

## **Guidelines For Church Facilities/Property**

The following are guidelines outlining Church use policy:

A. PURPOSE: The Church structure is to be used in a Christian attitude of outreach, community responsibility and service. The physical structure should serve more than just the Scandia Covenant Church Congregation.

B. USER CLASSIFICATION:

CLASS A: Church member or organization sponsored by the Church.

CLASS B: Unfunded, non-profit organization or non-members.

CLASS C: Profit organizations or other uses for profit.

CLASS D: Non-defined.

C. MINIMUM DONATION FOR CHURCH USE: All donations must be paid in advance.

SANCTUARY:

CLASS A: No charge

CLASS B: \$50.00

CLASS C: N/A

CLASS D: Discretion of the Trustees

CLASS ROOMS:

CLASS A: No charge

CLASS B: \$15.00

CLASS C: \$25.00

CLASS D: Discretion of the Trustees

KITCHEN AND FELLOWSHIP HALL:

CLASS A: No charge

CLASS B: \$60.00

CLASS C: \$75.00

CLASS D: Discretion of the Trustees

FELLOWSHIP HALL ALONE:

CLASS A: No charge  
CLASS B: \$25.00  
CLASS C: \$50.00  
CLASS D: Discretion of the Trustees

PAVILION:

CLASS A: No charge  
CLASS B: \$25.00  
CLASS C: \$50.00  
CLASS D: Discretion of the Trustees

D. TERMS OF USE FOR OUTSIDE GROUPS:

1. Scandia Covenant Church groups have priority over any outside group.
2. No smoking nor alcoholic beverages permitted on Church premises.
3. All dishware (plates, cups, napkins, cutlery, etc.) to be provided by user.
4. Thermostat setting to remain as set, coinciding with energy use recommendations. Please leave at 55 degrees when building is not in use.
5. Provide clean-up of all facilities used to satisfaction of custodian.

E. APPLICATION METHOD:

“Request To Use Church Facilities/Property” form must be filled out and submitted to office secretary and forwarded to the Chair of the Board of Trustees.

The Board of Trustees will be responsible for all decisions regarding the use of the Church facilities/property.

F. CUSTODIAL FEES:

\$25.00 deposit. Deposit will be refunded if building/property is left clean and orderly.(Please send deposit to: Scandia Covenant Church, Atten: Office Secretary, R.D.#1 Box 1581, Russell, Pa. 16345)

# Request To Use Church Facilities/Property

**Date submitted:** \_\_\_\_\_

**Date(s) requested:** \_\_\_\_\_

**Time(s) requested:** \_\_\_\_\_

**Name and phone number of responsible party and contact person:**

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**Reason for request:** \_\_\_\_\_  
(wedding, funeral, cookout, etc.)

**The following facilities have been requested:**  
(Circle all that apply)

**Sanctuary**

**Fellowship Hall**

**Kitchen**

**Pavilion**

**Classroom(s)**

**Date submitted to Trustees:** \_\_\_\_\_

Trustees:       Approved       Denied

Trustees Comments:

**Please return this request to the Church Office Secretary after a decision has been reached.**

**Thank you,  
Church Office Secretary**