

GUIDELINES FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH

Buildings and Grounds – May 21, 2023

Documents Associated with Building Use:	<ul style="list-style-type: none">▪ USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH (MEMBER)▪ USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH (NON-MEMBER)▪ GUIDELINES FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH (THIS DOCUMENT)▪ SIGN OUT FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH
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PREFACE. All property of North Presbyterian Church, 921 College Avenue, Elmira, NY, (hereinafter referred to as “NPC”) is held in trust for the use and benefit of the Presbyterian Church (U.S.A.). The Session of NPC is responsible for the mission and government of this congregation. As part of its mission, it has assigned to one of its committees, the Buildings and Grounds Committee (hereinafter “BnG”), responsibility to provide for the management and care of the property of this congregation, including, but not limited to both congregational and non-congregational use of its buildings and its facilities. All decisions of BnG are subject to the review and approval of the Session.

BUILDING USE

I. USAGE.

A. **Priority.** Committees and groups of North Presbyterian Church shall have priority in the use of the church buildings and facilities. Scheduling by these groups shall be through the church administrator per Section I C herein.

B. **Building Use Requests by Committees and Groups of NPC.** To the extent possible, requests must be given in writing to BnG at least two (2) weeks before the requested date.

C. **Procedure for Requesting Use of the Building.** To ensure that all concerned parties and persons are informed of events occurring at NPC and that all required approvals have been obtained prior to the event, the committee, person, or group requesting use of the building, the church administrator, BnG, and the Session, shall, to the best of their ability, do the following:

1. Communicate the request with the church administrator.
2. The church administrator will consult the church calendar for conflicts and issue the appropriate Building Use Form to the requestor. We have one form for members and one form for non-members.

3. Once the building use form has been completed the church administrator will forward the building use form to BnG, treasurer, and pastor. A paper copy will be left in the Buildings and Grounds workroom mailbox.
4. BnG will discuss the application and decide whether to approve the request (for one-time events that do not require use of the sanctuary) or advise Session of the request and have Session consider the request.
5. Once the request has been approved, BnG shall inform the requesting party of the approval and the chair of BnG will sign the building use form and return the signed form to the church administrator for filing.
6. The church administrator will forward a copy of the signed Building Use form to the treasurer with any negotiated fees attached. Physical, signed copies of approved Building Use Forms and any accompanying insurance forms shall be retained for one (1) year from the date of the last event(s) at which the form and accompanying documents may be destroyed.
 - a. The church administrator will keep a permanent electronic file of the signed Building Use Form and any accompanying insurance forms. This file will be saved in the shared files on the server

II. WEDDINGS. All requests to use the sanctuary for weddings must be scheduled through the pastor and approved by the Session. All requests for use of the sanctuary for a wedding must be accompanied by the appropriate building use request form.

III. FUNERALS AND MEMORIAL SERVICES.

- A. All funerals and memorial services need to be scheduled through the pastor and the church administrator. The Session must approve all requests to use the sanctuary for non-member funerals and memorial services.
- B. For funerals and memorial services of persons who were active members at the time of their death, there is no charge for the use of the sanctuary or for Willits Hall. The organist's fee (if available and scheduled) for these funerals and memorial services are paid for by the Memorial Fund of North Presbyterian Church.
- C. For funerals and memorial services of person who were not active members of NPC at the time of their death, there is a \$50.00 building use fee for the use of the sanctuary. The organist's fee (if available and scheduled) is not covered by the Memorial Fund of NPC and must be covered by the family.

IV. ACTIVE MEMBER PERSONAL USE. Requests by active members to use the facilities for "personal use" shall be considered on a case-by-case basis by BnG and, if necessary, the Session.

- A. Requests by active members to use the facilities for personal use should submit their written request to BnG through the church administrator at least six weeks before the

desired date of use as set forth in Section I C herein. “Personal use” refers to family and “extended” family events. “Personal use” does not include usage by outside groups/clubs/ organizations with whom the active member is affiliated with, is a member of, or is employed by.

