

Anchorage Presbyterian Church Building Use Policy

Benefits of Renting at Anchorage Presbyterian Church (APC)

When you choose to rent space at APC, you are not only selecting a venue that meets your needs but also supporting the vital functions of our church. Here are the benefits you'll enjoy as a renter:

- **Electricity and Climate Control:** Our facilities are equipped with reliable electrical services and climate control systems to ensure a comfortable environment for your event, regardless of the season.
- **Restroom Facilities:** Renters have access to clean, well-maintained restroom facilities.
- **Complimentary Parking:** We offer ample parking space for your guests, free of charge.
- **Convenient Location:** Our church is located in the heart of Anchorage, Kentucky, making it easily accessible for all attendees.

Supporting Our Church Through Your Rental

The fees collected from renting our space play a crucial role in maintaining and operating our church. Here's how your rental contributes to our church community:

- **Operational Expenses:** Rental fees are directly used to cover the costs of heating, cooling, lighting, and other essential utilities.
- **Maintenance and Upkeep:** A portion of the rental income is allocated for the maintenance and upkeep of our facilities, ensuring a welcoming and safe environment for both our congregation and renters.
- **Community Outreach and Ministry Support:** By renting our space, you're also supporting APC's mission and community outreach programs, allowing us to continue our work in serving the community.

We believe in transparency and stewardship, and we want our renters to know that their fees are an investment in both their event and the broader mission of Anchorage Presbyterian Church.

Eligibility and Regulations for Renting Space

The Session will set rental rates and fees for building use, reviewing these amounts annually. This policy reflects the specific needs, values, and practices of Anchorage Presbyterian Church, while ensuring the appropriate and respectful use of church facilities.

Groups or individuals may request to meet at Anchorage Presbyterian Church (APC) at less than the standard rate set by the Session by completing and submitting a Nonprofit Organization Worksheet to the Church Office. The Pastor (or Pastor's designee) may approve a reduced rental rate for a one-time event if a timely decision is needed. Reduced rental rates for outside groups will be considered a part of the Church's community outreach.

The Session, Pastor, or Church Officer may agree to rent or donate space to groups who meet the rental determinations for their status:

Members:

- Members are pre-approved for building use. They may schedule meetings and events through the church office at the members rental rate (half the standard rate).
- Ministries, Committees, and recognized groups of the church are pre-approved for building use. They may schedule meetings free of charge through the church office.

Non-Affiliated Organizations or Individuals:

All organizations or individuals not affiliated with APC must submit a Rental Application Form with the Church Administrator or Church Office. Requests for this form can be sent to anchoragepc@gmail.com.

Anti-Discrimination Policy:

Anchorage Presbyterian Church strives to uphold a space where inclusivity and respect are paramount. Our doors are open for full, equal, and open participation from everyone in all facets of our church life, irrespective of their physical ability, race, ethnicity, sexual orientation, family makeup, gender identity, age, and economic status. We stand firmly against any form of harassment or discrimination on these grounds. This commitment extends to everyone associated with our church, including employees, members, and

those renting our facilities. We expect all who use our space to actively embrace and adhere to these principles of non-discrimination and inclusiveness.

General Rules for All Users:

- All meetings must be cleared and entered on the calendar by office staff and maintained in the Church Office.
- No guns or weapons are permitted on the premises.
- APC is a smoke-free environment.
- Service animals are welcome; other animals require prior approval.
- Renters may not distribute political candidate literature within the building.
- Alcohol can only be served if by a licensed and insured bartender.

Responsibilities of the Renter:

- All renters must sign a rental contract. The signee is responsible for the care of the building and church property.
- A refundable security deposit of \$300, or \$600 if alcohol will be served, is required to secure the rental. Church members are exempt from this requirement.
- Rental fees and any additional fees are due two weeks in advance of the event.
- Only reserved rooms may be used.

Use and Care of Facilities:

- Building artwork and posted notices must not be removed or altered.
- The use of confetti, rice, birdseed, glitter, or similar materials is prohibited inside the building. Use of balloons are not allowed in the sanctuary.
- Furnishings may be rearranged if returned to original placement afterward.
- Use of church musical instruments, sound systems, and projectors requires approval.
- Renters are expected to leave the premises in the condition they found them.