

# Property Committee

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# PROPERTY COMMITTEE PURPOSE & RESPONSIBILITIES

Revised by Session: 2/21/10

## **Purpose**

To provide for the maintenance, repair, enhancement, use, and security of the buildings, grounds, and equipment, all of which supports the life, mission and ministry of the church.

## **Responsibilities**

1. Fulfill the responsibilities set forth in the General Guidelines for All Standing Committees.
2. Inspect and maintain church buildings, grounds, and equipment regularly.
3. Maintain a Property Manual which gives detailed information about the facility maintenance plan, facility operating procedures, and specifications for electrical, plumbing, and HVAC systems.
4. Promote the proper care and prudent use of the buildings, grounds, and equipment.
5. Provide prudent improvements to the buildings and grounds; provided, however, the decor of the sanctuary is the responsibility of the Worship Committee.
6. Budget for repair and maintenance of items in the sanctuary such as pew material and lighting. The worship committee budgets for repair and maintenance of the organ, piano, sound system and other worship instruments.
7. Coordinate the activities of all outside building contractors and utility personnel.
8. Inspect the buildings and grounds to ensure security, safety, and accessibility.
9. Supervise the purchase and installation of all new equipment, except office and sanctuary equipment.
10. Maintain appropriate insurance on the church's buildings, grounds, and equipment.
11. Coordinate and promote regular church work days.
12. Publish and maintain the Facilities Use Policy.
13. Support the Church Administrator, who coordinates with outside groups, enforces the Facilities Use Policy, and distributes church keys, maintaining a master list of all persons to whom the keys are assigned and ensuring that keys are recovered when no longer needed.
14. Evaluate building use contracts annually, ensuring that the church is receiving adequate compensation and that outside groups are insured.
15. Maintain, manage, and oversee all real and personal property owned or leased by the church.
16. Maintain a long-term plan of improvements for planning and budgetary purposes.
17. Advise Session concerning the acquisition of new property.
18. Upon request, provide input to the Personnel Committee concerning the work of the Pastors and Staff, in order to facilitate the annual evaluation of the Pastors and Staff.
19. Evaluate regularly all work, activities, events, programs, and materials for which the

20. Committee is responsible, looking to further strengthen successful ministries and eliminate or change those that are judged not successful. Make time to envision new ministries and new ways of approaching committee responsibilities.

# MONTHLY AGENDA ITEMS

## **JANUARY**

- Appoint a vice-chair and secretary.
- Acquaint committee with its Purpose and Responsibilities.
- Acquaint committee with General Guidelines for All Standing Committees.
- Acquaint committee with Responsibilities of Chairpersons and Committee Members.
- Review budget for the year.
- Review the committee's Annual Report of the previous year.
- Review Annual Church Calendar.
- Review Custodian's weekly and monthly work tasks.
- Review long term Maintenance Plan.
- Begin plans for spring Work Day; set date, select Coordinator (see last year's evaluation).

## **FEBRUARY**

- Continue plans for Spring Work Day.
- Review and evaluate the church's insurance policy.
- Establish annual goals/projects and review any the Session has presented.
- Discuss annual repair/maintenance needs and priorities.

## **MARCH**

- Review lawn care and weed control.
- Finalize plans and projects for Spring Work Day plan.
- Finalize annual repair/maintenance priorities and needs.
- Review spending.
- Review security and lighting of the building and grounds.
- Review accessibility and signage of the building and grounds.
- Conduct a walk-through of the building and grounds.

## **APRIL**

- Conduct Spring Work Day.
- Review the insurance coverage of the church.
- Review the rental property and rental agreements.
- Plan for planting flowers and mulching.
- Discuss repair/maintenance needs.
- Review spending.

## **MAY**

Discuss repair/maintenance needs.

Evaluate Spring Work Day.

Provide the Personnel Committee an annual review of the Custodian.

Recommend any changes to the Custodian's Weekly and Monthly Work Tasks.

Review spending.

## **JUNE**

Review committee responsibilities and evaluate effectiveness in fulfilling them.

Review Facilities Use Policy.

Discuss repair/maintenance needs.

Review spending.

## **AUGUST**

Begin discussing next year's budget proposal.

Begin plans for Fall Work Day; set date, select Coordinator (see last year's evaluation).

Conduct a walk-through of the building and grounds.

Discuss repair/maintenance needs.

