



# Administration

## Guidelines Regarding Building Use

The church building and property are to be used primarily to advance the mission of the church. Therefore decisions on their use must be filtered through the ministry Vision of Tampa Bay Presbyterian Church. Highest in priority are worship and other church ministry functions. This includes NTCA events, as NTCA is an outreach ministry of the church. This priority will govern in the event of scheduling conflicts with lower priority uses.

Second in priority regarding use of facilities are church-related functions hosted by church members, e.g., weddings, showers, concerts, birthday/anniversary parties, other special events.

Third in priority are community events hosted by non-church members. These have historically included visiting church services and home owners' association meetings.

Fourth in priority are meetings or events of organizations that are based outside the Tampa Bay area.

It is not the intent of the church to host business-related meetings for a purpose of direct benefit to that business, regardless of whether any selling takes place. Business-related meetings may, however, be acceptable if the intent is to provide a service to members of Tampa Bay Presbyterian Church.

**Nor is it the intent of the church to permit the use of the building for any event that contradicts Scripture, the Westminster Standards or the Book of Church Order, including without limitation a proposed marriage or civil union between parties of the same sex or gender.**

No event using the church facilities and grounds will involve the selling of merchandise unless the specific purpose of the event, e.g., a yard sale, is to benefit directly a church ministry.

There is to be no soliciting of the church members within the church facilities and grounds with regard to outside fund raising items. Only items that directly benefit a church ministry may be offered to the church members while in church facilities or on church grounds.

The above are guidelines. Any exceptions to them must be approved on a case-by-case basis by the Session and Diaconate.

Use of church facilities is to be approved by the Diaconate, under the oversight of the Session. Requests for facility use must be submitted to the Diaconate a minimum of 30 days in advance. Information on approved activities will be provided to the office administrator for listing in the church calendar and/or worship bulletin.

General rules to be followed by individuals/organizations approved for use of facilities:

The host will coordinate with the office administrator for janitorial services. The host may provide these services or arrange for this service with the church custodian. There will be a charge if the custodian performs this work. A small fee may also be charged for utility expense to the church (electricity, water/sewage, etc.)

In the event the meeting/event host provides the janitorial services, the following will be observed:

- Remove all items brought in by the group;
- Sweep utilized area, as necessary;
- Use available trash disposal facilities;
- Turn off all lights; lock all doors.

If the meeting/event host provides janitorial services, the church custodian will monitor facility use and report any abuses or problems experienced to the office administrator.

Since the church is the Lord's House, there will be no additional charges for facility use by non-profit groups.

[See Exhibit 13 -Checklist for securing the Building](#)

## **Guidelines Regarding Building Safety Procedures**

TAMPA BAY PRESBYTERIAN CHURCH