**PROCTOR MEMORIAL FACILITY RENTAL USAGE POLICY / PRICES**

* **All Church facility rentals will be for Active Members\* only.**

**(No proxy or third party rental shall be permitted.) Exceptions to this rule must be**

**approved by the Board. There will be no rental fee for the sanctuary to be used by**

**active members for one day events (marriages or funerals). Use of Fellowship Hall, Proctor House or Picnic Shelter will follow the normal rental policy. Facility usage rental shall be limited to one day and must be coordinated with the Minister and Chairman of the Board as not to interrupt normal church services.**

* **Fees for renting the Fellowship Hall, Proctor House or Picnic Shelter will be $200 each day of use as well as an additional $100 cleaning deposit to be paid prior to usage and refunded after the facility has been properly cleaned and inspected by the Chairman of the Board and deemed to be returned to its previous condition. The $300 fee shall be paid to the Chairman one week prior to usage of the facilities. Rental of the Fellowship Hall excludes the use of the deep fryer in the fellowship hall kitchen, as well as church supplies. Renters are expected to bring and use their own supplies.**

* **Alcoholic beverages shall not be permitted on the church property. (Wine and champagne may be allowed for toasting/communion at special events.) Intoxicated behavior will not be allowed on church property. No smoking inside church facilities will be permitted.**
* **Rental of the facilities will be on a first come first reserve policy. The church will maintain an electronic calendar online for members to view reservations of the facilities. All reservations must be approved by the Minister/Chairman and recorded on the Church Facility Usage Calendar.**
* **Failure to adhere to these policies could result in the board revoking a member’s privilege to use the facilities in the future.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Renter Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date**

**\*Active Members are defined as persons that have joined the Church and have attended/supported the church within the past six months of usage request.**