



TO: All Persons or Groups Desiring to Use Our Church Facilities

FROM: Homestead Grove

RE: Use of Church Facilities

Following are the expected procedures for any organizations, groups, or individuals who wish to use Pilgrim Presbyterian Church.

1. Contact the Church office, 908-859-1052, to determine whether the desired date(s) and time(s) are available.
2. Complete a Building Use Request Form (BURF), included in packet, indicating your needs and return to the Homestead Grove for appropriate approvals. (Include set-up days/times in your request.)
 - a. All requests must be submitted at least 5 (five) weeks prior to the requested date.
 - b. Session approval is required for all uses of the church facilities and they meet the third week of every month.
3. Upon notification of approval, you will be given contact information and you can confirm all of your needs to prepare for use of the hall.
 - a. If any fees or charges, they are due at this time, submitted to the church office.
4. Clean-up procedures should include wiping off tables and/or tablecloths, cleaning up any spills, sweeping floors, and setting up the tables and chairs in the same order they were in when you entered the space. The Kitchen facilities, if used, should be left in a clean and sanitary condition with all dishes and utensils cleaned and put away. Trash cans should be cleaned and emptied, full trash bags should be placed left next to the garbage cans and fresh liners should be placed in all trash cans.
5. When leaving the building, please turn out all lights and see that all doors are locked and secured properly; or notify your contact person that your event is over so they can return to secure the building.
6. Smoking is prohibited in any part of the church at any time.
7. Alcohol is prohibited in any part of the church at any time.



Building Usage Policy

Anyone wishing to use the building and facilities should follow the policy described below:

1. All members of Pilgrim Presbyterian Church can use meeting rooms, including Memorial Hall and the Gathering Room, at no charge.
2. If a member wishes the use of the sanctuary or wishes to use any of the church's paid staff, including the Minister or Director of Music, etc the member shall be charged based on the rates contained in the attached pricing table.
3. If a non-member or a group not affiliated with Pilgrim or its mission desires to use any of Pilgrim's facilities, they shall be charged based on the rates contained in the attached pricing table. This includes usage of the Sanctuary for weddings, baptisms and funerals (see wedding and baptism policy).
4. If any group wishes to use Pilgrim's facilities for fundraising purposes, and if the funds raised are to be kept by the group holding the event, said group shall be charged based on the rates contained in the attached pricing table.
5. If any group wishes to use Pilgrim's facilities for fundraising purposes, and if the funds raised by the group are to be donated to another charity, said group shall be able to use Pilgrim's facilities free of charge.
6. All requests for usage of Pilgrim's facilities should be submitted to the Church office to the attention of the Homestead Grove. All requests must be approved by the Session during the monthly meeting immediately following the date that the request was submitted. Please keep in mind that Session meets on the third Thursday of each month when submitting your request.

NOTE: Pilgrim has a separate Wedding & Baptism policy that should be requested for those services.



Building Usage Costs

Facility	Member	Non-Member
Use of Memorial Hall, including kitchen	N/C	\$100.00
Funeral/Choir/Recital in Sanctuary	N/C	\$150.00
Organist for Funeral	\$100.00	\$100.00
Minister for Funeral	\$150.00	\$150.00
Choir Director for Funeral	n/a	n/a
Minister for Graveside Service	\$50.00	\$50.00
Use of Classroom/Conference Room/Gathering Room	N/C	\$50.00



BUILDING USE REQUEST FORM

Date Received by Office Manager: ___/___/___

Presented to Session: ___/___/___

Approved Denied

Please complete the following information and remit to the church office – mail or email (info below).

Group or Organization Name: _____ Email: _____

Contact Person: _____ Phone: _____

Back-up Contact Person: _____ Phone: _____

Purpose of Meeting: _____

Date(s) Requested (include set-up time): _____

Time Requested (include set-up time): _____

On-going Meetings: Meetings begin (month/day/year): _____ and Meetings end (month/day/year): _____

Number of anticipated attendees: _____

Please check all requested rooms & needs:

- Memorial Hall (downstairs) Gathering Room (upstairs) Conference Room (upstairs)
- Counseling Room (upstairs) Sanctuary (upstairs) Kitchen (downstairs)
- Nursery (downstairs) Teen Room (downstairs) Pink Room (downstairs)
- Bathroom (upstairs) Bathroom (downstairs) Other _____
- Gazebo Lawn Parking Lot

If using the kitchen, check needs within the kitchen:

- Refrigerator Microwave
- Stove Utensils/Silverware
- Dishes Coffee Pot
- Other _____

Additional Needs:

- TV/DVD Sound Equipment Other _____
- Tables Chairs

FOR OFFICE USE:

Notification/Copies to: John Lynn, Building Superintendent
 Sandy Friedman, Homestead Grove Chairperson

Needs access to building? Yes No