

# application

## for use of Rose Hill Presbyterian Church facilities

We at Rose Hill Presbyterian Church believe that the buildings, facilities, and grounds belong to God, and may be used by Him for His divine purpose beyond our own church activities. So that we might be able to plan adequately and prevent conflicts of interest, only non-profit organizations or activities will be considered and we ask that you fill out this application and, if the facilities are used, observe the attached rules and regulations. The Director of Facilities will respond to this application within two weeks for your planning as well.

Please Note: We reserve the right to cancel your program date/time at any time before or during your event due to the unforeseen event of a church funeral. This conflict of events has not happened very often and we will try our best to accommodate your program to both of our satisfactions.

### I. NAME

Name of applicant or organization: \_\_\_\_\_

Non-Profit IRS ID # \_\_\_\_\_ Renewal for continuing use ☐

You will be required to provide a Certificate of Insurance or prove that Rose Hill Presbyterian Church has been added to your policy as a named insured within 30 days if your application is approved.

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Name of person in charge: \_\_\_\_\_

Address of person in charge: \_\_\_\_\_

E-mail: \_\_\_\_\_ (used only for questions or to inform you of approval)

Person(s) in charge who will be in attendance:

Name \_\_\_\_\_ Phone \_\_\_\_\_

### II. DATE and TIME

Date(s) and time(s) requested for facilities needs to include time required for set-up and clean-up of the event (You will be responsible for the setting-up and breaking-down of your event).

Date(s): \_\_\_\_\_

Day(s) of Week \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Alternate date(s) \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

### III. FACILITIES/EQUIPMENT REQUESTED

Specify All Facilities Requested: \_\_\_\_\_

(e.g., Bus Barn Classroom, Social Hall/Gym, Library, Sanctuary)

Are the kitchen facilities requested? YES \_\_\_\_\_ NO \_\_\_\_\_

(RHPC does not provide use of kitchen items such as table service, linens, paper goods, cookware.)

Approximate number of people to attend: \_\_\_\_\_

Equipment Requested \_\_\_\_\_ (Flat Screen TV/DVD, Sound Room Computer, Microphones, etc.) A/V may result in a fee for a Rose Hill Technician.

#### IV. PURPOSE

What is the nature and purpose of the event? \_\_\_\_\_

Name of Lecturer(s) \_\_\_\_\_ Subject of Lecturer(s) \_\_\_\_\_

#### V. REHEARSALS

Will you require church facilities for rehearsal? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, state: Date \_\_\_\_\_ Hours \_\_\_\_\_ Number of Participants \_\_\_\_\_

What specific facilities are desired? \_\_\_\_\_

If rehearsals also are being used as a time to set-up and/or decorate, all rooms involved will need to be reserved for rehearsal as well as for event date and time.

#### VI. MISCELLANEOUS

All events must comply with the Rose Hill Presbyterian Church Supervision of Children rules (attached).

What type of supervision will be provided? \_\_\_\_\_

Will there be an admission, collection or funds solicited? YES \_\_\_\_\_ NO \_\_\_\_\_

For what purpose will proceeds be used? \_\_\_\_\_

#### VII. CHARGES

The church does not rent the facilities, but there may be charges such as fees for janitorial services and/or a damage deposit. Donations are always accepted. A/V use will incur a fee for each item per event.

#### VIII. AGREEMENT

The undersigned hereby makes application for use of the church facilities described above and certifies that the information given in the application is correct. The undersigned further agrees that the applicant will observe all the listed rules and regulations, a copy of which is attached. The applicant agrees to exercise the utmost care in the use of the church premises and property and to leave them in a neat and tidy manner. The applicant agrees to indemnify and hold the Rose Hill Presbyterian Church, its pastors, employees, Session (governing board) and members, harmless against all liability resulting from the use of said facilities and campus. The applicant further agrees to reimburse the Rose Hill Presbyterian Church for any damage arising from the applicant's use of said facilities. (The applicant or his agent has examined and inspected the facilities, premises, equipment and furnishings for defects and finds them fit and safe for the purposes being requested). The listed **Rules and Regulations** and Rose Hill Presbyterian Church Supervision of Children Rules are a part of this agreement.