- B. The active member will sign out a key in the main church office and will be held responsible for this key.
- C. An active member requesting use of the facilities for “personal use” must provide proof of their own liability insurance coverage of at least one hundred thousand dollars (\$100,000) per group per day and sign a statement of indemnity. The liability insurance policy shall be written through a company or companies satisfactory to the Session. The documents will be kept on file for one (1) year from the date of the event in the church office.
 - a. If an active member is unable to provide the required liability insurance coverage, they may request that the Session waive this requirement for good cause. Each waiver shall be considered on a case-by-case basis and past waivers do not guarantee that the waiver will be given in the future.
- D. The person or group requesting use of the facility shall be liable for any and all damage to the facilities resulting from or caused by their use of the building, including, but not limited, to the cost of repairs.

V. NON-MEMBER USE. Requests by non-members, and outside groups, entities, and organizations to use the facilities will be considered on case-by-case basis by BnG and, if necessary, by the Session. Renewal requests for use of the facilities throughout the year must be submitted at least six weeks before the end of the prior agreement. This will be the responsibility of the renewing group.

- A. Applications for use of the building shall be made to BnG through the church administrator as set forth in Section I C herein. This should be done at least six weeks in advanced of the proposed use.
- B. A master list of outside groups using North Presbyterian Church’s facilities will be kept on file by at the church office with the name, address, phone number of group and responsible party, proof of satisfactory liability insurance provided, and a signed statement of indemnity. These documents will be kept on file for one (1) year from the date of the event in the church office. The responsible party will sign out a key in the main church office and will be held responsible for this key.
- C. All groups must have their own liability insurance coverage of at least one million dollars (\$1,000,000) per occurrence with North Presbyterian Church named as an “additional insured.” The insurance policy naming NPC as an additional insured must be in full force and effect at the time of the event. The requesting party must provide proof of said policy, proof of the policy’s effective date, and proof that the insurer is required to inform NPC of any cancellation or lapse of said policy, prior to the event.

- a. If a non-member, an outside group, entity, or organization is unable to provide the required liability insurance coverage, they may request that the Session waive this requirement. Each waiver shall be considered on a case-by-case basis and past waivers do not guarantee that the waiver will be given in the future.
- E. The person or group requesting use of the facility shall be liable for any and all damage to the facilities resulting from or caused by their use of the building, including, but not limited to, the cost of repairs.

VI. GUIDELINES FOR USE OF SANCTUARY

- A. The sanctuary is a space of worship. Therefore, for respect and care for the sanctuary, the chancel area, and equipment must be observed. The communion table may not be used for anything other than worship.
- B. No outside organization may move equipment, tables, chairs, pianos, lecterns, pulpits, or any other items in the Sanctuary without prior approval or permission. If it is anticipated that items in the Sanctuary will need to be move or rearranged for an event, the person or group requesting use of the Sanctuary shall inform BnG of this need in their application / request for use of the building.
- C. Chairs, tables, and any other equipment in this area must be handled carefully to avoid damage to table edges, equipment, and flooring.
- D. Under NO circumstances can food or drinks be taken into the sanctuary areas at any time.
- E. Do not tamper with audio/visual equipment, connections, or receptacles. Only NPC authorized and trained persons may operate audio/visual equipment.
- F. The organ/piano may not be used except by NPC church musicians or those approved by the church.

VII. GUIDELINES FOR USE OF WILLITS KITCHEN

- A. Each organization or individual using the kitchen is responsible for cleaning up after the kitchen is used. The kitchen should be left as clean or *cleaner* than it was found.
- B. Each organization or individual using the kitchen is expected to follow the Department of Health Safety Rules included herein.
- C. All church organizations shall sign up to use the kitchen through the church administrator per these guidelines. Please check the church calendar and consult with the Fellowship Committee prior to scheduling event.
- D. It is the responsibility of the group using the kitchen to be sure all doors and windows are locked and that all appliances and lights are turned off properly.