Review spending.

## **SEPTEMBER**

Finalize and submit next year's budget proposal.

Finalize Fall Work Day plan and projects.

Begin plans for the Opportunities Fair (see last year's evaluation).

Discuss repair/maintenance needs.

Review spending.

## **OCTOBER**

Conduct Fall Work Day.

Finalize plans for the Opportunities Fair.

Plan for cleaning gutters.

Plan for the pruning of bushes and trees.

Plan for the planning of winter flowers, etc.

Discuss repair/maintenance needs.

Review spending.

## **NOVEMBER**

Evaluate Fall Work Day.

Review snow removal plan.

Begin Annual Report (refer to last year's report).

Discuss repair/maintenance needs.

Review spending.

## **DECEMBER**

Finalize and submit Annual Report.

Evaluate plans for the Opportunities Fair.

Discuss repair/maintenance needs.

Review spending.

## CHURCH DOORS

C (Church) Keys Include: for all outside groups, church volunteers and leaders

14	All outside entrances to the church; NOT Parlor, Boiler and Choir outside doors
7	Preschool
1	Library
3	Westminster Rooms
1	Old Kitchen
3	Kitchen
2	Fellowship Hall
1	Fellowship Hall closet
1	Outside storage area in playground
5	Sanctuary
3	downstairs closets
6	downstairs classrooms and access doors (will include one bar door)
47	TOTAL

O (Office) Keys Include: for officers and major leaders

2	Main Office
1	Preschool Office
2	Choir Room and outside door
2	Custodial Closet and supply closet in Women's Restroom
1	Boiler Room
1	Archive Room
3	Parlor and outside door
1	Pantry
13	TOTAL

F (Financial) Keys Include: for the financial folks and Preschool Director

1	Finance Office
1	TOTAL

S (Staff) Keys Include: for the staff only

1	Pastor's Study
2	Associate Pastor's Study
1	Christian Educator for Children and Youth Ministries Study
4	TOTAL

Personnel Chair – Melanie Rodenbough

## **OPENER/CLOSER**

### **Purpose**

To provide for the opening and closing of the church on Sunday morning.

### **Accountability**

Accountable to the Property Committee.

### **Relationships**

Working with the staff, especially the pastor/s.

### **Responsibilities**

#### **OPENING**

1. Arrive at the church no later than 8:00 a.m.
2. Place orange cones in handicapped spaces in parking lot and on yellow curb in front of church.
3. Unlock the designated doors on the outside parking lot, front lobby, main church door, door to columbarium and all locks inside, including lights: all classrooms, parlor, kitchen, pantry, all classrooms downstairs, office, and rest rooms. Do not open outside door behind organ or outside doors of Fellowship facing Lawndale.
4. Turn on air/heat in the Parlor and Youth Lounge, Westminster, Library, and classrooms.

#### **CLOSING**

1. Close all windows especially in the Women's Rest rooms, Westminster, and children's classrooms.
2. Turn off all lights, double check downstairs and in the rest room.
3. Turn off air/heating in the Parlor and Youth Lounge.
4. Check to see that the offering is in the safe.
5. Check to see if the coffeemaker in the kitchen is turned off.
6. Lock all interior doors, especially the first door into the Youth Lounge, and classrooms and door to outside stairwell to columbarium, the outside door into the Fellowship Hall, kitchen, pantry, parlor and ALL classrooms including Westminster and the Library. Make sure all outside doors are locked.
7. Collect front orange cones from handicapped space and place them behind the bushes next to the front door. Parking lot cones are collected and placed behind bushes at the building entrance from the parking lot.

#### **GENERAL**

1. Acquire the designated O key by the Thursday before and leave it in the top right drawer of the Church Administrator's desk.
2. Inform the Pastor and/or the Property Committee of any special concerns that come to your attention while performing the work.



3. Assist the committee with evaluation.
4. Assist the committee with training others to perform the task.

**Evaluation**

The work will be evaluated at least annually by the committee.

Approved by the Property Committee: 2/1/11

## **WORK DAY COORDINATOR**

### **Purpose**

To provide for the coordination of Work Day for the Property Committee.

### **Accountability**

Accountable to the Property Committee.

### **Relationships**

Working with the entire congregation, but especially the pastor/s and custodian.

