



**BROWN
MEMORIAL
PARK AVENUE**
Presbyterian Church (U.S.A.)

Facilities Use Guidelines



The purpose of this guideline and policy document is to set priorities for facilities usage at Brown Memorial.

The people of Brown Memorial Park Avenue Presbyterian Church have been blessed with a marvelous facility. As the stewards of this facility, we are charged with ensuring that its uses are in keeping with our mission to witness to God's inclusive love and prophetic vision for our city and our world through worship, educational, spiritual, and mission activities.

Why We Have a Policy

It is the wish of the Session of Brown Memorial Park Avenue Presbyterian Church (USA) physical plant be used to the fullest extent possible for purposes and activities which are in accordance with our mission. As the BMPA family grows, and as use of the facility increases, it is necessary to establish procedures providing for the use, care, maintenance, and cleaning of our facilities and grounds.

These procedures are not intended to restrict the use of the facilities for approved purposes. As a matter of good stewardship, we ask the cooperation of everyone, adults and children, in seeing that the facilities are used properly, are well maintained and cleaned after every use.

Building Availability

- Brown Memorial Park Avenue Presbyterian Church worship events, Bible classes, and any other congregational assemblies have first priority in all instances.

- The facility is available to BMPAPC members and members of other churches for educational and community related activities.
- The facility is available to civic and governmental groups.
- Weddings have a separate policy which may be obtained from the Church Office.

Who is in Charge

- The person who schedules the use of the facilities is responsible for the care of the facilities and the proper clean up following use.
- The person responsible for the event must coordinate with the Facilities Manager and will be accountable for having the facilities and furnishings cleaned, put up, repaired, or replaced.

Building Access Limited

- Your activity is limited to only the room or rooms you have reserved through the Church Office. All other areas of the building are “off limits”. Restrooms nearest your activity are the only ones to be used.
- Children should not be allowed to run and play in the building or be left unattended at any time. Children are not allowed to play with equipment, hymnals, etc. Due to the hazards (PA system, steps, stove, ovens, etc.) children must be supervised by adults at all times. Parents are responsible for seeing that their children are properly supervised and adhere to these guidelines.
- Parents are not to send their children on “errands” with or without a key to secured areas of the building without adult supervision.
- If access to the PA system is needed it must be negotiated with the Sound Engineer.
- Use of the church’s musical instruments is not implied in this agreement. Any request for use of these instruments must be directed to the Director of Music for approval.

Golden Rule Guidelines

- If you use it, clean it and put it back where you found it.
- If you turn it on, turn it off when finished.
- If you unlock it, lock it back.
- If you open it, close it when finished.

- If you break it, fix it.
- If it cannot be fixed or is lost, replace it.
- If unable to replace it, notify the Facilities Manager of the problem so it can be addressed immediately before someone else needs it.

Security

- During hours when the church office is not open, the building must be opened and locked by a Brown Memorial sexton, the Facilities Manager, or a member who has been authorized to function in this role. The church no longer checks out keys to the building.
- While the assigned sexton or member will stay for the entirety of the event, the presence of a church representative does not constitute security for your event. Though thefts and other crimes are rare, they have occurred in and near our facilities. You may wish to consider hiring a security service or, at a minimum, appointing someone to be eyes and ears during your event. Please note that thefts of church equipment or vandalism incurred during your event is the responsibility of the person or organization holding the event.
- If you enter the facility during office hours, please inform the Church Office when you enter and leave the building. At all times the doors should be locked. Familiarize yourself with the location of the fire extinguishers. All lights must be turned off, and doors must be locked. Do not assume someone else will do it later.

Heating and Air Conditioning

- When you fill out your Facilities Request Form, make sure you indicate whether heat or air conditioning is required.
- Do not attempt to adjust the controls on the thermostat. When your reservation is confirmed, the heating or air conditioning will be programmed and come on and off as necessary to accommodate your event.

Use and Care

- Users of the facilities are responsible for the set up and take down of furniture and equipment used for their function and should coordinate their furniture needs with Facilities Manager well in advance of the scheduled event.
- No equipment, furniture, supplies or any other church items are to be removed from the church premises unless it has been approved by Session and checked out from the church office.
- Do not affix anything to the walls. Check with the Facilities Manager for signage.

- Any item used off the premises must be promptly returned. The person to whom the item is checked out is responsible for its replacement or repair if it is lost, stolen or damaged.
- Exterior doors are not to be propped open.

Sound Systems

- The office must be notified at the time reservations are made if a sound system will be used so that a sound engineer can be scheduled at an additional cost of \$25/hour. Only approved engineers are permitted to operate the sound system.
- Anyone planning to use the electronic, audio-visual, etc. equipment must be trained to use the equipment or have a trained operator to use it with written permission.
- Please contact Dr. Graves or another trustee for more information and permission.

Food and Drink

Food and drinks are allowed only in specified areas and are prohibited in the parlour and sanctuary. Meals are restricted to Assembly Room, Speers Room, and Church House Work/Lunch Room. Parents need to be sure their children do not carry food or drink with them throughout the building.

Kitchen Use

- The kitchen is equipped with various appliances and a limited number of utensils. Appliances and utensils are not to be taken from the facilities without advance approval. The person(s) signing up to use the kitchen should make arrangements to receive instructions on kitchen appliances if needed.
- The kitchen (including floors, counter tops, cabinets, sinks, and any other areas), all appliances, and all utensils must be cleaned and put away immediately following the event. All waste must be placed in bags and deposited in the courtyard trash can. Clean bags are to be placed in the containers after emptying the trash. Spills, crumbs, food, and litter of any kind must be cleaned up. Mops, buckets, vacuum cleaners and other cleaning tools are available, but drying towels must be supplied by users.
- Leftover food must be disposed of immediately following the event. All items brought into the facilities, including food, decorations, and any other items, must be removed immediately following the event.
- Posted rules in the kitchen must be complied with, and check lists must be completed. The Facility Manager will inspect the kitchen following use to see that necessary cleanup has been accomplished.
- The dishwasher may not be used without prior instruction.

- Failure to adhere to these guidelines and posted rules may prohibit future use of the kitchen by your group.

Alcohol, Tobacco and Drugs

No smoking is allowed anywhere in the facilities. Also, the use of drugs (other than medically prescribed), or tobacco in any form is not permitted in these facilities. Alcohol may be used with Session approval on special occasions. Please make sure your guests are aware of this policy.



Contact Information

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Presbyterian Church

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To check the calendar:
Camille Sherriffe,
Administrative Assistant

email: camille@browndowntown.org

To speak with the facilities manager:
Keith Moore, Facilities Manager
phone: 443-996-5982 (or) email keith@browndowntown.org

To inquire about the sound system:
Aaron Zimmer
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