

Use of NWPC Facilities

The New Wilmington Presbyterian Church is expected to be a place of worship, prayer and fellowship for all people. This church, being a legal corporation chartered by the Commonwealth, is here to fill its mission to minister to the needs of its congregation and community in a reverent and dignified manner. Therefore, all conduct and programs must be consistent with Christian principles. Those that are considered to be detrimental to the church's witness to its congregation or the community shall not be permitted the use of the church building or its ground.

Utilization of the facilities will be accomplished in the following priority:

1. Church programs and members
2. Christian events and programs benefiting the community
3. Other community activities

Events will normally be scheduled in the order received and approved. Because of their unique circumstances, a funeral will be given priority consideration. However, the church will work with the parties involved to avoid conflicts with previously scheduled events, especially those that cannot be easily rescheduled.

All Boards / Committees will notify the Church Office via email as soon as events are scheduled, rather than after meeting minutes are distributed, so the calendar can be updated immediately and conflicts avoided.

Normally, requests for use of church facilities by commercial organizations will be denied.

Adult supervision, provided by the organization making the request, is required at all times when youth groups (aged 18 and under) are granted the use of the church facilities.

I. All requests will be brought before the Board of Trustees for approval. The NWPC Trustees have established the following guidelines to assist in the utilization of the church as authorized by the Session, for all instances with the exception of weddings, funerals, funeral dinners and Mission Conference.

- A. Requests for the use of the church shall be made at the church office. All persons or organizations using the church facilities or equipment must fill out a form provided by the church office. All dates will be recorded on the church calendar upon approval.
- B. Church owned equipment may not be removed from the church without the permission of the Board of Trustees or authorized person. Requests for use of church owned equipment must be made in writing to the NWPC office.
- C. Ordinarily, NWPC pastor(s) and/or organist shall be used for any ceremony or service. Permission to use an "outside" pastor or organist must be obtained by our respective staff.
- D. The use of church musical instruments.
 1. Instruments may be used by church members or adherents who are qualified, as determined by the worship committee. Non-members may petition the worship committee for permission of such.
 2. The instruments shall be used for the purpose of instruction only, with recitals to be arranged through the worship committee.
 3. Hours of use are to be coordinated with the organist, choir director and the church office.

II. Service and community organizations and individuals using the church and its equipment:

- A. Community and service organizations will not be charged for the use of NWPC facilities; however, donations are welcomed by the NWPC for use of such facilities.

- B. Should there be any additional janitorial or custodial services necessary as a result of the service or community organization church use, NWPC will invoice the using organization in order to recover costs associated with these services.
- C. Should there be any damage or loss of church equipment, restitution will be required. Damage costs are determined by the Board of Trustees. The using organization will be invoiced.

III. Use of Facilities by Church Members:

- A. Anyone wishing to use the facilities must first check the calendar at nwpresby.org prior to submitting a request.
- B. Upon request, the facilities will be available to church members after clearance with the church calendar and Board of Trustees. Donations for such use are welcomed. Custodian fees may be assessed if necessary.
- C. One exception to this policy governs wedding fees which are contained in the *“Guidelines for Weddings at New Wilmington Presbyterian Church.”*

IV. Use of facilities by other organizations and individuals

- A. The fee for use of social hall and/or kitchen is \$300.
- B. The fee for use of Ligo Room is \$200.
- C. The fee for use of sanctuary is \$200.
- D. College student organizations are charged half price.

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**New Wilmington
Presbyterian Church**

229 S. Market Street

New Wilmington, PA 16142

For additional information contact the NWPC Office:

724-946-3541

office@nwpresby.org

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Approved by Session: September, 2023