### **Responsibilities**

1. Once the Property Committee determines the date and time, advertise that in the Guidepost at least two months before and in the bulletin several weeks before. Ask the Pastor to make a special request for workers two and one week prior.
2. Determine, by asking staff, committee chairs, and the Property Committee what special tasks need done.
3. Request needed supplies, tools and equipment from the Custodian and trucks, etc. from the congregation.
4. Recruit persons to coordinate the making of coffee in the morning and lunch.
5. Recruit persons to oversee special tasks and recruit needed help with those special tasks.
6. Assist the committee with evaluation.
7. Assist the committee with training the next coordinator.

### **Needed Talents Skills, and Knowledge**

Organizational and ability to work with people.

### **Benefits**

The joy of serving God through the mission and ministry of your church.

### **Evaluation**

The program or activity will be evaluated at least annually by the committee.

Approved by the Property Committee

**Ordinary Work Day Tasks**

1. dust pulpit side pews
2. dust lectern side pews
3. dust all wood throughout the church
4. inspect church and remove cob webs
5. clean out table & chairs closet, sweep floor
6. clean and organize Youth Lounge
7. clean Kitchen area including frig
8. clean and organize downstairs classrooms
9. remove trash and sticks from church yard
10. clean paved parking lot and landscaped areas surrounding it, removing weeds, etc.
11. clean new, gravel parking lot removed trash and weeds from fence line
12. removing weeds from around yard and landscaped areas
13. clean outside storage area in the play yard

**Work Day Supplies:**

1. rags
2. wood polish - no less than a half dozen
3. trash bags
4. buckets
5. plastic gloves
6. push brooms
7. rakes
8. ladders - all sizes
9. leave blowers
10. truck

## Property Repair "Work Order" Form

To be filled out by person recommending work and placed in Property Mail box in church office. Please give as many details as possible!

Name: \_\_\_\_\_

Contact phone no. \_\_\_\_\_ e-mail \_\_\_\_\_

Date: \_\_\_\_\_

Description of work needed:

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Work scheduled by: (Property Committee member) \_\_\_\_\_

Work completed date: \_\_\_\_\_

Work done by person or company name: \_\_\_\_\_

Cost of repair: \_\_\_\_\_

Further actions needed: (To be completed by Property Comm. member)

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## **FACILITIES USE POLICY**

Guilford Park Presbyterian Church

Greensboro, North Carolina

Approved by Property Committee: October, 2014

### **General Guidelines**

Facilities use shall be in accordance with rules and regulations as established herein with the exception of wedding which is covered in the Wedding Guidelines.

Use of church facilities shall be limited to active church members, church groups, church-sponsored groups or nonprofit charitable organizations.

All outside organizations shall be subject to use fees as established by the Guilford Park Presbyterian Church - Facilities Use Fee Schedule (Page 4). It will be the organization's responsibility to make full payment of applicable fees at the Church Office a minimum of one week prior to the approved facilities use period. Organizations not making payment in full will not have access to the requested facilities.

1. Church programs, activities, and organizations shall receive first priority.
2. A Responsible Adult Sponsor shall supervise groups using facilities at all times. Organizations and the Responsible Adult Sponsor will be held responsible for any damages incurred as the result of facilities use.
3. Guidelines for Kitchen use, established by the Fellowship Committee, must be followed.
4. Telephone usage during the approved facilities use period will be limited for emergency calls only.
5. Smoking is NOT permitted inside any part of Guilford Park Presbyterian Church.
6. Alcoholic beverages are NOT permitted anywhere on the property of the Guilford Park Presbyterian Church.
7. All approved people (organizations) will comply with the instructions for security of the building.
8. Use of Fellowship Hall as a gym will not be allowed for Outside Groups.
9. The Parlor is not available to outside groups. When used by church groups, coffee urns and "messy" food are not allowed.
10. Meetings by Outside Groups must be concluded by 10:00 p.m.

### **Fund Raising:**

1. The following guidelines shall apply to all fund raising activities:
2. Ordinarily, church facilities shall not be used for profit-making activities.
3. A detailed description of any fundraising activity must accompany the Facilities Use Application.
4. Fund raising activities must receive prior approval from Session.

## **PROCEDURES**

### **Short Term, Single Use**

Application for short-term, single-use of church facilities shall be made through the Church Office during regular office hours as soon as possible, or a minimum of seven working days in advance of the approved facilities use date. The Church Administrator and/or Pastor shall have the authority to approve or disapprove a short-term, single-use request, and to establish specific terms (if any) under which the request should be granted.

