

# Highlands Presbyterian Church

## Facilities Use Policy

### ***Welcome***

Highlands Presbyterian Church is pleased to be able to offer its facilities for events and special services. Whatever your own beliefs may be, we want to extend to you a welcome and a hospitality that flow from our conviction that we ourselves have received from God a welcome and an acceptance far beyond our imagining in Jesus Christ. We also hope to share with you the character of this special place, where individuals have come to know connection and community with each other, where couples have been joined in marriage, and where adults and children have been welcomed and nurtured into the family of faith. The love of our congregation for its physical space reflects a deeper appreciation for the community we have experienced here.

### ***Basic Ground Rules***

Before we share with you the details of our facilities-use policy, there are some basic, non-negotiable rules that we need you to understand:

1. All requests for use of our facilities require approval by the session, the congregation's governing board.
2. By submitting a facilities-use request, you affirm that you have read and agree to abide by this policy.
3. For tax reasons, we are able to offer our facilities only to private individuals and non-profit organizations. We may ask you for a Federal Tax ID number to verify your organization's non-profit status.
4. The session reserves the right to require a certificate of insurance from your insurance carrier evidencing liability coverage along with an endorsement naming Highlands Presbyterian Church as an additional insured against all claims that may arise from your use of our facilities and an indemnification provision holding us harmless for any negligence on your part.
5. Any group that includes children under age 18 must ensure that two unrelated adults are present with children at all times.

6. Please show proper care for our facilities:
  - a. Smoking is not permitted inside church buildings.
  - b. All lights, water, and gas must be turned off after use.
  - c. Turn down thermostats to 60°F after use.
  - d. Remove trash from wastebaskets and place in enclosed hutch between the Fellowship Hall and Franklin Turnpike.
  - e. Leave the facilities as they were when you arrived—clean up any spills or mess as needed.
  - f. Ensure that all doors and windows are closed and locked before you leave.

### ***Use of the Sanctuary***

All services conducted in the sanctuary are services for the worship of God and will be planned and led in accordance with the Reformed tradition of worship, in which all glory, majesty, praise, and authority are ascribed to God alone. Music and sanctuary appointments such as flowers should be appropriate to the place of worship, enhance worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of the Christian life.<sup>1</sup>

The pastor will ordinarily officiate at any services held in the sanctuary. At your request, the session may invite an officiant of your choosing to lead a service of worship, but you should make this request in writing at the time of your application. A member of the session (either the pastor or another member) must be present at any service led by an outside officiant, who should conduct worship in accordance with the above principles.

The church's regular organist will be the organist for all weddings and funerals. If the regular organist is not available, another organist may be used, subject to the approval of the session and the regular organist.

### **Weddings**

We are delighted to offer you our prayers and our guidance as you begin a shared life together in the covenant of marriage! Please contact the church office to set up an appointment with the pastor as soon as possible, preferably six months in advance of your planned wedding date.

You should expect to meet with the pastor several times to prepare for your marriage. These sessions will give you a chance to explore your expectations and hopes for your marriage, and to plan a service that will reflect your particular needs.

### **Funerals and Memorial Services**

Please contact the pastor as soon as possible to provide for the care of your family and adequate planning for the funeral or memorial service. The funeral director should contact the pastor to make any arrangements that might be necessary.

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1 Presbyterian Church (U.S.A.) *Book of Order*, W-4.9005.

## Suggested Donations

Use of the Fellowship Hall (up to full day)	\$100, church members \$200, others
Refundable deposit (required for the above)	\$100 (\$150 for groups of more than 50 persons)
Weddings	
Sanctuary	
members	\$100
non-members	\$250
Pastoral services	
members	no charge
non-members	\$300
Organist (payable to organist)	
wedding and rehearsal	\$200
Funerals and Memorial Services	
Sanctuary	
members	no charge
non-members	\$200
Pastoral services (if not provided for by the funeral home)	
members	no charge
non-members	\$200
Organist (payable to organist)	\$200

The following are exempt from facilities-use fees:

1. The Boy Scouts and Girl Scouts of America
2. Church-related activities planned and led by persons accountable to the session, Church members or others at the discretion of the session