

ROCKFISH PRESBYTERIAN CHURCH GUIDELINES FOR FACILITIES USE

Use of the facilities must be coordinated with the Church Administrator and so noted on the church calendar in the Church Administrator's office. Arrangements for obtaining entrance to the building must also be made with the Church Administrator. Call the Church Administrator at 434-361-1221 (Tuesday through Thursday 9 a.m. - 1 p.m.) to make these arrangements.

Special Guidance to the current Facilities Use Policy:

Covid-19 Special Guidance Pertaining to the use of RPC Facilities (as of August 2021)

In consideration of the impact of the Delta variant, guidelines and special orders from all levels of government, as well as recommendations from The Presbytery of the James make it prudent for us to change some aspects of how we handle the use of our facilities to ensure safety for our staff, congregants, and visitors. Even though in June 2021 RPC reopened the Sanctuary for worship services, we will continue to turn away requests for any outside group to use the facility. The kitchen facilities should not be used for any food preparation and all meetings/gatherings should use the Fellowship Hall to encourage social distancing. **Mask or face shield usage is required while inside** as it has been shown to decrease the volume of transmissible virus particles. This is an exceptional time and we appreciate your cooperation with these changes to keep us all as safe as possible. (This situation will be closely monitored and changes to this policy will be made accordingly.)

1. The capacity of the sanctuary is 200 people, including the balcony and overflow room upstairs. Please observe capacity limits.
2. Authorization to use facilities shall be coordinated so that there is no interference with church functions, which shall always have priority.
3. Confirmed use of the facility will only occur when the application form is received by the church.
4. The use of alcoholic beverages is prohibited on church property, including the grounds, pavilion, and cemetery. Smoking is prohibited inside the building, the pavilion, and around the immediate perimeter of the building.
5. Telephones in the church are for local calls only.
6. When leaving the premises, all lights, electrical appliances, water faucets, etc. must be turned off. All windows and all doors must be closed and locked. This is the responsibility of the user.
7. Facilities should be left at least as clean as when you found them. Tables, chairs, utensils, etc. should be left as found.
8. The sanctuary shall be used only for worship or musical purposes
9. Nothing is to be placed on the Communion table. If desired, the family may remove the Communion table and replace it with a table that can be used for their purposes, e.g., to display flowers or pictures.
10. RPC's non-commercial kitchen may be used for warming food. Each group using the kitchen must furnish all supplies necessary and leave the kitchen and its equipment clean and in working order.

11. Bag and remove all trash when leaving the church. Dumpster sites and directions are posted in the kitchen.
12. Any problems or questions pertaining to the above shall be referred to the list posted in the kitchen.
13. Unlock the sanctuary doors in the back and re-lock doors after use of sanctuary.
14. If you have been charged a cleaning fee, the custodial service will clean the facilities.
15. The RPC Member/Sponsor identified on the *Request for Facilities Use Form* will be responsible for opening and closing the facility, furniture set up and take-down, and ensuring the cleanup of the Sanctuary, Fellowship Hall, Meeting Rooms and/or Kitchen.
16. Piano tuning: RPC maintains a regular schedule of piano tuning. If an outside organization or individual believes that the piano needs tuning prior to their scheduled event, this request should be submitted to the church music director. If approved but timing falls outside of RPC's normal piano tuning schedule, then the cost to tune must be paid by the organization or individual making the special request.
17. Use of the church facilities for commercial or political purposes is not permitted.