BUILDING USE POLICY

Contents:

I. Introduction
II. Groups and Scheduling
III. Activities not permitted
IV. Signage
V. Responsibility of User
VI. Borrowing Property
VII. Storage
VIII. Property Use
IX. Fees
X. Food

Referenced or supporting policies and procedures not included in this document:

- Bible, English Standard Version (ESV)
- PCA Book of Church Order (BCO)
- Westminster Confession of Faith (WCF)
- Wedding Policy
- Recital Policy
- Funeral Policy
- Peace Child Protection Policy
- Kitchen and Fellowship Hall DIY Instructions

I. INTRODUCTION

A. Peace Presbyterian Church ("PPC" or "The Church" or "Peace") owns certain real estate, including a worship facility known as a Sanctuary and Fellowship Hall along with education facilities, all used to promote its religious purposes. In general, the purpose of the PPC buildings is to provide a place for the worship of God and for the various activities surrounding the life of the church.

B. The Church is frequently asked by various organizations, both Christian and non-Christian, about using the building for meetings. This policy is necessary to insure the equitable treatment of all parties requesting the use of the building, and to be sure that the interests of our Lord and His church are both advanced and protected.

C. **Stewardship.** The Church seeks to exercise wise stewardship over all aspects of the Property. Such stewardship may include occasional guest use from time to time for purposes consistent with the Church religious purposes and doctrinal beliefs found in the Westminster Confession of Faith ("WCF") embodied in the overall Church's Vision statement. Based on these considerations, the Church shall allow use of its Real Estate by others in accordance with the following requirements and guidelines.

D. **Decision-making authority.** The Church's Board of Elders, otherwise known as the "Session", shall make decisions as needed and in accordance with its governance rules found in the PCA Book of Church Order ("BCO") regarding the use of the Church's Real Estate, all in the best interests of the Church. These include delegating certain decision-making authority to the Board of Deacons, i.e. Diaconate, and staff members.

E. **Doctrinal restrictions.** The Church's Real Estate may be used only for purposes and in ways consistent with the Church's doctrinal beliefs as reflected in the Bible, restated for clarity in the WCF, and otherwise, particularly with respect to sexual activity standards and other conduct as well as consumption of beverage alcohol on premises. The Church Session shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the Church's religious doctrine.

F. **Fees.** The Church may request donations or charge for cost-sharing contributions ("fees") in order to defray the estimated cost of facility use. No such fees shall be charged with any impermissible view to profit, and any and all fees are subject to waiver or reduction based on the prospective user's financial need.

G. Any entity claiming to be a church shall be approved first by the session based on doctrine. A church proclaiming the truth of the gospel needs to be vetted before building use is considered. With regard to church planting requests and requests to hold worship services, Peace Church facilities will only partner with NAPARC churches. Therefore, only churches belonging to NAPARC denominations will be considered to use Peace facilities for worship services. NAPARC = North American Presbyterian and Reformed Council which includes the following denominations (May 2026): ARPC, CanRC, ERQ, FRCNA, HRC, KAPC, KPCA, OPC, PCA, PresRC, RCUS, RPCNA, URCNA.

H. The Diaconate (or an authorized delegate) shall be responsible for memorializing guest facility use. Such written agreements shall include identification of the religious purposes served by a guest's facility usage, with appropriate Scripture references if the activity is non-obvious. Some examples of obvious activities are bible study, praise and worship activities, strengthening families, religious education of children, supporting official ministry groups, as well as outreach to the lost.

I. Insurance coverage shall be maintained for all uses of the Church's Real Estate, including certificates of coverage from other users as appropriate.

J. The Diaconate (or an authorized delegate) shall be responsible for communicating these requirements and other guidelines to all prospective guests of the Real Estate.

K. Peace Church reserves the right to deny or revoke grounds use privileges to any group whose activity damages property or whose values, philosophy, materials, or teaching is contrary to the mission of the church.

II. GROUPS AND SCHEDULING

A. Once approved by the governing authority, all uses of the buildings and grounds must be scheduled with the Church in advance, either through the website or contacting the office, in order to assure priority and compatibility with other ministries and groups.

