



**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.

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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) that the 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 for 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 (BMPA) worship events, Bible classes, and any other congregational assemblies have first priority in all instances.
- The facility is available to BMPA 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 can be found on the BMPA website.

## Responsibilities

- The individual who requests use of BMPA facilities must coordinate preparatory details with the Administrative Assistant and is responsible for proper clean up following use of the facilities. For all non-church events, prior approval for building access is required. BMPA will also set up the space according to the Facilities Use Request Form.

## Furniture & Equipment

- The Facilities Use Request Form specifies furniture and equipment needs for your scheduled event. All furniture and equipment supplied by BMPA must stay on church premises. Musical instruments and equipment may only be moved by approved personnel. The church does not provide extension cords except in the case of AV equipment requests. Do not affix anything to the walls or ceilings.

## Use & Care

- Your event is limited to the room or rooms you have reserved. Restrooms nearest your event are the only ones to be used. Familiarize yourself with the location of emergency and first aid equipment referencing the chart at the end of this document.
- Generally, leave things the way you found them. 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 open it, close it when finished. If something breaks, notify the Administrative Assistant so it can be fixed quickly.
- Parents are responsible for seeing that their children are properly supervised throughout the event and adhere to these guidelines.

## Security

- **Exterior doors must remain closed and locked and may not be propped open at any time.** If a door attendant from your group is not available, attendees may gain building access via an intercom system. We recommend that invitations instruct attendees to ring the bell at the entrance of choice and wait to be admitted if a door attendant will not be present.
- Although thefts and other crimes are rare, they have occurred in or near our facilities. **Unlocked doors must be monitored at all times.** The church is not responsible for any losses or damages to personal belongings during the event. Thefts of church equipment or vandalism during the event are the responsibility of the individual or organization holding the event.

## Heating and Air Conditioning

You may adjust the temperature during your event. At the conclusion of your event, please return the heat to 62° during cooler months (September-May) and the air conditioning to 80° during summer months.

## Sound Systems & Audiovisual Equipment

- Basic sound is available for events in the Sanctuary and Assembly Room. Basic sound includes use of wireless handheld microphones in either space and the pulpit and lectern microphones in the sanctuary.
- With basic sound, volume levels are set prior to the event and cannot be changed or monitored during the event itself. If advanced sound or audiovisual services are needed the Administrative Assistant will provide a list of BMPA approved audiovisual technicians. Arranging audiovisual needs is the requester's responsibility as are the additional fees. Requesters must contract directly with an approved audiovisual technician.
- Some audiovisual equipment is available for use; the Administrative Assistant will review options at the time of event request.

## Food and Drink

Food and drinks are permitted in the rooms reserved by your group with the exception of the Sanctuary. On occasion beer and wine may be served with advanced approval.

## Kitchen Use

- The kitchen is equipped with various kitchen appliances and utensils. The church provides tablecloths, coffee pots, coffee urns, and coffee and tea for community partners using the church space. Private events must provide their own coffee and tea.
- You may use the stove, oven, or refrigerator during your event. You may use plates, bowls, and silverware from the kitchen or assembly room cabinets. All dishes and silverware must be clean or being washed in the dishwasher at the conclusion of your event. Please follow the instructions posted in the kitchen for the proper use of the dishwasher. BMPA does not provide disposable paper products or utensils for private events. Spills and crumbs must be cleaned up.
- Tablecloths must be shaken out over a trash can prior to washing. The washing machine can accommodate 6 round tablecloths and 2 rectangular tablecloths per load. **PLEASE DO NOT OVERLOAD THE WASHING MACHINE.** Place additional tablecloths in the laundry basket. Laundry detergent pods are located in the marked island cabinet near the washer and dryer. Place one detergent pod in the drum and close the door. Press power, select sheets/towels, and press start. A staff member will move laundered items to the dryer.
- Bins for trash and recycling are located in the Kitchen and Assembly Room, compost bins are located in the Assembly Room. All refuse must be placed in the appropriate bins in the Kitchen or Assembly Room. Extra bags are located in the bottom of each bin. When a bin is full, remove the filled bag, tie it, and place it in one of the black plastic trash cans located in the courtyard. **PLEASE DO PAY ATTENTION TO THE LABELS ON THE BINS AND USE ACCORDINGLY.**
- The dishwasher may not be used without prior instruction.
- All items brought into the facilities—including food, decorations, and any other items—must be removed immediately following the event. **PLEASE DO NOT LEAVE LEFTOVER FOOD IN THE REFRIGERATOR.**
- Failure to adhere to these guidelines may preclude future use of the kitchen by you or your organization.

## Firearms, Tobacco & Drugs

Firearms are not permitted in any part of the church facilities. Smoking, vaping, or drug use (other than medically prescribed) is prohibited in and around the church facilities. Please make sure your guests are aware of this policy.

## Smells & Smoke

Incense, smudging, and open flames are prohibited. Only battery powered candles are allowed. Flowers must be in water-tight containers.

## Jenkins Alley

Jenkins Alley is actively used by the Bolton Hill Community and our immediate neighbors. **Parking or standing in Jenkins Alley is not permitted.** You may unload and load at either entrance before moving your vehicle to a legal parking spot on the street.

## Parking

The Bolton Hill neighborhood has restricted 2-hour parking Monday-Friday. Parking longer than 2 hours may result in a parking ticket. Brown Memorial does not give out parking passes. Due to street cleaning, parking is also limited on Tuesdays and Thursdays from 8am-2pm. Parking restrictions are not in effect on Saturdays and Sundays.



## Contact Information

Brown Memorial Park Avenue  
Presbyterian Church

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To check the calendar:

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Administrative Assistant

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To speak with the facilities manager:

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To inquire about the sound system:

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