

**BUILDING USE AGREEMENT for Members**  
(for use of the United Presbyterian Church in East GuilfordEast Guilford)

To better facilitate the various usages of the Church, please fill out the following information

1. Name of person in charge \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Have key \_\_\_ Y \_\_\_ N

2. Date and time of usage: \_\_\_\_\_; from \_\_\_\_\_ to \_\_\_\_\_

3. Facilities required (check one or more) and Purpose \_\_\_\_\_:

Sanctuary  
 Balcony Meeting room  
 Fellowship Hall  
 Kitchen  
 Christian Education Room

4. Complete Rules for usage are found below.

5. On occasion, a scheduled event may conflict with a church activity which will have precedence. You will be notified in a timely manner when such a conflict occurs. Persons to contact to coordinate usage & schedules, request for changes or to report problems.

Kathy Schmidt, Clerk of Session  
(607) 316-2722

Sharon Havens, church secretary  
(607) 610-4033

## Building Use Rules East Guilford

1. A request for use of the church must be submitted in advance to the Pastor and the Session, the local governing body of the Presbyterian church, who will decide whether to grant the request.
2. Ostentation in use of the sanctuary is discouraged.
3. No smoking or alcoholic beverages are permitted on church property at any time.
4. Decorations will be fastened and removed so as not to deface the furnishings and walls.
5. All garbage will be removed from the premises and disposed of by the persons using the church building.

*Revised: January 13, 2014*