### **Long Term, Multiple Use**

Application for long-term, multiple use of facilities shall be made through the Church Office during regular office hours sufficiently in advance of the initial requested facilities use date to permit review and approval by the Property Committee. (Note: This review and approval process will generally take 6 to 8 weeks.) Action by Property Committee regarding the request for long-term, multiple use of facilities will be communicated to the requester by the Church Administrator.

## **FACILITIES USE APPLICATIONS**

Facilities Use Applications can be obtained during Office hours, which are 9:00 a.m.- 1:00 p.m. and 2:00 - 4:30 p.m., Monday through Thursday, and 9:00 a.m. - 12 noon, Friday. Applications will include a copy of the Facilities Use Policy.

Applications from outside organizations shall include a copy of a certificate of adequate liability insurance for the organization as verification of adequate insurance coverage.

Applications for ongoing, long-term or multiple use of facilities by outside organizations will require that Guilford Park Presbyterian Church be named as an insured on the organization's certificate of insurance. A copy of a certificate of insurance indicating Guilford Park Presbyterian Church as an insured shall accompany the Facilities Use application.

The Church Administrator will be responsible for notifying the applicant of the status of a Facilities Use Application. Following approval of the Facilities Use Application, the Church Administrator will review the Guilford Presbyterian Church Facilities Use Policy and Fee Schedule with the applicant as appropriate. Organizations using facilities on an ongoing long-term, or multiple use basis at the time these regulations are adopted will be notified of new requirements and will be given not less than 30 calendar days to provide documentation of insurance and to remit unpaid fees.

## **RESPONSIBLE ADULT SPONSOR**

A Responsible Adult Sponsor is defined as an individual of at least 21 years of age who is a church member, or who has been approved by the Church Administrator and/or Pastor in advance of the approved facilities use date. All organizations using facilities must be under the supervision of a Responsible Adult Sponsor at all times.

The Responsible Adult Sponsor shall remain in the building at all times during the approved facilities use period and shall be the last person of the group to leave the building.

The Responsible Adult Sponsor shall agree to accept responsibility for general cleaning and securing of facilities as required including but not limited to: removal of all materials and equipment not owned by Guilford Park Presbyterian Church; trash removal; cleaning tables/chairs; sweeping/vacuuming floors; turning off lights; returning church equipment to proper storage; returning the room to its original setup; and securing facilities.

The Responsible Adult Sponsor shall report his/her departure to the Church Office during normal work hours.

Organizations and the Responsible Adult Sponsor will be held responsible for any damage incurred as the result of facilities use.

## **FEES**

It will be the organization's responsibility to make full payment of applicable fees at the Church Office when reserving the date of use. Organizations not making payment in full will not have a reservation for the requested facilities.

The fee schedule is established as a means to defray the added costs associated with the use of church facilities including but not limited to utilities, supplies, custodial help, etc. The fees indicated are not to be considered as rent or a means of generating revenue.

## **FACILITY USE POLICY DEFINITIONS**

(This is in order of scheduling priority, however, once permission is approved, it will be honored.)

### **GPPC (sponsored) Use**

GPPC Use refers to functions and activities that are central to the mission of the Guilford Park Presbyterian Church. Some examples are worship services, Christian educational programs including library, youth and adult fellowship, choir practice, GPPC-sponsored scout troop(s), GPPC-sponsored Preschool, GPPC meetings (Session, Presbyterian Women, various committees, etc.), funerals and marriages of members, and Presbytery meetings. A Session-recognized athletic group (GPPC-youth basketball team, GPPC adult basketball team, etc.) and music group (GPPC-Men's Chorus, etc.) are possible sponsored uses.

### **GPPC Related Use**

GPPC Related Use refers to functions and activities related through mission to Guilford Park Presbyterian Church. Some examples are Greensboro United Ministries and Habitat for Humanity. Nonprofit charitable organizations with which GPPC has entered into a covenant relationship qualify as church-related. There are no fees with Church Related Use.

**GPPC-Active Member(s) Use**

GPPC-Active Member(s) use can qualify as church-related. When strictly for social use (birthday party for family member, pickup basketball practice with GPPC members, etc.), then a financial donation is appropriate.

**Outside Group Use**

Outside group use refers to nonprofit organizations without a covenant relationship with GPPC. The use fee must be paid in full before the space will be reserved.