B. Classification makes sure that the many groups and organizations associated with the church have proper prioritization and avoid conflict. This classification also makes obvious what groups and organizations are not fully controlled by Peace Church so are legally separate entities. To this end four classifications have been defined into which all users, groups, committees, and ministries fall within Peace Church. The highest priority is listed first (1) and lowest priority is listed last (4).

1. **Core** – Main purpose for the existence of the church is the promotion of Christianity as spelled out in the Mission statement. Core activities include governing councils of Session and Diaconate as well as all Sunday activities. Events in this classification include worship, education, children's programs, and community groups. Even when occurring on days other than Sunday these activities take precedence. For instance, a funeral (worship) service will bump most other activities.

2. **Church Ministry** – Groups or committees started by the church to support its core purpose are defined as "Church Ministry". For a group to be classified as a church ministry its purpose, budgets, policies and membership must all be subject to session/diaconate control. All ministry centers and their direct committees are included. Groups such as finance, building and grounds, pastoral search, comfort & care, mercy ministries, Sunday music practice and church-controlled schools are examples. These groups are necessary to achieve the work of the church.

3. **Supported Ministry** – Peace will partner with select organizations outside itself to strengthen some portion of the mission. Typically, a "Supported Ministry" is a parachurch entity existing independently from Peace but supported by Peace in order to facilitate a symbiotic mission. Although the group must meet standards and be approved they do not submit their budget for Peace review nor prioritize Peace policies over their internal policies. They are separate legal entities. Because of the unified mission or goal, facility usage may be approved for these groups. The governing board(s) may change the approval status at will. Examples currently include Cary Christian School, Pardoned by Christ, Caregiver support, AHG, Scouts, Footsteps, RUF, Trinity Park Church, and many others.

4. **Approved Group** – Not just anyone can use Peace private property, all users and groups not previously classified must have approval prior to using the campus. "Approved Groups" may have to pay "fees" to offset overhead costs. Approved group examples include weddings, music recitals, concerts, banquets, parties, showers, dances, or other member hosted private events. Other groups in this

category include things that enable Peace to be a good neighbor such as hosting HOA meetings, voting or neighborhood team celebrations. Groups or individuals whose purposes are perceived by the church to oppose its goals will not be permitted to use the facility regardless of whether they fall into one of these categories.

C. Refer to additional policies addressing Weddings, Funerals, and Recitals.

D. Scheduling of Facility shall be done with the office; unscheduled events have no priority or standing and gathered group(s) may be asked to vacate.

E. Scheduling shall be restricted for groups 3 and 4 and done no sooner than one (1) year for Supported Ministry and six (6) months for an Approved Group.

F. Questions to determine what classification an entity falls into and table with answers in Yes (**Y**) and No (**N**):

1. Does it support the core mission of the church?
2. Does it support a goal(s) of the church?
3. Is it legally a part the church (i.e., leadership, membership, finances, policies) approved by church?

Priority	**1st**	**2nd**	**3rd**	**4th**
	Core	**Church Ministry**	**Supported Ministry**	**Approved Group**
Question				
1	**Y**	**Y**	**Y**	**N**
2	**Y**	**Y**	**Y**	**Y**
3	**Y**	**Y**	**N**	**N**

III. ACTIVITIES NOT PERMITTED – The following activities do not support the mission of Peace Presbyterian Church and Peace Presbyterian Preschool, and so are not permitted on church property. Additional guidance may be provided by the Deacons if necessary.

A. No beverage alcohol (no distribution nor consumption of beer, wine, spirits, etc.) except for communion supply.

B. No smoking or vaping.

C. No coarse or abusive language.

D. No X-Rated movies or entertainment to be shown on campus. PG-13 and R rated movies may only be shown if it can be demonstrated that it is reasonable to do so in a ministry context, subject to approval by the ministry center whose jurisdiction the event falls under.

IV. SIGNAGE

A. Signage for activities of a ministry or group may be posted on bulletin boards or within the rooms designated for them by the Deacons.

B. Signs to be posted in common areas inside and outside of any building will need approval prior to posting. A request will be sent to the Church.

