

Educational Wing Rooms

The following fees apply to the use of all available rooms in the Educational Wing:

Member or Supporter	No Fee
Non-Parish Principals*	
Chapel	\$50.00*
Any other available room	\$25.00*

Building Use Fees

St. Peter's United Methodist Church makes every effort to provide a convenient facility for community purposes. However, persons requesting use of the facility must recognize that some extra expenses are involved for such use. The fees listed in this policy are intended to cover building utilities and custodial costs and must be paid prior to use of the facility.

There are no fees for the use of the facility when the principal is a member or supporter of St. Peter's United Methodist Church or when the facility is used by any church-sponsored organization

All applicable custodial fees are included in the fee schedules. The remaining portion of the building use fee will be equally divided between the current fund and the building maintenance fund.

All fees are for one day's full use.

*Non-Parish Principals are persons not members or supporters of St. Peter's Church. At the discretion of the Church Council, a donation to help cover custodial and utility costs may be accepted in lieu of the indicated fee.

Approved by Church Council February 10, 1997

St. Peter's United Methodist Church

240 Sunbury Road

P.O. Box 428

Riverside, PA 17868

POLICY FOR USE OF CHURCH BUILDINGS

This policy governs the use of St. Peter's United Methodist Church facilities. The facilities are available, as a community service, to both church-affiliated and outside groups. Requests for use of the facilities must be approved by Church Council, except wedding and funeral arrangements which may be scheduled by the pastor without council approval. Scheduled church functions take priority and all applicable fees must be paid in advance. Questions concerning the use of the facility should be directed to the Church Council.

General Conditions

1. **Anyone requesting use of the building must fill out Facility Usage Request Form available at the church office.** Completed forms will then be submitted to the Trustees for approval. Upon approval, information will be given to the church secretary to put on the church calendar.
2. Organizations requesting use of the building may use only those rooms approved for their use.
3. All lights should be turned off when not needed, especially parking lot lights.
4. Parking is permitted only in the designated parking spaces.
5. Handicapped parking with access to the elevator is available in the lower parking lot.
6. Exterior doors shall not be held open in any manner during the building heating season (October-May).
7. All refuse or waste material is to be cleaned up and placed in appropriate containers.
8. Smoking in church buildings is prohibited.
9. Alcoholic beverages on church property are prohibited.
10. Use of church facilities by any for-profit group is prohibited.
11. All non-church groups using the facility on a regularly scheduled basis must provide a certificate of insurance.
12. Users not complying with these guidelines may be denied further use of the facility.

Facility Furniture & Furnishings

All persons using the facility shall assume responsibility, financially or otherwise, for any damage to church property occurring during their use.

1. Walls, floors and ceilings shall not be defaced or marked in any way.
2. Material shall not be fastened to walls with scotch tape.
3. Masking tape may be used, but should be removed as soon as possible. Equipment, including kitchen utensils and appliances, shall not be removed from the building without permission of the Trustees.
4. All tables, chairs, etc. must be returned to their proper placed before leaving the building.

Personal Conduct

All users are reminded that this is a church facility and will be expected to conduct themselves accordingly. The following regulations are also intended for the safety of building users.

1. Running in the building is prohibited except during supervised games in the Fellowship Hall or room #5.
2. Children's use of restrooms should be supervised.
3. Children are not permitted to play pianos without supervision.
4. Climbing upon, or walking upon tables or other furniture is prohibited.
5. Children are not permitted on the second floor of the Educational Wing unless accompanied by an adult.

Building Security

1. Persons leaving the building are responsible for turning off lights and properly securing the facility.

The following guidelines apply to the use of specific areas of the facility.

Fellowship Hall

1. Tables and chairs will be set up and put away by persons using the hall for any non-scheduled or non-church function.
2. Decorations must be removed and all paper placed in bags and placed in garbage area.
3. Light refreshments (coffee & cookies, etc.) may be served in Hall outside of Kitchen at no charge.

FEES:

Member or Supporter	No Fee
Non-Parish Principals*	
Fellowship Hall (includes custodial fee)	\$200.00*
Fellowship Hall & Kitchen incl. custodial fee)	\$250.00*

Kitchen

1. Kitchen must be clean and in good order upon leaving.
2. All garbage must be removed and placed in the garbage area.

FEES:

Member or Supporter	No Fee
Non-Parish Principals*	\$100.00*

Sanctuary (Weddings)

1. There will be no rice, bird seed or confetti thrown within the building. Persons violating this will be responsible for the costs of clean-up.
2. Restrooms and two dressing rooms may be used for weddings. The dressing rooms will be designated.
3. Further details on the use of the Sanctuary for Weddings and all appropriate fees are specified in the pamphlet "You and Your Wedding."
4. There is no fee for preparing the hall for a reception for practice on the evening before the wedding.

Sanctuary (Funerals)

Approval for use of the Sanctuary for funerals for persons who are not members or supporters of St. Peter's is at the discretion of the Pastor.

1. All caskets must be closed during the service.
2. The Narthex will be used for viewing.

FEES:

Member or Supporter	No Fee
Non-Parish Principals*	No Fee