## **FACILITIES USE FEE SCHEDULE**

### **SANCTUARY\* (must be approved by the Pastor)**

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	\$200.00

### **MEETING ROOMS**

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	\$50.00

### **FELLOWSHIP HALL**

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside group	\$150.00 for two hours
Each additional hour	\$25.00

### **KITCHEN FACILITIES**

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	\$100.00 per event \$100.00 clean-up deposit

### **PARLOR**

Church sponsored groups	no charge
Church related groups	no charge
GPPC Active Member Use involving nonmembers	donation
Outside groups	NOT AVAILABLE FOR USE

NOTE: When deemed appropriate, fees may be reduced or waived as a mission contribution by the Pastor (one time events) or by the Property Committee (Long-term or multiple use).

\*Excludes weddings and funerals (see Worship Committee)

## **ADVISORY COMMITTEE FOR SHORT-TERM SINGLE USE POLICY DECISIONS**

The Church Administrator will be able to determine the proper response to applications for facility use. For questionable situations, the Pastor and Chairperson of the Property Committee shall assist in an interpretation of the Facilities Use Policy.

### **BUILDING AND KEY RESPONSIBILITIES**

#### **Key Policy**

Outside door keys will only be given out by the Church Administrator. Your signature is required and a \$50 deposit by nonmembers, which will be returned upon return of the key to the Church Office. You must make arrangements to pick up the key during Office hours, which are 8:00 a.m.– 5:00 p.m., Monday through Thursday.

#### **Responsibilities when given key for building use:**

1. Please open only the door that you will use. Relock it when your group has arrived.
2. Heat and air-conditioners are preset – do not adjust.

#### **When leaving building please do the following:**

1. Leave rooms neat and clean.
2. Return all chairs and tables where found.
3. If coffeepots were used, rinse and return to kitchen.
4. Empty all trash and set in hallway for pickup.
5. If there are spills, a vacuum and cleaning supplies are found in custodian closet.
6. Close all windows and lock.
7. Lower all blinds.
8. Turn off all lights throughout building including bathrooms (some are safety lights and cannot be turned off).
9. If you are the last group to leave the building, please check all doors to see that they are locked, particularly the main entrance glass doors. They must be locked from the inside.
10. Please return key next day.

Thank you for your cooperation!

#### **After hours emergency contacts:**

## **POLICY ON THE USE OF THE ORGAN**

1. The Organist has authority over the Organ.
2. The organ may only be used when there is a staff member present in the building. Requests for use at any other time must be cleared directly through the Organist.
3. The organ must be left in the same condition it is found (i.e. locked, pistons unchanged, etc.).
4. Financial arrangements for extended practice times must be made through the Organist.
5. Any request for use of the instrument in public performance must be cleared through the Organist and the Worship Committee of Guilford Park Presbyterian Church.
6. Those using the instrument are asked to sign-in in the Office.

**GUILFORD PARK PRESBYTERIAN CHURCH  
APPLICATION FOR USE OF CHURCH BUILDING**

Date of Request \_\_\_\_\_ Name of Organization \_\_\_\_\_

Adult Sponsor \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Purpose of Facilities Use \_\_\_\_\_

Arrival: Date/Time \_\_\_\_\_ Departure: Date/Time \_\_\_\_\_

Certificate of Insurance Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

**Area(s) Desired:**

Sanctuary \_\_\_\_\_ Meeting Room \_\_\_\_\_ Parlor \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_

**Fee:**

Sanctuary \_\_\_\_\_ Meeting Room \_\_\_\_\_ Parlor \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_

Groups may use only those areas indicated above.

**Equipment desired:**

Number of tables \_\_\_\_\_ Number of chairs \_\_\_\_\_ Other \_\_\_\_\_

Note: It will be the organization's responsibility to make full payment of applicable fees at the Church Office a minimum of one week prior to the approved facilities use period.

Organizations not making payment in full will not have access to the requested facilities.

I hereby acknowledge that I have read and understand the guidelines and regulations as set forth in the Guilford Park Presbyterian Church, Facilities Use Policy. I agree to take full responsibility for this group/ organization while using the facilities of Guilford Park Presbyterian Church.

\_\_\_\_\_  
Signature of Adult Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature for church authorization and approval

\_\_\_\_\_  
Date

Remarks: