

To: Outside Organizations that use Plymouth Church Facilities

From: , Chairman of Board of Trustees

Date:

Re: Rules for Outside Organization Use of Plymouth Church Facilities

Plymouth Church has created a Facilities Use Policy to tighten church security, clarify fee structures, increase organization accountability, and guarantee consistency with the church's mission. It is important that you take the time to read this policy, as it contains many requirements with which your organization is expected to comply.

Before you begin using Plymouth Church facilities, you must take the following steps:

1. Obtain a church sponsor for your organization. This sponsor can be any current church council or program staff member.
2. Submit a Building Use Approval Form to the Church Secretary. This form must be signed by the sponsor and one or more representative from your organization. It will remain valid for one year but must be renewed on a yearly basis.
3. Provide the required damage deposit (see Facilities Use Fee Schedule) and pick up keys as needed.
4. As facility needs details become known, submit a Building Use Application Form identifying specific rooms and dates desired. Note that all facilities use by outside organization is subject to re-scheduling by Plymouth Church at any time the required facilities are needed for unforeseen church use.

You will need the following materials to apply for use of Plymouth Church facilities:

- Plymouth Church Facilities Use Policy
- Facilities Use Fee Schedule
- Building Use Approval Form
- Building Use Application Form
- List of potential sponsors for your organization

It is our strong desire that our church facilities benefit our community. We hope that your use of them effectively meets the needs of your organization.

Sincerely,