

# PETERSBURG PRESBYTERIAN CHURCH

## POLICY AND AGREEMENT FOR USE OF THE CHURCH FACILITIES

1. Scheduling of the facilities use shall be via the chairman of the Property Committee or his/her delegate. The church calendar kept in the church secretary's office will be used to record reservations on a first come/first served basis. Reservations are not final until the fee, when required, is received.
2. Church members may have use of the fellowship hall, kitchen and library without charge when these facilities are for **personal use**.
3. Groups that are recognized as organizations of the Petersburg Presbyterian Church have free use of the facilities. Other special requests will be considered by the Property Committee.
4. Use of the fellowship hall, kitchen and library by non-members must have pre-approval by the Property Committee and may be required to pay in advance the following fees:
  - \$50.00 without the use of the kitchen for 2 hours
  - \$65.00 for use of the kitchen & fellowship hall for 2 hour
  - \$25.00 for use of the library for 2 hours
5. The use of the facilities shall not interfere with the services of the church and church groups.
6. All users are to leave the facility clean, with trash properly disposed, countertops wiped down, and tables & chairs properly placed. Applicant assumes responsibility for any damage incurred to church property.
7. No alcoholic beverages or tobacco products are permitted on church property.
8. Use of the sanctuary for non-worship purposes must be pre-approved by the Session and the appropriate fee will be applied.
9. The congregation is not responsible for providing food for non-member funerals.

*Fees made payable to: Treasurer  
Petersburg Presbyterian Church  
20 North Main Street  
Petersburg, WV 26847*

**Reservation for use of:**     Fellowship Hall     Kitchen     Library     Sanctuary

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Organization** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Approved**  
**by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Property Committee representative (if needed)** \_\_\_\_\_