

# PROCEDURES FOR USING SOUTHMINSTER'S FACILITIES

*Southminster Presbyterian Church is pleased to provide the use of the church to outside groups of people pending approval from the Senior Pastor and Office Coordinator; however, we do ask that everyone using the facility treat it with respect and the same care they would give to their own home. All requests for Room Rental must first go the Office Coordinator by calling the church office at 412-343-8900.*

*Whenever you have a meeting or gathering we ask that you follow these guidelines:*

- All groups are required to complete a **REQUEST FOR ROOM/EQUIPMENT FORM**. If it is a monthly or weekly meeting, the request form only needs to be completed once a year.
- No smoking is permitted in any part of the church or Southminster House. The only smoking area is on the corner of Castle Shannon Boulevard and the driveway to Southminster House.
- Food and drinks may only be served in certain rooms. **Food or drink is NOT PERMITTED in the Sanctuary, Chapel, or Narthex**. Alcoholic beverages are not permitted in any location. Coasters need to be used with all beverages that are placed on furniture.
- If you re-arrange furniture please be sure to put it back in its original place. The rooms are to be used "as is." No furniture, decorative items or other equipment is to be moved in or out of the room(s) except when arrangements have been made with the custodial staff.
- The church does not provide audio/visual equipment to be used with the screens in Fellowship Hall or the Chapel or Southminster House. Any and all technology is the responsibility of the person or group using the space.
- Use only the room or rooms you have requested and that have been assigned to you.
- Be sure you have cleaned up the room(s) before you leave.
- **Turn off all lights and lock the door of the room or facility you are using. Do not allow members of your group to wander throughout the church.**
- For security purposes, there must be a designated person with a cell phone at every meeting.
- All meetings need to be completed by 9:00 p.m. so the custodians have time to secure the building. All meetings require a custodian on duty.
- If anything is broken or not working properly, please notify the church office either by phone call or email.
- Please leave using the same doors by which you arrived, so that doors throughout the church are not left unlocked or open. Be sure all windows are closed and locked.
- **Protective candle coaster/material should be used underneath lighted candles on all surfaces.**
- The custodians will appraise the condition of the room or rooms after your event. Your group will be notified if the facility is not in good condition. If anything is damaged the group responsible will be assessed a fee for repairs.
- The church does not offer the use of rooms for events that are not church or community related (private birthday parties, bridal showers, family reunions, etc.). All events scheduled are subject to availability on the church calendar and approval of the Senior Pastor and/or Office Coordinator.
- The use of Fellowship Hall on Saturdays is limited. Please contact the Office Coordinator for availability.