Date \_\_\_\_\_ Name of organization \_\_\_\_\_

By \_\_\_\_\_  
(Authorized Representative) (Title)

#### APPROVALS

Application approved \_\_\_\_\_ Date \_\_\_\_\_

Director of Facilities

Charges (if applicable): \_\_\_\_\_

Finance Approval (if Charges are applied): \_\_\_\_\_

Director of Finance

☐ If not approved,  
check here.

# Rules & Regulations

For Use Of The Rose Hill Presbyterian Church

**Keep This Page**

1. Applications for use of building and grounds facilities by non-church sponsored groups must be approved by the Director of Facilities and Director of Finance and filed with the church office at least 3 days prior to the date for which the facility is to be used.
2. Approval will not be granted for any meeting which may in any way be detrimental to the sacred nature and divinely commissioned use of the building.
3. The sanctuary is off limits except as specifically requested and approved, and shall be used only in a reverent and orderly fashion. No activity of a secular nature shall be allowed in the sanctuary.
4. Satisfactory sponsorship and adequate adult supervision must be provided. The minimum is two adults, more may be required.
5. The use of kitchen facilities requires that a knowledgeable representative of the Kitchen Committee be present or proper training be given. A charge may be made for this purpose.
6. Alcoholic beverages (except for communion wine when served along with the choice of grape juice) are not allowed on the premises, and there will be no smoking in the buildings.
7. Please use existing cork boards or painters' tape to hang materials or decorations - damages may be assessed.
8. Destructive conduct, betting, or other forms of gambling will not be permitted on church premises.
9. Applicants are required to remove - at their expense - materials, equipment, furnishings, or rubbish left after use of church facilities.
10. Facilities used shall be limited to those portions of the building specified on the application.
11. If an offering or donation is taken, the applicant will be prepared upon request to submit a financial statement of revenue and expenses to the Director of Finance.
12. Applications will not be considered for more than one year of use. Approved applications for the use of church facilities will be revocable and will not be considered as a lease. Due to some unplanned church programs that might occur, we reserve the right to have our church programs take precedence over your use at any time.
13. The organization will pay all breakage and damage to the building. Applicant must leave premises in a neat and tidy condition.
14. The applicant must exercise the utmost care in the use of church premises.
15. The applicant agrees to indemnify and hold harmless the Pastors, employees, Session (its governing board) and members of the Rose Hill Presbyterian Church against all liability, loss or damage from any cause whatever, including, but not necessarily limited to, negligence (active or passive) of the Rose Hill Presbyterian Church, its Pastors, employees, Session and members arising from the use of the facilities, or activities in and about the same, by applicant or his/her representatives or invitees.
16. A fee may be set to cover the cost of utilities and other expenses involved in the use of the facilities.
17. All activities may start at 9:00AM and must be concluded by 10:00PM unless special arrangements have been made for the activity to go beyond that time. Please conduct your activity within your granted time.

\*Note: No smoking is allowed in the church buildings at any time.

# ROSE HILL PRESBYTERIAN CHURCH

## CODE OF CONDUCT

### I. EXPECTED CONDUCT

In order to assure that those who are in ministry at Rose Hill Presbyterian Church act in a manner consistent with Biblical teaching and ethical standards, it is expected that clergy, staff, and lay volunteers will:

- Respect the dignity of each person as made in the image and likeness of God
- Protect those who are vulnerable, including those who are young, elderly, living with disabilities, grieving, and under emotional or mental stress
- Maintain appropriate professional boundaries to avoid impropriety or the appearance of impropriety
- Conduct themselves in a manner that is consistent with the discipline, norms and teachings of the church
- Follow the policies of Rose Hill Presbyterian Church
- Maintain confidentiality
- Refer people to appropriate professional resources for counseling services
- Respect the right of all persons to a good reputation
- Report violations of policy or suspected violations of policy to the appropriate church and/or civil authorities

### II. PROHIBITED CONDUCT

Church staff members are prohibited from engaging in the following conduct:

