

GUIDELINES FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH

Buildings and Grounds – December 30, 2019

Three documents associated with Building use:

USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH

GUIDELINES FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH (this document)

SIGN OUT FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH

Preface

All property of North Presbyterian Church, 921 College Avenue, Elmira, NY, is held in trust for the use and benefit of the Presbyterian Church (U.S.A.).

The Session is responsible for the mission and government of this church and it has delegated the responsibility to the Buildings and Grounds (BnG) committee, an arm of the Session to provide for the management of the property of the church, including both church and non-church use of its buildings and facilities.

BUILDING USE

I. Usage:

A. Priority

Organizations, boards, and ad hoc groups of North Presbyterian Church shall have priority in the use of the church buildings and facilities.

Scheduling by these groups shall be through the church office.

B. Building Use Requests

Requests must be given in writing to the BnG Building Use Representative no later than six weeks before the requested date. Renewal request for groups using facilities throughout the year (i.e. AA, Hospice, Scouts, etc.) must be submitted at least six weeks before the end of the prior agreement. This will be the responsibility of the renewing group.

II. Weddings

All use of the sanctuary for weddings must be scheduled through the pastor, and approved by the session.

III. Funerals and Memorial Services

For funerals and memorial services, there is no charge for the use of the sanctuary or for Willits Hall.

The organist's and custodian's fees for funerals and memorial services are paid for by the Memorial Fund of North Presbyterian Church.

IV. Priority Usage:

Organizations, boards, and ad hoc groups of North Presbyterian Church shall have priority in the use of the church buildings and facilities. Scheduling by these groups shall be through the church office.

V. Active Member Personal Use:

Use by active members who desire personal use of church facilities will be considered as use is deemed appropriate by BnG.

A. Active members who desire personal use of church facilities should submit their written request to the BnG Building Use Representative at least six weeks before the desired date of use. "Personal use" does Not include usage by groups/clubs/organization (i.e. not for profit groups) to which the North Presbyterian Church member belongs. "Personal use" refers to family and "extended" family events.

B. A list of active members using North Presbyterian Church's facilities will be kept on file by the BnG Use Representative with the name, address, phone number, email of the active member, adequate liability insurance, homeowners or tenant insurance policy provided and a signed statement of indemnity. The active member will sign out a key in the main church office and will be held responsible for this key.

C. All active members must have their own liability insurance coverage of at least one hundred thousand per group per day. The above insurance shall be written through a company or companies satisfactory to the Church.

D. Responsibility for any damage resulting from the use of the facility by any active member must be assumed firstly by the

person whose signature appears on the Agreement and secondly by the entire group which has used the facility.

VI. Non-Member Use:

Use by outside groups and organizations will be considered as use is deemed appropriate by the BnG.

A. Applications for use of the building shall be made to the BnG Building Use Representative. This should be done at least six weeks in advanced of the proposed use.

B. Previously approved groups who desire more than occasional use of the building (i.e. AA, Hospice, Scouts, etc.) need not continually apply, but should clear dates through the BnG Building Use Representative.

C. A master list of outside groups using North Presbyterian Church's facilities will be kept on file by the BnG Building Use Representative with the name, address, phone number of group and responsible party, adequate liability insurance, homeowners or tenant insurance policy provided and a signed statement of indemnity. The responsible party will sign out a key in the main church office and will be held responsible for this key.

D. All groups must have their own liability insurance coverage of at least one million per occurrence with North Presbyterian Church named as an "additional insured." The above insurance shall be written through a company or companies satisfactory to the Church, and the certificates shall be of the type that definitely obligate the insurer to notify the Church at least thirty (30) days in advance of the effective date in the event of cancellation.

E. Responsibility for any damage resulting from the use of the facility by any group must be assumed firstly by the person whose signature appears on the Agreement and secondly by the entire group which has used the facility.

VII. Exceptions

Exceptions to above guidelines (for example, groups over 50 people) may be considered after written appeal to the BnG Building Use Representative. (Note: maximum capacity of 150 people for Willits Hall)

VIII. GUIDELINES FOR USE OF SANCTUARY

1. The Sanctuary is a consecrated space. Therefore, proper attention to reverence for the chancel area and equipment must be observed. The Communion Table may not be used for anything other than worship.
2. No outside organization may move Sanctuary furniture without the permission of the Building Use Representative or Pastor.
3. Chairs, tables and any other equipment in this area must be handled carefully to avoid damage to table edges, equipment and flooring.
4. Under **NO** circumstances can food or drinks be taken into the sanctuary areas at any time.
5. Do not tamper with audio/visual equipment, connections or receptacles. Only NPC authorized and trained persons may operate audio/visual equipment.
6. The organ/piano may not be used except by NPC church musicians or those approved by the church.

IX. GUIDELINES FOR USE OF WILLITS KITCHEN

1. Each organization or individual using the kitchen is responsible for cleaning up after the kitchen is used.

The kitchen should be left as clean or *cleaner* than it was found.

See **DEPARTMENT OF HEALTH SAFETY RULES*** below.

2. All church organizations should sign up to use the kitchen in the church office – on the church calendar. Please check the church calendar before you schedule an event.

3. It is the responsibility of the group using the kitchen to be sure all doors and windows are locked and that all appliances and lights are turned off properly.
4. Instructions for use of the dishwasher and garbage disposal are posted. Read them carefully and follow directions. Repairs are expensive and outside groups are liable for damages resulting from mis-use.
5. Church – owned dishes, pots, pans, and utensils should not be removed from the kitchen or Willits Hall.
6. The thermotainer, stove top, and ovens should be thoroughly cleaned after being used. All spills should be thoroughly cleaned up.
7. Cupboards are labeled as to contents. Return items to proper areas.
8. Personal dishes should be collected in one area and removed at the conclusion of the event. If personal dishes are left, they will be removed/discarded at the of the post-event inspection. All personal food items need to be removed from the refrigerator and freezer at the conclusion of the event.

GENERAL GUIDELINES FOR ALL BUILDING USE

1. No alcohol beverages on the property.
2. No drugs on the property.
3. No gambling on the property.
4. No smoking on the property.
5. No firearms on the property.
6. No animals on the property. (except for trained service/guide animals)
7. All facilities must be left in an orderly and functioning manner.
8. All tables and chairs are to be set up and taken down by user unless previous arrangements have been made with the church.
9. All children and teens must have responsible adult supervision.
10. Groups will be allowed to use only the designated room(s) assigned to them.
11. Entrance to the building will be as designated by the BnG Building Use Representative.
12. It is the responsibility of the person signing the agreement to:
 - a.) turn off all lights at the conclusion of the event.
 - b.) Lock all doors at the conclusion of the event and
 - c.) Report any damages/breakage to the BnG Building Use Representative.
13. The key to the designated door will be signed out and in through the church office by the “responsible” person.
14. The church key may not leave the possession of the “responsible” person.
15. Our insurance company said our policy does not cover cars. The owner’s car policy covers their own car. They park their cars at their own risk.

DEPARTMENT OF HEALTH SAFETY RULES

<http://www.chemungcountyhealth.org/environmental-health-food-service-establishments>

**** addendum is flier from the CHEMUNG COUNT HEALTH DEPARTMENT**

Whereas, our permit to hold public dinners depends upon compliance with all Department of Health regulations, and

Whereas, inspectors from the Chemung County Department of Health are permitted to conduct surprise inspections at any time and if we are found not following proper kitchen procedures, a dinner or function could be shut down, and

Whereas, we are committed to protect the health and safety of our members and members of the

community who eat at church sponsored functions,

NOTE THAT THE FOLLOWING REGULATIONS MUST BE FOLLOWED AT ALL TIMES:

1. Persons who are sick should never be in the kitchen, help prepare, cook or serve food.
2. Wash your hands before food preparation, before serving food, before putting on gloves, after using the bathroom, after sneezing or drinking, after touching beef or poultry, after touching anything which might result in contamination of hands.
3. Make sure that bare hands never touch:
 - prepared fresh fruits and vegetables served raw
 - salads and salad ingredients
 - cold meats and sandwiches
 - bread, toast, rolls and baked goods
 - garnishes such as lettuce, parsley, lemon wedges, potato chips or pickles
 - ice served to customers
 - any food that will not be thoroughly cooked or reheated after it is prepared
 - any food that has been cooked and is being put on serving plates and/or servedWEAR GLOVES or use tongs, forks, spoons, deli paper, waxed paper, napkins or spatulas. If there is any possibility that your hands or fingers may come in contact with food that is to be served, WEAR GLOVES.

