

**Southminster Presbyterian Church**  
**7001 Far Hills Ave., Dayton, Ohio 45459**  
**(937) 433-1810**

**FACILITIES USE POLICY**

**To be the head, heart and hands of Jesus Christ, driven by God's love**  
**For our church and the world beyond.**

**General Policy**

Southminster Church will make its facilities available to its own members and to others in the community for events whose purpose is consistent with our mission and the beliefs and policies of the Presbyterian Church (U.S.A.).

**Facilities Use Guidelines**

- A. The guidelines describe the process used to request use of the church facilities and the rules and fees that apply.
- B. There are six groups that may use SPC facilities:
  - 1. The Church
  - 2. SPC Groups
  - 3. Nationally chartered non-profit youth organizations
  - 4. Non-profit, non-partisan, civic service organizations
  - 5. Private gatherings
  - 6. Health and wellness groups
- C. All B-1 activities are approved by the Session or by the Church Administrator, as designated by the Pastor/Head of Staff.
- D. Groups B-2, 3, 4, 5 and 6 must complete the applicable application: SPC FACILITIES USE APPLICATION (Other than weddings), Attachment A or REQUEST TO USE SPC FACILITIES FOR A WEDDING, Attachment C
- E. All applications must be approved by the Church Administrator. Should he/she have questions about the appropriateness of a request, the Building and Grounds Committee will make the decision on whether the group can/not meet at SPC. The Building and Grounds Committee meets on the 2<sup>nd</sup> Tuesday of the month. Fundraising activities must also be approved by the Session, which meets the 4<sup>th</sup> Tuesday of the month.
- F. No application will be submitted for approval until all applicable deposits and fees are paid. No event will be scheduled until an application has been approved.
- G. Applications are accepted on a first come/first serve basis.
- H. Church and church group activities shall have the highest priority. However, when a Facilities Use Request has been approved in accordance with these guidelines, it will not ordinarily be superseded by a later request. Please note that all children and youth using the kitchen facilities must have direct adult supervision at all times.

- I. The Church Administrator will notify the applicant of the approval or rejection of the request. A signed copy of the application will be sent to the applicant.