C. Signs should clearly indicate the responsible person or group, and the expiration date of the sign when relevant.

D. All posting should be placed on bulletin boards, tack strips, or other designated locations. No posting should be placed on doors, glass entrance ways, or mirrors.

E. Temporary signage (e.g., event day signs to direct activity participants) should be posted so that surfaces will not be marred or require cleaning. Blue tape is recommended for all taping of signs.

F. Signs that do not conform to the rules will be removed by staff or Deacons.

V. RESPONSIBILITY OF USER

A. The scheduling user of the building is responsible for the behavior and financial impact of group, regardless of whether it is an internal or external group, using the building.

B. Once approved and room(s) and time selected, the church office will schedule unlocking and locking of the building during normal business hours.

C. All room use is DIY. Please refer to Kitchen and Fellowship Hall Instructions if using those spaces. Setup and teardown are the responsibility the scheduled party. Any furnishings that are moved must be returned to their original locations. Some rooms have a posted chart of their setup on the door. Take a picture prior to moving furniture so the reset can be correct.

D. The church staff and members are not responsible for assisting in setup and breakdown. This is DIY usage. The areas of the building used by the group must be cleaned and left clean, especially the kitchen.

E. The Fellowship Hall is NOT a Gymnasium and is not to be used as such. NO ball playing or object hurling. Many elements may be damaged by thrown objects and repair or replacement will be charged to the user.

F. Following all food events or large group activities, all trash must be taken to the outside dumpster and the hard floors broom swept. Access to appropriate janitorial supplies will be provided.

G. Outside doors and windows must be shut and lights must be turned off.

H. Exceptions to returning the building to its primary setup will be allowed if the church identifies a non-primary setup as the next user.

I. Cameras record all activities inside and outside the buildings. Deliberate damage causing activities are the responsibility of the scheduling user.

J. Familiarity and compliance with the Peace Child Protection Policy (aside from training) is expected.

K. Any group not adhering to these guidelines may not be allowed to use the building or grounds again.

VI. BORROWING PROPERTY FROM THE CHURCH

A. On occasion, a church member might need to borrow an item or items from the church (such as a table and some chairs) for a short time. Only Peace church members may borrow property from the church.

B. Item(s) can be requested by contacting the church office.

C. Transportation to and from off campus location is responsibility of the requestor

D. Items should be returned to the church building within a week of the date borrowed. If the item is normally used during the week at the church, or for a scheduled activity, it may be necessary to return it sooner.

E. Items should be returned in good condition.

F. Repair or replacement of damaged property shall be the responsibility of the person who requested to borrow property.

VII. STORAGE SPACE – Closets

A. Deacons will designate the assigned storage spaces for Peace Ministries, supported groups, or other organizations.

B. Maintenance and organization of storage space is the responsibility of the user(s).

VIII. PROPERTY USE

A. Both Buildings (rooms) and Grounds use must be scheduled. This includes fields, fire pit, fellowship island, playgrounds, courtyard, and parking lots. If no scheduling has been done the property use is first come basis and must be continually occupied by a person to maintain that right. Scheduling is visible on the church app and website.

B. Overnight storage of all vehicles and trailers must be arranged with church prior to the use. No overnight parking or sleeping in automobiles is permitted without the express permission of the office/deacons. All vehicles doing so without permission risk being towed at owner's expense. Peace is not equipped to be a homeless shelter, a disaster relief center or storage area for boats, vehicles, motorhomes, etc. Permission is typically short term and reserved for ministry or approved group related activities such as retreats, mission trips, scout camping, lock-ins, etc.

C. Skating or biking on campus including roller blading, roller skating, skateboarding, scooters, and go carts, along with electric assisted recreational devices must adhere to the following guidelines:

1. No skating or biking is allowed indoors or on rubberized playground surfaces. Exception is the supervised tricycling activities of the Preschool in the fellowship hall during rainy days.

2. Skating and biking is allowed only on the church parking lot and is not permitted on any of the sidewalks or covered walkways.

