

# *Hartwood Presbyterian Church*

50 Hartwood Church Road, Fredericksburg, Virginia 22406  
Study & Office phone (540) 752-4671  
Email hartwoodchurch@verizon.net

## The Use of Church Property & Facilities Policy & Procedure

### **Policy**

The church's use of its property and facilities has priority. Other groups to include religious, charitable, community service, and for-profit organizations and individuals may use the property and facilities subject to our approval and the provisions contained in this policy.

The church retains the privilege of terminating, with a 30 day notice, any space agreement with any group or individual using the facilities on a recurring or nonrecurring basis. Any and all such space may be reclaimed at any time by the church when needed for unanticipated events (i.e. a funeral.)

#### **Non-recurring Events:**

Active members of the congregation may use the kitchen, classrooms, and fellowship spaces—subject to availability for non-recurring family and social events (family reunions, receptions, etc.) for a fee.

Others (inactive members and non-members) may use the facilities for a fee with priority going to active members.

The sanctuary will only be used for weddings, funerals, and worship services.

#### **Weekly or Other Recurring Uses:**

The church property and facilities are available on a continuing basis for profit and non-profit groups. Verification of liability insurance may be required.

#### **Doors, Keys, Rooms, & Equipment:**

A key to the buildings will be provided to a designated responsible party for each group using the church on a weekly or recurring basis. The responsible party must inform the church anytime he/she gives the key or a copy of the key to anyone in their group.

For nonrecurring events, keys will be given to a responsible party who must return the keys back to the office on the next business day.

Only the rooms and equipment specifically requested and approved on the application may be used and only on the approved date and times.

**Doors, Keys, Rooms, & Equipment (cont):**

Children under the age of 18 must be under the direct supervision of a responsible adult.

The elevator is not to be used as a play area.

Any accumulated garbage should be put in the proper garbage pail outside the kitchen doors. If those pails are full, garbage should be taken off site when you leave and disposed of personally.

**Cancellation Policy:**

When circumstances require cancellation, please notify the church office at 540-752-4671 or hartwoodchurch@verizon.net as soon as possible but no later than 48 hours prior to the event.

**Weddings & Funerals:**

The church is available for both wedding and funeral services for members and non-members. There is a fee for weddings. There is no fee for funerals.

**At the conclusion of your event, you will be required to complete a walk through checklist ensuring that the space is left in the same condition it was in before your arrival.**

**Smoking is prohibited inside the building and the wooded areas.**

**This is a drug free and alcohol free campus.**