN CHURCH

Church Office: 803-345-5140

Office Fax: 8036-345-8928

Day School: 803-345-1152

POLICIES FOR USE OF FACILITIES AND EQUIPMENT

LAKE MURRAY PRESBYTERIAN CHURCH

- 1.) Before any facilities or equipment may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signature on the application.
- 2.) The user will agree to assume full responsibility for the use and final condition of facilities and equipment used. There shall be no alcohol or tobacco use in the building, excepting the celebration of Communion. No tape or hot glue may be used or placed on the walls. All used areas of the building shall be cleaned by the user and returned to the same or better condition than found. All furniture and equipment shall be returned to its original location or set up as indicated by the Business Administrator & Pastor. If your event is scheduled after normal cleaning service hours, you will take trash bags to the container in the parking lot.
- 3.) All damages, injuries, and unusual incidents occurring during the use will be reported in writing by the user to the church office within 24 hours. Users agree to release all responsible authorities of these facilities from any and all liability and waives any right of recovery for members of their group to the areas of the building noted on the application. Persons under 21 years of age should not be in the building unless a responsible adult is physically present.
- 4.) Church facilities shall be made available to church members in so far as the church calendar of activities will allow, with church activities having priority over other uses. When a building use application is approved, the office shall confirm the event by placing it on the church calendar on a first-come first-served basis.
- 5.) Tables and chairs may not be borrowed for personal use outside of the church unless approval is given by the Business Administrator/Pastor. If approved, the items must be signed out/in through the church office. Members are responsible for any damaged or missing items. See the additional property policy with a schedule of fees for use of tables & chairs.
- 6.) Members of the congregation may use the church building for non-church sponsored activities. Members must request use of space by completing the application for use of facilities and have it approved by the Business Administrator and Pastor prior to the event. The damage deposit will be held in the office. Any damage noted will be given in writing to the user and they shall be responsible for all damages. When all equipment and facilities have been returned to their original condition, the damage deposit will be returned. A usage fee shall be charged to help cover insurance and utilities. If the fee presents a hardship for a user, consideration may be given to a reduced fee arrangement. The facilities shall not be used for personal gain or any for-profit commercial purpose or for any purpose contrary to the Confession of Faith of the church or other policies.
- 7.) Outside individuals and non-profit groups wishing to use the church on a one-time or regular basis shall make application to the Business Administrator & Pastor. They will consider how the aims and goals of the using group support the values, mission, and vision of this congregation. Using groups will furnish a certificate of insurance naming and protecting the interests of the church. The damage deposit and fee arrangements for building use shall be the same as for members. There is a possibility confirmation may not be given until 30 days prior to the event.
- 8.) Users of the building will make arrangements to have the building unlocked prior to use. The responsible person will take care of lights, heating and cooling, and other needs. Building users shall be sure all lights, thermostats and doors are secure before leaving the building. The responsible party must coordinate with the church Business Administrator at the church office to sign out a key to secure all doors. This key must be returned the following business day to the church office. If the key is not returned to the church office this may result in additional charges to the responsible party.
- 9.) Applications shall be received by the Church Office and will be approved as soon as they can be reviewed by the Business Administrator & Pastor. Applications may also be reviewed by the Session as needed. The decisions of the session regarding all buildings and equipment use shall be final.

10) Those approved for use of the building shall receive and sign a covenant agreement, an evacuation policy, and an information sheet. Use of the building for regular (weekly or monthly users) shall be reviewed annually at which time it will be determined if use should be renewed.

INSTRUCTIONS FOR THE USE OF THE LMPC FACILITIES FOR OUTSIDE GROUPS

We are glad to have you use our facilities, which we believe is a gift from God. We want to be careful of this special gift and ask that you be respectful of this as a holy place of worship to be treated with utmost respect.

Food, drink, and gum are not allowed in the Sanctuary. We ask that if possible, any risk to injury be kept at a minimum including running.

Please do not scratch (and be careful with) our furniture, pews, floor, or pulpit. The moving of the baptism font and communion table should be kept at a minimum. We ask that no metal risers be placed on the vestibule without padding underneath.

A refundable deposit of \$400 is given for the use of the sanctuary by outside groups. This deposit will be forfeited for damages. Normal fees for use of the sanctuary are \$500/day (this covers lights, clean up fees). Other fees for: Classrooms (\$25 each); gym or fellowship hall (\$200 each). Since funerals happen quickly, we discourage leaving equipment over night.

Charges may be waived by the Pastor in consultation with the Property chair/Session.

A key may be obtained from the church office (8:00- 4:30) the day before your event and is to be turned in the next day or following Monday (or left on the reception desk). Please lock up and clean up after your event.

The thermostat (located on the wall behind the pulpit) can be moved up or down for three hour increments on the bypass mode. Please do not move the air conditioning below 69 or above 73 (this protects the integrity of our system).

