**Faith Immanuel Presbyterian Church**

**1801 Colonial Road**

**Harrisburg, PA 17112**

**(717) 545-4631**

**Regulations for use of Building**

1. All activities are limited to the room assigned. If other rooms are required, arrangements shall be made with the church office.
2. The leaders of each group shall be responsible for returning furniture to its original location, closing all windows, turning off all lights, closing all outside doors. All tables, chairs, and countertops shall be wiped clean. All outside doors must be locked by the last group in the building. DO NOT Change or adjust any thermostat unless specifically directed by the church office. Any change in heating or air-conditioning must be coordinated with the church office.

In short, leave the room as you found it. The church office should be notified of any problems or damage.

1. No alcoholic beverages are permitted on church property at any time.
2. The use of tobacco is prohibited.
3. Special arrangements must be made with the church office for the use of the kitchen or library.
4. Meetings are to be held as scheduled. Additional meetings and times must be arranged through the church office.
5. No agreement for the use of Faith Immanuel Presbyterian Church and its facilities shall extend beyond one year.
6. Faith Immanuel Presbyterian Church reserves the right to cancel any meeting or activity when the facilities are needed for Church activities or groups. At least 60 calendar days written notice will be provided to the group planning on using the facility.
7. Any violation of these regulations may result in denying future or continued access to the facilities.
8. Failure to properly clean and maintain the building and facilities shall result in the imposition of a $100 fee.

NOTE: Faith Immanuel Presbyterian Church is pleased to be able to make our building available to serve the needs of our community. We ask your understanding, courtesy, and cooperation in maintaining our facility.

**Building Policy**

**Building and facilities may be used by private non-profit groups with a member of Faith Immanuel serving as the using group’s sponsor, whose purpose is not counter to the standards of belief and practice of the Presbyterian Church:**

1. **Priority One – Recognized Faith Church Organizations**
2. **Priority Two – Outside groups having sponsorship by a Faith Immanuel Church Member**
3. **Weddings:**
4. Fee for use of premises:
5. No charge for use of sanctuary or facilities for church members or their immediate families.
6. For others desiring to use the church sanctuary for weddings, there will be a charge of $300.00(upon showing of extraordinary circumstances, the fee for weddings may be waived by the pastor of Faith Immanuel Presbyterian Church).
7. This fee shall not include the use of Shaffer Hall for the purposes of a wedding reception. Arrangements for wedding receptions shall be made in accordance with this policy and through the church office in accordance with Section 3 below.
8. Fees for organist and soloist:
9. Fees shall be determined according to fee schedule of the Faith Immanuel Presbyterian Church Director of Music.
10. In the event that a couple desires outside musicians, said musicians must be approved by Faith Immanuel Presbyterian Church Director of Music.
11. Sexton fee for all weddings is $100, made payable in advance to Faith Immanuel Presbyterian Church.
12. Pastor fees for all weddings:
13. There shall be no compulsory fee for members.
14. There shall be a $150 fee for non-members.
15. **Funerals:**
16. There shall be no fee for facilities for either members or non-members.
17. There shall be no honoraria from members.
18. **Fees for other usage:**
19. All recognized Faith Immanuel Presbyterian Church and church related groups may use any assigned room and facility without charge. Activities shall be limited to the area assigned. Use of additional rooms may result in additional changes as established by the Session.
20. All other groups are required to submit payment according to the following schedule:
21. Shaffer Hall & Kitchen $250 / ½ day
22. Classrooms, Library or Board Room $150 / ½ day
23. The above rates require clean-up by the group using the facilities.
24. Adjustments may be made for extended use.
25. Fees may be waived by the pastor with the advice and consent of the Properties Committee.
26. **The chairperson of the Properties Committee or their designee, and/or the pastor shall be responsible for the interpretation of this policy.**
27. **All groups shall be bound by the rules and regulations governing the use of church property.**

Rev. 10/19/17