

Building Use Policies
October 8, 2026
Adopted by the Trustees of Covenant Church

Except as otherwise specified herein, all questions concerning this Policy shall be resolved by the Trustees unless the Session chooses to intervene. The Trustees may act through a Building Use Committee, which Committee shall include at least one member of the Session.

Reservations:

Reservations for use of any of Covenant's facilities will be coordinated through the Church Secretary, who will keep the church use calendar.

Reservations may be made as follows:

(1) Covenant Church Events

Events hosted by Covenant Church or any of its ministry teams, including recurrent uses (men's breakfasts, regular meetings, etc.) (a "Covenant Event") shall be reported to and recorded on the church use calendar by the church secretary. Except as otherwise provided in this Policy with regard to Weddings and Trustee-approved requests, Covenant Events will be given first priority if scheduled at least three months in advance of the event. The Trustees, however, shall have discretion to allow a non-Covenant Event to be scheduled more than three months in advance, in which case the non-Covenant Event would have priority over a subsequent request for scheduling of a Covenant Event.

The Session shall have sole discretion to determine whether an event is a Covenant Event.

(2) Weddings

Building use for all weddings must be approved by the Session, in accordance with the Session's policy for weddings, which can be obtained from a pastor or elder. Reservations for weddings and wedding receptions may be made on a first-come, first-served basis, up to one year in advance and will have priority over subsequently requested reservations. Sunday weddings should be avoided.

In addition to other fees and costs addressed in this Policy, wedding users may be asked to make a donation to cover the cost of using the facility, if the requested use is expected to add material cost to Covenant Church based on the space used and the use time requested.

(3) Covenant Member Private Events

Members of Covenant may reserve the facility, or parts thereof, for private events (birthday parties, graduation parties, showers, music recitals) (“Member Private Events”) through the Church Secretary on a first-come, first served basis, up to three months in advance. Absent prior Trustee approval, reservations requested more than three months in advance will be “penciled in,” subject to change should a Covenant Event that conflicts with such Member Private Event be scheduled three months or more prior to the Member Event.

Except as otherwise provided in this Policy, there is no fee for Covenant Member Private Events, so long as everything is returned to its original state and cleaned after the event. If a cleaning will be required, the member shall inform the Church Secretary, and a donation to cover the cleaning will be requested.

(4) Outside Organizations

Christian nonprofit organizations that provide a benefit to the general public or the immediate community (“Outside Organizations”) may request use of the facility through the Church Secretary. All such requests must be individually approved by the Trustees. These requests will be handled on a case-by-case basis, and are subject to the sole discretion of the Trustees (or Session, where it chooses to intervene). If unsure whether a nonprofit is to be considered “Christian”, please consult the Session.

In addition to other fees and costs addressed in this Policy, Outside Organizations may be asked to make a donation to cover the cost of using the facility, if the requested use is expected to add material cost to Covenant Church based on the space used and the use time requested. All such organizations must provide a certificate of liability insurance.

EXCEPTION: The Trustees have determined to allow the Berks County Board of Elections, which is a government agency and is not a Christian nonprofit, to host elections in our building each year. However, this is an atypical use. The Trustees will not usually consider other exceptions to the Christian nonprofit restriction.

General Policies for all Non-Covenant Events

This applies to categories (2), (3), and (4) under “Reservations”, above, including Covenant Member Private Events and Organizational Uses.

All applications shall include a description of the activities that will occur during the period of use. Please note that any activities that violate God’s law are prohibited. If in doubt, please consult the Session who will be the final word on whether activities conform to God’s law or not.

All applications for use must specify which parts of the building/rooms are being reserved (classrooms, kitchen, fellowship hall, worship area, etc.). If an applicant would like to use any Covenant Church equipment or supplies, the application shall include such request. Some

equipment may require the presence of a qualified Covenant volunteer (e.g. use of any AV/electronics equipment). Notwithstanding the scope of use requested, the Trustees shall have discretion to grant a request for reservations but limit the scope of use.

Unless otherwise agreed by Covenant Church, all users must provide their own paper goods, plasticware, food, drinks, etc., and are asked to take everything, including left-over food items, away when they are done (unless given explicit permission to leave something). Tables and chairs will be provided if available, but an application shall include the number of tables and chairs to be used. Please be respectful of Covenant's facilities. Damage should be reported to the Church Secretary promptly, and repair or replacement bills reimbursed to the church if requested.

Use of alcoholic beverages must be approved by the Trustees in advance; approval will be on a case-by-case basis. Otherwise, alcohol must not be brought onto the premises. Any request for use of alcoholic beverages shall be included in the application for use.

General Considerations for Using the Kitchen and Fellowship Hall:

When using the kitchen, please note the labels indicating where things are kept. Please wash and dry anything you need to use and return equipment to the designated place for each item. Be sure that nothing is put away wet, soiled or greasy. If damage should occur to church property it is the responsibility of the person reserving the hall to notify the Church Secretary and pay for the repair or replacement of the item whenever requested.

Please leave the kitchen and social hall at least as clean and tidy as you find it. Be sure to bring all leftovers and supplies home with you.

In addition to these general rules, Covenant Church may from time to time post additional rules and procedures for use of the kitchen. Please be respectful of those postings and follow them.

For any questions/concerns about using the kitchen, please contact the Church Secretary, who can also put you in touch with the hospitality committee chairperson.

Fees and Costs.

In addition to any cost reimbursement contribution that might be requested pursuant to this Policy based upon a user's space and time requirements, if AV/electronics are to be used, a qualified COPC member (generally a member of Covenant's AV team) must be present, and other church volunteers (e.g. someone to open and close the building) may be necessary on a case-by-case basis. In these situations, the using party should consider remunerating the member(s), but any financial remuneration will be between the using party and the member(s) in question.

Thanks for your cooperation and enjoy!!!