

**COVENANT PRESBYTERIAN CHURCH**  
**310 Covenant Lane**  
**Harleysville, PA 19438**  
**215-256-1007**

**USE OF CHURCH FACILITIES FOR ACTIVITIES NOT RELATED TO CPC'S MINISTRY**

Our church facilities were given to us by God so that we might use them to worship and serve Him, and thus bring glory to His Name. Any use of the facilities should therefore be consistent with this purpose. The following rules shall govern the scheduling and use of the church facilities:

1. Any scheduled meetings or use of the facilities by church members or groups take precedence over use by outside persons or groups.
2. The only religious services permitted are those that would be sanctioned by the session.
3. Use of the building for weddings is only permitted for members of Covenant Presbyterian Church.
4. Any space used must be returned to the condition in which it was found. Sanctuary furniture may not be moved without permission. If this is not done, the person or group will not be permitted to use the facilities again. The person or group will be responsible for paying for any damage or cleaning required as a result of their use of the facilities.
5. Food may only be served to small groups that can be accommodated in Rooms 107, 109, 110 and 112. These rooms allow for a maximum seating of 100 persons. No standup buffets are allowed.
6. No fundraising activities are allowed.
7. No drinking of alcoholic beverages is allowed in the building or on the grounds.
8. Smoking is permitted outside of the building only.
9. For non-church related functions the following fees will apply for groups containing *no members* of CPC:

Sanctuary Use:

Base Fee	\$300
Hourly Fee	\$30/hr for Attendant
Custodial Fee	\$150
Deposit	\$500

Classroom Use:

Base Fee	\$200
Hourly Fee	\$30/hr for Attendant
Custodial Fee	\$75
Deposit	\$250

Description of Fees:

The hourly fee includes time spent setting up, breaking down and monitoring of the event.

All fees and security deposit must be paid 30 days in advance of the scheduled activity. Any excess payment and returnable security will be promptly refunded.

The full security deposit will be promptly returned if the facilities are left in the same condition in which they were found. The costs of extraordinary cleaning, repairs or damages will be deducted from the security deposit before it is returned. The user will receive an itemized list of any charges, which may be deducted from the security deposit.

*Over, please*

10. For non-church related functions the following fees apply for groups *that include members* of CPC:

Sanctuary Use:

Base Fee	\$0
Hourly Fee	\$25/hr for Utilities
Security Deposit	\$150

Classroom Use:

Base Fee	\$0
Hourly Fee	\$25/hr for Utilities
Security Deposit	\$75

Description of Fees:

All fees must be paid 30 days in advance of the scheduled activity.

The full security deposit will be promptly returned if the facilities are left in the same condition in which they were found. The costs of extraordinary cleaning, repairs or damages will be deducted from the security deposit before it is returned. The user will receive an itemized list of any charges, which may be deducted from the security deposit.

**Please contact the church office at 215-256-1007 or [information@covpreschurch.org](mailto:information@covpreschurch.org) to inquire whether the date you are requesting is available. You may then complete the form below and return it to the church office with any required fees. Checks may be made payable to Covenant Presbyterian Church.**

**I have read and agree to abide by the above stipulations:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature of responsible representative \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Purpose for use of building \_\_\_\_\_

Size of group \_\_\_\_\_

Are you planning to serve food? If so, please describe:

\_\_\_\_\_

Room(s) requested \_\_\_\_\_

(1) Date and Time \_\_\_\_\_

(2) Date and Time \_\_\_\_\_

**Your access to the building will be made possible through electronic scheduling of the church doors.** The goal is to strike the balance of having the doors open when needed, but also not leaving the building unoccupied and unlocked for longer than is necessary so that we may protect the resources the Lord has entrusted to us.

Time you would like the doors to open (include time for set up) \_\_\_\_\_

Time you would like the doors to lock (include time for clean up) \_\_\_\_\_

Once the doors lock, reentry to the church will not be possible so please ensure you have everything you need before exiting.