

**POLICIES/PROCEDURES GOVERNING THE USE OF CHURCH BUILDINGS,
PLAYGROUND AND FACILITIES
(September 2020)**

PGBC buildings and facilities include the church sanctuary and main building, educational building, fellowship hall, RA hut, playground, recreational field, parking lots, and church grounds.

- **User Request:** All persons desiring to use the building, playground, and/or facilities must make written request on forms provided in the church office. Persons desiring to reserve the playground must also reserve the fellowship hall.
- **First Priority:** Members, families, and groups of PGBC will be given first priority on a “first come, first serve” basis provided they have submitted their request in writing as indicated above. No scheduling will be done that will interfere with regular weekly or monthly church services. Non-members and/or non-church related activities shall be requested in writing as indicated. Any request out of the ordinary will be reviewed by the Pastor and Deacons.
- **Responsible Persons:** Responsible adults will be required to be present at all events for the purpose of supervision and the protecting and securing of buildings, playground, and facilities...
- **Safety:** Church has security camera system for Main Building. A defibrillator is located on the wall next to Nursery and First Aid kits are located in church office.
- **Smoking:** No smoking is permitted inside the buildings and on or around the playground. This is a fire hazard due to the mulch base of the playground.
- **Alcoholic Beverages:** No alcoholic beverages are permitted in the buildings or on church grounds.
- **Usage Hours:** Usage of the facilities for non-worship events will terminate by 10:00 PM.
- **Food and Drinks:** No food and drinks are permitted in the church sanctuary. All food and drink items used elsewhere must be discarded in trash cans located in facilities or on playground.
- **Church Property:** No items or equipment are to be borrowed or removed from the facilities.
- **Damaged Property:** Persons using the facilities are expected to replace any broken or damaged items.
- **Rental Fees:** There is a \$25 rental fee for non-church functions in the Fellowship Hall and RA Hut for the use of utilities and paper products.