3. No skating is allowed 30 minutes before, during, or 30 minutes after church events, examples of which include Sunday school, worship services, fellowship dinners, church wide fellowship events, weddings, funerals, choir practices, music events, and/or special church receptions. This is to ensure the safety of both participants of these activities and those desiring to roller blade/skate during times of activity and traffic congestion.

4. Exception to Item 3 – Skating will be allowed in the parking lot during times of church wide activity if a Peace Church adult member (parent or responsible guardian) reserves a portion of the upper level of the parking lot on the church calendar, isolates and sections off this area of the parking lot with the orange traffic cones to prevent the parking of cars in this area, and then appropriately supervises the skating activity during the complete time of use. The Deacons reserve the right to disallow the skating at any time at their discretion.

5. Skating will be allowed in the parking lot during times when there is no church wide activity, such as during the early evening hours when a member/regular attendee may be attending a ministry group meeting. This should occur at the discretion of the Peace Church adult member (parent or responsible guardian), who will deem the parking lot safe and advise not skating near traffic or parked cars, but rather an empty section of the parking lot. This will ensure the safety of the participants as well as those members/regular attenders who are traveling to and from the church. Supervision of this activity is left to the discretion of the Peace Church adult member.

D. Dogs and other pets are not permitted on Peace grounds without a leash. Dogs, unless certified for sight impaired, are not permitted inside buildings or on rubberized surfaces.

E. The grounds should be cleaned up after the activity is completed. Any group not properly cleaning the grounds may not be allowed to use the grounds again.

F. All users must notify the church immediately of any damage occurring during use.

G. Sleepovers – Only groups having the priority 1 and 2 classification, i.e. core mission and church ministry, shall be permitted sleepover privileges at the church. This includes camping on campus as well.

H. Scheduling on staff sabbath day is limited. Only groups having the priority 1 and 2 classification, i.e. core mission and church ministry, shall be permitted to schedule on Mondays when staff are not scheduled to be onsite. If the staff schedule changes to make another day the weekly sabbath then that day would have these restrictions.

IX. FEE SCHEDULE (other than weddings and recitals) – Fees will be charged to approved groups/organizations defined above at a rate set by the Deacons. The Church Map defines room locations. All fees are based on one day use for the length of the room reservation. Fee schedule differs for organizations with member representative, and those without a member representative. The fee schedule is as follows:

Building A (Fellowship Hall)	**Member**	**Non-Member**
Fellowship Hall (A100-A104)	$75	$300
Kitchen (A106) [Deacon approval needed]	$25	$100
Entire Hall (Fellowship Hall and Kitchen)	$100	$400
Preschool Classrooms (A107, A109)	Not available	Not available
Building B (Sanctuary Building)	**Member**	**Non-Member**
Sanctuary	$100	$600
Library (B103)	$20	$80
Cove (B100)	$20	$80
Nurseries (B113-B114)	$20	$20
Cry Room (B117)	$10	$40
Staff Offices (B104-B112)	Not available	Not available
Building C (Education Wing)	**Member**	**Non-Member**
Music Room (C101)	$25	$100
Classroom (C102, C104, C106, or C200) – per room	$20	$80
Youth Rooms (C202, C204, or C207) – per room	$25	$100
Preschool (C105, C107, C109, C111), Offices, Closets	Not available	Not available

1. These fees are necessary to offset the costs of utilities, maintenance, cleaning and supplies. These fees also protect Peace Church members from subsidizing private functions or organizations of which they are not members.
2. These fees must be paid at the church office prior to the planned activity.
3. Fees may be reduced or waived only by consent of the Deacons, who always strive to balance use and maintenance of our facilities against any needs for benevolence, charity, or outreach.

J. The kitchen is not available for use without approval from the church (due to equipment and associated cleanup).

K. Usage does not include services of the office staff or their work areas.

L. Refundable cash cleaning/damage deposits may be requested.

X. FOOD

A. Limit food and beverage preparation and distribution to the kitchen, breakroom, fellowship hall and outdoor spaces (e.g., grills, picnic tables, etc.). Prepared foods may be consumed in all the spaces of the church, except the sanctuary. Drinks may be consumed in all spaces. When drinking in the sanctuary cups/containers must have lids or be closable or have a narrow opening or a straw.