

**St. Andrew Presbyterian Church
180 24th Street West, Billings, Montana
Building Use Policy Statement**

We at St. Andrew Presbyterian Church are happy to offer the use of our building and property to organizations and groups with the following agreements.

- *Building availability is subject to the church schedule.**
- *Group size is limited to 100 people**
- *Groups must be in agreement with the mission and outreach of St. Andrew in the community and the world.**
- *Groups agree to not use St. Andrew premises for any unlawful, improper, or offensive use.**
- *Groups agree to comply with governmental laws, rules, regulations, and ordinances.**
- *Groups agree to not conduct any activity that may injure any person or damage any property.**
- *Groups agree to not engage in any activity that will endanger or adversely affect the insurance on St. Andrew building and property.**
- *Groups agree to not hold St. Andrew Presbyterian Church or its members, ruling elders, or staff liable for damages to property or person by any group using St. Andrew's building or property.**
- *Groups agree to leave the building in the same condition and same order as when they entered the Building. The areas used and the restrooms are to be left as clean as they were found with garbage's emptied. Lights and heat units should be returned to the settings at which they were found.**

Donations for use of the property: Donations to St. Andrew Presbyterian Church for use of the building or properties are always welcome. St. Andrew members may use any room for any personal activity without reimbursement expected as long as the above agreements are met.

Since activities do create operating costs for heat, light, property maintenance, and often puts stress on staff or church members, reimbursements to St. Andrew Presbyterian Church by nonmembers is recommended with the following guidelines. In special circumstances, the Facilities Community can alter this agreement.

No reimbursement is expected from nonmembers using small meeting rooms for 1-6 hours where no extra equipment is needed and a relationship with the church has been established.

Sanctuary, Garden Room, or Fellowship Hall: (without use of extra equipment like microphones, audio visual equipment, organ, pianos, refrigerators, sinks, ovens, or moving tables and chairs.) \$60 for 1-2 hours; \$90 per day.

Sanctuary (with use of microphones, audiovisual equipment, organ, or pianos) and Garden Room (for receptions): \$100 for 1-2 hours; \$150 per day. Permission for equipment and instruction from appropriate staff or community chairpersons is needed.

Garden Room or Fellowship Hall (with use of refrigerators, sinks, ovens, rearranging tables and chairs). \$60 for 1-2 hours. \$90 per day. Instructions from appropriate staff or community chairperson is needed.

Agreed: _____

| Name of Individual | Address | Phone Number |
|--------------------|--------------|--------------|
| E-mail Address | Organization | Date |