The sound board may be used. It may be unlocked by using the key in the white envelope in the right drawer. It is turned on and off with a delay button on the right of the console. The computer automatically picks up the sound. There is a small electronic adjustment box on top of the sound board- in case there is a mute button on. No microphone should be plugged in or out while the sound is turned on.

General Rules:

1. Leave the premises in same or better order. No scratching of wood/furniture please.
2. Remove all items brought in by the group.
3. Use trash disposal facilities available, all trash to be placed in outside trash cans.
4. No food/drink/gum in sanctuary- walk through other areas to make sure okay.
5. Turn off all lights, lock doors.
6. Equipment such as P.A. system, organ and lights should not be played with or wrongly used.

In case of emergency:

1. The pastor, Ben Sloan (803-727-3476) or 2. Mike Fields (803-629-7999).

The church office is 345-5140; Day School is 345-1152.

Thank you for your respectful use of the facility and helping us take good care of this. Many have worked hard to enable use by the community. We want our facilities to be cared for so that others may use them in the future.

Charges for the use of the facilities are as follows (for non-LMPC members or for non-profit organizations)

Classrooms	\$25.00
Sanctuary	\$500.00
Gym or Fellowship Hall without Kitchen	\$150.00
Gym or Fellowship with Kitchen – tables and chairs included	\$200.00

These non-refundable fees must be paid thirty (30) days prior to the event. Additional set-up and clean-up may be added. Charges may be waived as deemed by the Session.

1. Leave premises in same or better order
2. Remove all items brought in by the group
3. Use trash disposal facilities available – all trash to be placed in outside trash cans
4. Turn off all lights and lock doors
5. Equipment such as the P.A. system, organ, and lights should be operated appropriately

Weddings

Policies concerning weddings are detailed in the Wedding Policy

Funerals

Policies concerning funerals are detailed in the Funeral Policy (under the Diaconate Section)

Members – Church facilities are available for funeral services by church members and their families. Any arrangements for use of the facilities should be made with the Pastor(s).

Non-Members - Church facilities are available for funeral services by non-members who do not have a church home in the Midlands area as deemed appropriate by the Pastor(s). Fees are in the funeral Policy

Church Groups

Groups desiring to use the Fellowship Hall, grounds, gymnasium or sanctuary for meetings or programs, shall schedule their meeting on the church calendar with the Church Business Administrator.

Warming Kitchen and Gymnasium Kitchen

1. Use of the kitchen for other than regularly scheduled functions must be cleared through the Church Business Administrator.
2. “Kitchen Policy” rules shall be posted in a prominent location in the kitchen.
3. The group utilizing the kitchen is responsible for cleaning counters, sinks, oven, utensils, and other kitchenware used. Floors shall be swept as required.
4. No open food or drinks are to be left in the kitchen. All trash and garbage must be removed to outside containers.
5. Anyone using dishtowels or kitchen linens shall be responsible for washing/cleaning and returning them to the appropriate place in the kitchen.
6. Tables and chairs shall be cleaned before storing. The Fellowship Hall floor must be cleaned of spilled food.
7. Kitchen articles shall not be removed from the Church except for church associated functions. Before removing ANY articles, approval MUST BE OBTAINED from the Church Business Administrator. Persons responsible for articles removed are responsible for returning them promptly and in good condition.
8. The Church Business Administrator should be notified when kitchen supplies (i.e., cups, napkins, paper plates, etc.) need to be re-ordered

Tables and Chairs

Tables and chairs may not be borrowed for personal use outside of the church unless approval is given by the Business Administrator or Pastor. The items must be signed out/in through the church office. Members are responsible for any damaged or missing items. (See the additional property policy with a schedule of fees for use of tables and chairs.)

\$50.00 deposit required, paid in advance. The deposit will be returned when the tables and chairs are returned in the same condition as when they left the church.

Room Appropriate Activities

- **Sanctuary**

The Sanctuary is to be used for worship services and gatherings, which are ~~more~~ formal in nature. Children should be ~~well~~ supervised. Drinks and snacks will not be allowed in the nave or narthex unless approved by the Property Committee. No hangings or posters will be allowed anywhere in this building unless approved by the Worship Committee.

- **Fellowship Hall**

The Fellowship Hall was designed to facilitate both formal and informal gatherings and receptions. It is furnished with nice furniture; therefore, children and youth should be supervised when using this room for special programs. No posters, pictures or hanging can be hung on any to the walls of this room unless approved by the Property Committee.

- **Gymnasium**

The Gymnasium is designed to host informal gatherings of children, youth, and adults. It is the preferable place for the service of food for very large groups and designated for the hosting of all bazaars, rummage sales and recreational events.

- **The Cove**

The Cove is off limits to all outside groups unless prior approval is given by the Senior Pastor or Business Administrator

Misuse of Facilities

If activities or behavior occur which are deemed inappropriate for the reserved room, the future use of the facility will be denied. The Church Business Administrator has the right to make this assessment. Appeals are made to the Property Committee.