

**Building Use Policy**  
**Pacific Presbyterian Church**  
410 W. St. Louis Street Pacific Missouri 63069

Use of our facilities by members of the church and by the community is welcomed and encouraged. We trust that you will respect and take care of this property as if it were your own home. All parties requesting the use of our facilities must do so at least two months in advance of the event whenever possible. Each request will be considered individually, and church events will take precedence. Community service organizations will be considered separately and assessed a fee appropriate to their ability to pay.

A group's continued use of our facilities is contingent on the integrity and respect shown to our church property and church family. We reserve the option to terminate our contract at any time, and any destruction of property will be assessed at repair value.

In order to preserve and protect the facilities and resources of Pacific Presbyterian Church, we ask that those using the buildings abide by the following requirements:

- Obtain approval in advance with a signed contract for use of any facility.
- Practicing good housekeeping; leave facilities in as good as or better condition than you found them.
- Smoking is only permitted in designated areas outside. Alcohol and firearms are not allowed in or around church facilities.
- If children or youth are present, adult supervision is required with a suggested ratio of one adult per six children.
- Do not leave anything in the refrigerator. Used trash bags should be removed from the cans inside and taken to the trash enclosure near the southeast corner of the parking lot. Replace with clean bags from the pantry.
- Before you leave, set the thermostat to 60' during the heating season and 80' during the air conditioning season. Leave a note on the kitchen counter if you notice any repairs needed, and if an urgent concern arises, **please contact someone** from the list on the refrigerator. See that all outside doors are locked and all lights are turned off.

**Non-members** will pay \$500.00 for use of the sanctuary (which must have session approval). The service building will rent for \$300.00 for a four-hour rental; if the kitchen is used, there is an additional charge of \$100.00. In addition, a \$100 cleaning deposit is required; the deposit will be returned, if the facilities are left clean with all trash removed as stated above.

Clean-up of all facilities **is required**.

If multiple use is involved, all contracts will be reviewed and evaluated on a yearly basis.

**Members** may use the church facilities three times a year without charge. A donation is appreciated for cleaning and utilities.

**Member and non-member** use of the facilities for weddings, funerals or worship services is subject to our pastor's involvement according to the PCUSA Book of Order and session approval. An honorarium or fee for pastoral services will be assessed according to the pastor's involvement.