

Church Property Policy

All buildings and property of the Cumberland Presbyterian Church have been dedicated to glorify God and to further God's kingdom. The Church has the desire to have the grounds and facilities enhance and entice service to our Lord by maintaining the sanctity and physical well being of the Church property.

1. The responsibility for the security and maintenance of the plant of the Cumberland Presbyterian Church rests with the Physical Plant Committee.
2. Use of the Church property will be restricted to those events which are consistent with the broad aspects of Christian living and any Church programs that are approved by the Session. Special permission for use of Church property must be obtained by official action of the Diaconate or Session.
3. **NO EVENTS SHALL INTERFERE WITH THE REGULARLY SCHEDULED WORSHIP SERVICES.**
4. No smoking or alcoholic beverages are allowed at any time anywhere on Church property.
5. The Church facilities will be available on a first-come first-serve basis. Church related activities will take priority over all other meetings or events.
6. Outside groups may be allowed to schedule regular meetings within the Church property upon the approval of the Session or Diaconate and in keeping with other provisions of these guidelines.
7. Only those meetings and activities in keeping with a house of worship shall be permitted in the Sanctuary or Chapel. Use of the Sanctuary or Chapel will be regulated by the Session. Extreme care will be observed in the preservation of the Sanctuary and Chapel. No defacement or disregard for the importance of the Sanctuary or Chapel, including the pulpit, lectern, and communion table will be tolerated.
8. The use of the Lighthouse is intended for Cumberland Presbyterian Church groups and activities, with emphasis on Youth activities and with the permission from the Youth Minister. Outside groups and private functions will be authorized only in special cases.
9. All departments, classes, or individuals wishing to use any part of the Church property must make reservations with the Church Office during regular church office hours (8:00 a.m. - 6:00 p.m., Mon-Fri).
10. The building shall be restored to original condition immediately following the event. Following every meeting the building must be secured, with all doors locked, lights out, electrical equipment (TVs, VCRs, etc.) turned off, all bathrooms checked, trash removed,

etc. The person responsible for making the reservation is responsible for insuring all this is accomplished. This rule must be followed.

11. Defacement of walls, woodwork or floors through the use of nails, thumbtacks, screws, pencils, etc., is strictly forbidden.
12. No permanent additions, deletions, or changes, shall be made to the Church property without the approval of the Physical Plant Committee.
13. A custodian approved by the church must be used to clean up after outside groups which use the Sanctuary, Chapel, or Fellowship Hall, for a Janitorial fee (see Wedding Policy for more information).
14. There shall be no activities scheduled on Friday night or later for any part of the Church property without proper arrangement for cleanup and for having the Church ready for Sunday use.
15. The facility will be relinquished immediately following the activity for which reserved.
16. Groups using any particular area of the Church property will confine their activities to that area assigned for their use. Personnel are not to open any other part of the Church for any reason.
17. Adult supervision is required for each youth or children's activity. Unchaperoned areas will be closed immediately for the safety of the group. Plenty of helpers are required.
18. Any member that wishes to conduct a recreational activity may do so under the following conditions:
 - a. There is one church volunteer in charge present.
 - b. This person will be responsible for opening and closing the building, the conduct in the building and enforcement of all rules.
 - c. All food or drink will be kept in the Fellowship Hall or vending machine areas.
 - d. All trash must be thrown in the trash cans.
 - e. Each person is responsible for cleaning up his/her own spills.
 - f. Anyone may get permission to use the telephone for emergency or unusual circumstances.
19. There will be no food or drink allowed in the Gym at any time. There will also be no gum in the Gym. This rule must be followed at all times.
20. Shirts and shoes, along with other appropriate apparel must be worn at all times.
21. Christian action and conduct is always urged and expected on the part of all participants. General common sense rules governing play and participation will represent the best guidelines when questions arise for discipline and control of participants. No horseplay will be tolerated. Any accidents will be reported to the person in charge of the activity.

22. The person in charge, or a recognized professional staff of the Church, shall be the only persons issued keys for Church property. Under no circumstances will the keys be given to anyone else to use or to open areas which are not reserved for the scheduled event.
23. Duplicated keys are not to be made under any circumstances.
24. All weddings scheduled in the church will comply with the “Wedding Policy” in the Church Yearbook.
25. Property belonging to the Church will not be removed or borrowed from Church property, unless for the express use of Church programs, and only then through the permission of the Senior Staff. This includes tables, chairs, tablecloths, flower arrangements, VCRs, TVs, etc.
26. Any items in the Sanctuary and Chapel (including hymnals, Bibles, etc.) are not to be moved.
27. The church reserves the right to deny use of Church property to any group.