- E. Instructions for use of the dishwasher and garbage disposal are posted. Read them carefully and follow directions. Repairs are expensive and outside groups are liable for damages resulting from misuse.
- F. Church – owned dishes, pots, pans, and utensils should not be removed from the kitchen or Willits Hall.
- G. The thermotainer, stove top, and ovens should be thoroughly cleaned after being used. All spills should be thoroughly cleaned up.
- H. Cupboards are not labeled as to contents. Return items to proper areas.
- I. Personal dishes should be collected in one area and removed at the conclusion of the event. If personal dishes are left, they will be removed/discarded at the of the post-event inspection. All personal food items need to be removed from the refrigerator and freezer at the conclusion of the event.

GENERAL GUIDELINES FOR ALL BUILDING USE

- A. No alcohol beverages on the property.
- B. No drugs on the property.
- C. No gambling on the property.
- D. No smoking on the property.
- E. No firearms on the property.
- F. No animals on the property. (except for trained service/guide animals)
- G. All facilities must be left in an orderly and functioning manner.
- H. All tables and chairs are to be set up and taken down by user unless previous arrangements have been made with the church.
- I. All children and teens must have responsible adult supervision.
- J. Groups will be allowed to use only the designated room(s) assigned to them.
- H. Entrance to the building will be as designated by BnG.
- G. It is the responsibility of the person signing the agreement to:
 - (1) Turn off all lights at the conclusion of the event;
 - (2) Lock all doors at the conclusion of the event; and,

- (3) Report any damages/breakage to BnG and the church administrator
- H. The key to the designated door will be signed out and in through the church office by the “responsible” person.
- I. The church key may not leave the possession of the “responsible” person.
- J. Our insurance company said our policy does not cover cars. The owner’s car policy covers their own car. They park their cars at their own risk.

DEPARTMENT OF HEALTH SAFETY RULES

<http://www.chemungcountyhealth.org/environmental-health-food-service-establishments>
** addendum is flier from the CHEMUNG COUNT HEALTH DEPARTMENT

We are committed to protecting the health and safety of our members and members of the community who eat at church-sponsored functions. To hold public dinners, we are required to have a permit from the Chemung County Department of Health. Our ability to keep the permit and continue to hold public dinners depends upon our and your compliance with all Department of Health regulations. Inspectors from the Chemung County Department of Health are permitted to conduct surprise inspections at any time and if we are found not following proper kitchen procedures, a dinner or function could be shut down.

THE FOLLOWING REGULATIONS MUST BE FOLLOWED AT ALL TIMES:

- 1. Persons who are sick should never be in the kitchen, help prepare, cook, or serve food.
- 2. Wash your hands before food preparation, before serving food, before putting on gloves, after using the bathroom, after sneezing or drinking, after touching beef or poultry, after touching anything which might result in contamination of hands.
- 3. Make sure that bare hands never touch:
 - prepared fresh fruits and vegetables served raw
 - salads and salad ingredients
 - cold meats and sandwiches
 - bread, toast, rolls and baked goods

- garnishes such as lettuce, parsley, lemon wedges, potato chips or pickles
- ice served to customers
- any food that will not be thoroughly cooked or reheated after it is prepared
- any food that has been cooked and is being put on serving plates and/or served

WEAR GLOVES or use tongs, forks, spoons, deli paper, waxed paper, napkins, or spatulas. If there is any possibility that your hands or fingers may come in contact with food that is to be served, WEAR GLOVES.