- Crimes against persons
- Immoral conduct - defined as violating moral principles; not conforming to the patterns of conduct usually accepted or established as consistent with principles of personal and social ethics
- Possession or distribution of pornographic material or illegal substances.
- Adultery or promiscuity with persons of the same or opposite sex
- Sodomy
- Engaging in sexual abuse or sexual misconduct

### III. LEADERSHIP PRACTICES

- Two-deep leadership with children.** It is the practice at RHPC that a minimum of two adults are present at all times during any Church sponsored activity that involves children.
- Three or more persons.** The following practices are preferred, although not always practical or possible: Three or more persons (i.e. two adults and one youth/vulnerable adult, or one adult and two youths/vulnerable adults) will be present when:
  1. Transporting a youth or vulnerable adult
  2. Working with youth or vulnerable adults, e.g. Bible study, class, activity
- One-on-one contact.** If there is only one adult and one youth or vulnerable adult present, contact shall be in a public setting.

### IV. APPROPRIATE INTERACTIONS

#### A. Examples of appropriate physical contact:

- Short hugs (especially side to side hugs)
- Pats on the shoulder or back
- Handshakes
- High-fives

- Holding hands while walking with young children
- Sitting beside young children
- Kneeling or bending down for hugs with young children (usually initiated by the child)
- Holding hands during prayer
- Laying on of Hands

**B. Examples of appropriate behavior:**

- Maintaining professional relationships with children and youth, and their families, and adults
- Following appropriate instructions of a minor or vulnerable adult's parent or guardian
- Informing a minor or vulnerable adult's parent or guardian of activities
- Acquiring, when needed, appropriate signed permission forms for events

**C. Examples of appropriate verbal interactions:**

- Positive reinforcement
- Verbal praise
- Redirecting inappropriate, disruptive behavior by providing healthy behavioral choices
- Appropriate jokes and age-appropriate humor
- Conversations in an appropriate manner addressing real life challenges

**V. INAPPROPRIATE INTERACTIONS**

Adults and others have used some forms of physical interactions with children, youth, and adults to initiate inappropriate contact. Generally, physical contact should be initiated by children, youth, and adults, rather than by a person engaged in ministry. However, to maintain a safe environment for children, youth, and adults, the following are examples of activities that should be avoided.

**A. Examples of inappropriate physical interactions:**

- Lengthy hugs or forceful frontal hugs
- Kisses
- Holding minors, over the age of four years, on the lap
- Touching chest, buttocks, or genital areas
- Lying next to, or being in bed with, a child, youth, or adult
- Any type of massage below the shoulder area, given by or to RHPC staff or lay leadership

**B. Examples of inappropriate behavior:**

- Being alone with a child, youth, or vulnerable adult in a private setting
- Allowing children, youth, or vulnerable adults to break rules or violate the law
- Offering alcohol to children, youth, or vulnerable adults
- Using, possessing, or being under the influence of alcohol in the presence of minors or vulnerable adults to whom the clergy, staff or volunteer ministers
- Offering illegal drugs to anyone
- Using, possessing, or being under the influence of illegal drugs in the presence of anyone
- Showering or bathing with or in the immediate presence of a child, youth, or vulnerable adult
- Exposing a child, youth, or adult to sexually oriented or morally inappropriate Materials (See Section II above for a definition of immoral)
- Taking suggestive photographs, electronically or otherwise

**C. Examples of inappropriate verbal or electronically transmitted interactions (such as, but not limited to emailing, texting, Facebook-like postings, etc.):**

- Swearing
- Telling sexually suggestive jokes
- Shaming
- Comments related to physique or body development outside of curriculum or counseling needs
- Involving a child, youth, or vulnerable adult in the leader's personal problems or issues
- Asking a child, youth, or vulnerable adult to keep secrets from their parents or guardians
- Derogatory remarks about a child's, youth's, or vulnerable adult's family

#### **VI. ELECTRONIC CONDUCT**

Use of RHPC email accounts or RHPC equipment to disseminate or receive child pornography is a violation of law and will be reported immediately to legal authorities when discovered. Use of RHPC computer equipment (including but not limited to cell phones, Ipads, tablets, etc.) to receive, view, display or disseminate pornography or other inappropriate material that is illegal is prohibited.