

**Rumple Memorial Presbyterian Church**  
**Policy for the Use and Disposal of**  
**Church Facilities and Equipment**  
**Revised January 2019**

**A. Purpose**

The church has a significant investment in its facilities and equipment and they are assets in our ministry for our members and the community. They should be used wisely to further the work of God and are intended to be used for that purpose. It should be clearly understood that all individuals and groups are expected to demonstrate a general respect and reverence for the church facilities. These guidelines provide specific policies regarding the reservation and use of Rumple Church's assets and disposal of certain non-real personal Church property.

**B. Eligible Property Users**

In addition to church functions, the church facilities are available to all members of the church and their families and non-profit organizations. No use will be granted for the purpose of selling or promoting the sale of any product or service for profit.

Church functions such as weddings, funerals, and meetings will have first priority for use of all facilities and equipment. The Pastoral staff reserves the right to cancel, postpone, or move to another building or room any group if it is anticipated that there will be interference with a funeral, or other special worship service or function. If the Pastoral staff must cancel a meeting and the event cannot be rescheduled, then all fees will be waived and deposits refunded.

Adult members of RMPC may reserve facilities for personal use such as wedding receptions (see wedding policy), family reunions, showers, birthday parties, and anniversary celebrations – without fees unless custodial setup or cleaning is required (see Appendix A for fees).

Adult members may also reserve facilities for a non-profit organization to which they belong. Use by other non-profit groups with no affiliation to RMPC members may also be approved by the Session. The Properties Committee has established a fee schedule for the use of facilities dependent on the nature and duration of the event and the time required to set up or clean up for the event (APPENDIX A).

**C. Reservation Procedures**

1. Church sponsored groups will reserve the space and equipment needed for their events by scheduling them through the Church Secretary to get the event on the Church calendar. A separate policy including fees applies to Weddings.
2. Outside groups or church members wishing to use the facilities for non-church functions should initiate their request by completing a “**Facilities Use Form**” (obtained from the office or Properties Committee) and presenting to the Properties Committee Chair. Session approval is required, so a minimum of four weeks notice will be required to ensure Session approval. Once that approval has been obtained, repeated use of the facilities can be scheduled as above with the understanding that a church sponsored event will have priority.
3. “For profit” activities by an individual or group are prohibited unless approved by Session.

**D. General Requirements and Conditions**

1. The individual making building reservations shall be at least 21 years of age and will be responsible for the implementation of this policy. Un-scheduled or un-chaperoned use of the buildings is prohibited and appropriate supervision is required at all times.
2. The use of alcoholic beverages or any illegal substance is prohibited on Rumple Church property. Firearms and/or concealed weapons are prohibited with the exception of those carried by law enforcement personnel.
3. Charges may be assessed by the Properties Committee for damages occurring during use of property by groups other than church sponsored groups.

4. In the event that facilities are scheduled to be used after normal church office hours, the person in charge of the activity is responsible to arrange for the securing of the buildings prior to departure. In some cases, a key may be signed out from the Church Office for access after hours. Keys are not to be duplicated, and are to be returned the next working day, or after the end of the approved use period.
5. Rumble has developed a program named CASE (Creating a Safe Environment) designed to prevent the mistreatment of children. Groups must understand and abide by this policy, which is available through the church office.
6. Youth and children's groups must have suitable adult supervision (at least two adults), including while on the playground behind the Youth Cottage. Those in charge are to remain in the building or the playground until all members of the group have vacated the premises and have a known means of transportation home. Any violation of this policy may result in revocation of future use and forfeiture of all deposits.
7. At the discretion of the Properties Committee, a hold harmless agreement and insurance certification may be required for outside groups.
8. Use of musical equipment owned by the church may be allowed with the approval of the Director of Music.
9. Individuals and groups must provide their own audio/visual equipment unless approved in advance by the Properties Committee chair, Director of Music, or church staff.
10. Any decorations or publicity must be cleared in advance with the church office, Properties Committee, or Teaching Elder. Any decorations must comply with fire ordinances and removed immediately after the function.

**11. ALL GROUP/ORGANIZATIONS, WHETHER INTERNAL OR EXTERNAL, ARE SUBJECT TO THE FOLLOWING HOUSEKEEPING RULES:**

- Clean all tables and chairs
  - Pick up all trash, including restrooms, and deposit in proper outside containers located on Chestnut Street beside the back parking lot.
  - Clean kitchen facilities if used.
  - Turn off all lights including restrooms
  - Lock all doors (if after hours)
  - See Appendix B for specific rules for kitchen/Fellowship Hall
12. Church members and guests are asked to pay the fee of 15 cents per copy for the use of the church copy machine for non church-related business.

**D. Policy for Borrowing Items of Church Property**

Members of Rumble Church may borrow items of church property by obtaining approval of the Properties Committee Chair or staff personnel. Approval will require a review of scheduled events to ensure that the items are not needed for an event during the loan period. Members are encouraged to return the items promptly. No item may be borrowed for more than one week. The borrower accepts full responsibility for return or replacement of the loaned items of Rumble Church property in at least the same condition as received.

Groups or individuals with no affiliation to RMPC members will under no circumstances be permitted to remove from the premises any item of church property, including but not limited to tables, chairs, or other furniture, decorations, any kitchen items, lines, library books, computer or audio-visual equipment, hymn books, sheet music, office equipment, or any other items not specifically designated for use by a standing committee of the Session.

**E. Disposal of Church Property**

1. Disposal of real church property (land and buildings) is subject to the *Book of Order* and must be approved by Salem Presbytery.
2. Disposal of personal church property (equipment, furniture, van, hymnals, etc.) is under jurisdiction of the Properties Committee. The committee is responsible for obtaining an estimate of the value of the property, determining the method of disposal, finding a buyer or suitable charitable organization for donation, and receiving approval of the Session if the current value of the property exceeds \$500.

**Rumple Memorial Presbyterian Church  
Facilities / Equipment Use Fee Schedule  
Non-Member Individual / Organization Use**

Fellowship Hall w/ kitchen	\$150
w/o kitchen	\$100
Rumple House	\$100
Library / Classrooms	Donations
Rear Parking Lot (for event not at Rumple)	\$200

There will be a refundable security deposit (in addition to any other fee) for the use of the Fellowship Hall when the use will involve the serving of food. This applies to any individual or group other than those that are officially sponsored by Rumple Church, including its members. This fee may be waived at the discretion of the Properties Committee Chairperson, his/her designee, or the Pastor.

There is a separate policy and fee schedule for weddings at the church.

## **Guidelines for Use and Cleanup of Fellowship Hall/Kitchen**

Sweep all Floors

Wipe Tables and Tablecloths and return tables  
and chairs to previous setup

Wipe down all counters

Top burners and oven OFF

Food Warmer OFF

Dishwasher is OFF and UNLOCKED

No dirty dishes, utensils, etc. are left in  
dishwasher, sink or on counters

If towels or dish cloths are used, they are to be  
taken home, washed, and returned within 48  
hours of event.

Trash is removed

Lights are off

NO FOOD left in refrigerator

Place all dishes, utensils, etc. in their proper  
place