4. Change gloves when they get ripped, torn, soiled or when they are contaminated. Contamination can occur after using the bathroom, smoking, coughing, sneezing. Gloves must be changed in between preparing raw and cooked foods. Hands must be thoroughly washed before putting on new gloves. Once gloves are removed, they must be discarded. It is not acceptable to use the same pair of gloves more than once.

5. Gloves will be provided in dispensers in the kitchen and extra boxes will be kept in the cabinet to the left of the stove [above the thermometers]. Notify the sexton or church office if more are needed.
NOTE: because many people are developing life-threatening allergies to latex, vinyl gloves will be stocked for kitchen use.

6. Follow the guidelines for rapid cooling of foods for refrigeration [posted on refrigerator].

7. Ensure that foods are cooked to the proper temperature, are maintained at the proper temperature, and are served at the proper temperature.

- Dept. of Health charts for proper temperatures for various types of food are posted on the cabinet to the left of the stove.
- A probe thermometer [looks like a pencil with a circular digital readout attached to the top] is stored in the cabinet to the left of the stove. Check food temperatures to decide when something has been cooked to the proper temperature. Use the digital probe thermometer intermittently to check that foods in chafing dishes and in serving containers are at proper temperatures for serving.
- The portion of the thermometer which comes into contact with food must be washed with detergent and water between contact with different foods.
- Check the temperature of reheated dish-to-pass casseroles, etc. to ensure they have been reheated to required serving temperature before putting on buffet tables.

8. Foods served at public fund raising dinners [except for baked desserts which do not require refrigeration] MUST be prepared in the approved NPC College Avenue kitchen.

9. Eggs and raw meat must always be stored on the BOTTOM shelf of the refrigerators. If left on an upper shelf, they may leak and contaminate items on shelves below.

10. Each time food is served, a fresh container of bleach water must be prepared for cleaning tables, counter tops, etc.

- Put a little less than 1/2 cap-full of bleach in about one gallon of water.
- Use a test strip [tear only a very tiny piece off of the bleach test kit found in the cabinet to the left of the stove near the thermometers] and dip into the bleach water.
- Compare the color of the wet strip with the guide on the plastic container. It should be 100. If too weak, add more bleach and test again. If too strong, add more water and test again.
- Clothes or sponges soaked in this solution are to be used to clean tables before set-up, between settings at large dinners, when clearing the tables at the end of a dinner, to clean spills on serving tables, for high chairs after each use, etc. All flat surfaces and sinks in the kitchen should be wiped down with this solution at the end of the dinner and again before preparing or serving food at the next dinner.

11. When pots, pans, etc. are washed in the sink, it should be a 3-step process. The sink on the left for washing, the middle sink for clean water rinse, and the 3rd sink should contain a bleach solution [add a capful of bleach at a time and check with a tiny piece of chlorine test strip at a time until it reads "50"] in which items should be rinsed before being put in the dish drainers to air dry.

12. Foods once cooked should NOT be left out on the counters to cool. Soup pans, etc. should be immersed in a second pan with cold water and ice for quick cooling and then placed in refrigerator [see directions posted on refrigerator for proper procedure]. Turkeys or other meats should be cut into pieces once cooked [ie, remove legs, wings and cut breast in half and remove skin] so that no one piece is larger than - 6 pounds. Turkey or meats should not be covered until cooled to less than 45°. We have been instructed to place cooked turkey or meats directly into refrigerator or freezer for quick cooling and cover when cooled.

13. After your event:

- Open plates of butter or margarine should not be left in refrigerator. Throw out after your event.
- Please do NOT leave opened containers of leftover ice cream, juice, milk, vegetables, soft drinks, etc. in the refrigerator. Please take home or throw out after your event.
- Any items left in a refrigerator or freezer should be marked with the date the item is left [there are markers in a drawer near the pass-through window].
- The mop bucket and mop for emergency spill clean-up cannot be left in the kitchen. North Church will be providing a key to one of the janitor closets that everyone can access if the need arises.
- We are not allowed to use rusted or cracked utensils or any wooden items that "show wear."

THANK YOU FOR HELPING US KEEP EVERYONE HEALTHY AND SAFE