4. Change gloves when they get ripped, torn, soiled or when they are contaminated. Contamination can occur after using the bathroom, smoking, coughing, sneezing. Gloves must be changed in between preparing raw and cooked foods. Hands must be thoroughly washed before putting on new gloves. Once gloves are removed, they must be discarded. It is not acceptable to use the same pair of gloves more than once.
5. Gloves will be provided in dispensers in the kitchen and extra boxes will be kept in the cabinet to the left of the stove [above the thermometers]. Notify the church office if more are needed. NOTE: because many people are developing life-threatening allergies to latex, vinyl gloves will be stocked for kitchen use.
6. Follow the guidelines for rapid cooling of foods for refrigeration [posted on refrigerator].
7. Ensure that foods are cooked to the proper temperature, are maintained at the proper temperature, and are served at the proper temperature.
 - Dept. of Health charts for proper temperatures for various types of food are posted on the cabinet to the left of the stove.
 - A probe thermometer [looks like a pencil with a circular digital readout attached to the top] is stored in the cabinet to the left of the stove. Check food temperatures to decide when something has been cooked to the proper temperature. Use the digital probe thermometer intermittently to check that foods in chafing dishes and in serving containers are at proper temperatures for serving.
 - The portion of the thermometer which comes into contact with food must be washed with detergent and water between contact with different foods.
 - Check the temperature of reheated dish-to-pass casseroles, etc. to ensure they have been reheated to required serving temperature before putting on buffet tables.
8. Foods served at public fund-raising dinners [except for baked desserts which do not require refrigeration] MUST be prepared in the approved NPC College Avenue kitchen.

9. Eggs and raw meat must always be stored on the BOTTOM shelf of the refrigerators. If left on an upper shelf, they may leak and contaminate items on shelves below.
10. Each time food is served, a fresh container of bleach water must be prepared for cleaning tables, counter tops, etc.
 - Put a little less than 1/2 cap-full of bleach in about one gallon of water.
 - Use a test strip [tear only a very tiny piece off of the bleach test kit found in the cabinet to the left of the stove near the thermometers] and dip into the bleach water.
 - Compare the color of the wet strip with the guide on the plastic container. It should be 100. If too weak, add more bleach and test again. If too strong, add more water and test again.
 - Clothes or sponges soaked in this solution are to be used to clean tables before set-up, between settings at large dinners, when clearing the tables at the end of a dinner, to clean spills on serving tables, for highchairs after each use, etc. All flat surfaces and sinks in the kitchen should be wiped down with this solution at the end of the dinner and again before preparing or serving food at the next dinner.
11. When pots, pans, etc. are washed in the sink, it should be a 3-step process. The sink on the left for washing, the middle sink for clean water rinse, and the 3rd sink should contain a bleach solution [add a capful of bleach at a time and check with a tiny piece of chlorine test strip at a time until it reads "50"] in which items should be rinsed before being put in the dish drainers to air dry.
12. Foods once cooked should NOT be left out on the counters to cool. Soup pans, etc. should be immersed in a second pan with cold water and ice for quick cooling and then placed in refrigerator [see directions posted on refrigerator for proper procedure]. Turkeys or other meats should be cut into pieces once cooked [e.g., remove legs, wings and cut breast in half and remove skin] so that no one piece is larger than - 6 pounds. Turkey or meats should not be covered until cooled to less than 45°. We have been instructed to place cooked turkey or meats directly into refrigerator or freezer for quick cooling and cover when cooled.
13. After your event:
 - Open plates of butter or margarine should not be left in refrigerator. Throw out after your event.
 - Please do NOT leave opened containers of leftover ice cream, juice, milk, vegetables, soft drinks, etc. in the refrigerator. Please take home or throw out after your event.
 - Any items left in a refrigerator or freezer should be marked with the date the item is left [there are markers in a drawer near the pass-through window].

- The mop bucket and mop for emergency spill clean-up cannot be left in the kitchen. North Church will be providing a key to one of the janitor closets that everyone can access if the need arises.
- We are not allowed to use rusted or cracked utensils or any wooden items that "show wear."

THANK YOU FOR HELPING US KEEP EVERYONE HEALTHY AND SAFE