

Community Presbyterian Church
Guidelines for Use of Church Building During COVID Pandemic
Revised 8/25/20

These guidelines and restrictions for use of the church facilities will apply for the foreseeable future, as long as COVID-19 continues to be a threat to the general population and social distancing recommendations are in effect, as determined by church leadership.

The approval of the Board of Trustees must be obtained prior to the proposed event/meeting/function. Please refer to the church website or contact the church office for a "Use of Facilities Request" form.

***Use of masks is required for all functions.**

For Use of the Assembly Room:

1. Access into the Assembly Room will only be through the door across from the church offices, and/or the handicap ramp door which leads directly into the Assembly Room. Use of the Nursery School door and travel through the Nursery School hallway is NOT permitted.
2. Use of tables and chairs is permitted. Prior to putting them away, any tables or chairs that are used must be cleaned with disinfectant by someone who is wearing gloves and a mask.
3. Use of the kitchen is permitted. All counters and surfaces must be cleaned afterward with disinfectant by someone who is wearing gloves and a mask.
4. Use of the bathrooms is permitted. Arrangements and charges for an extra cleaning by the church custodian may need to be worked out through the church office, depending upon which day of the week the event/meeting/function is held. This will be determined at the time the request for use is approved.
5. Use of the stage and the nursery school items stored behind the curtain is NOT permitted. The stage curtain must remain closed.

For Use of the Sanctuary:

6. Access into the Sanctuary will continue to be through either the church front doors or via the stairs from the Assembly Room (see above for access into the Assembly Room.)
7. Seating will be available at the ends of every other pew. Entry into the ends of pews blocked by a ribbon is not permitted.
8. No bibles or hymnals will be provided.
9. Visitors are discouraged from bringing personal items from home which might be unintentionally left behind in the pews or hymnal racks. Any items left behind will be disposed of.
10. Group singing is not permitted.
11. Use of Sanctuary by Joseph W. Hill for individual voice and piano lessons continues to be permitted. Students and any individual who accompanies his students into the Sanctuary or choir room must wear a mask. Joseph W. Hill will be responsible for cleaning the spaces occupied.

COMMUNITY PRESBYTERIAN CHURCH OF MOUNTAINSIDE

1459 Deer Path, Mountainside, NJ 07092

(908) 232-9490

USE OF FACILITIES REQUEST FORM

Please complete the following to the best of your ability and return to the church office so that we may check the calendar and schedule your event.

NAME OF ORGANIZATION OR INDIVIDUAL REQUESTING A FACILITY:

_____ PHONE #: _____ E-Mail: _____

NAME OF PERSON RESPONSIBLE FOR THIS EVENT IF OTHER THAN ABOVE:

_____ PHONE #: _____ E-Mail: _____

DATE OF PLANNED EVENT: _____ TIME FROM: _____ TO: _____

ROOM REQUESTED: _____ Assembly Room _____ Kitchen _____ Memorial Room
_____ Sanctuary

If USE IS ON A ROLLING BASIS, PLEASE INDICATE MONTH(S) and DAY(S): _____

SHORT DESCRIPTION OF THE EVENT PLANNED:

IMPORTANT INFORMATION:

1. Review the guidelines attached relating to use of the church's facilities during the COVID pandemic. Your signature below indicates your acceptance of these guidelines.
2. The condition of all facilities must be left in the same condition as found.
3. Lights must be turned off at the conclusion of the event.
4. Doors must be locked before leaving.
5. Floors must be swept and garbage removed at the end of the event.
6. If the kitchen is used it must be left clean with equipment stored. If using the oven(s), make sure all burner and gas knobs are turned OFF when finished.
7. No materials may be removed from the walls.
8. Tables and chairs must be neatly stacked and stored.
9. Please refrain from using areas of the church not included in this request.
10. Any problems with the facility must be reported as promptly as possible to the church office (number listed above) during or at the conclusion of the event.
11. FEE: Community groups and church members are generally allowed free use of the facilities. Private organizations and individuals who are not church members are charged a fee (\$300 per day). Final decisions and approvals are made at the discretion of the Board of Trustees and Session.

I have read, understood, and will comply with the attached COVID pandemic guidelines.

(Requesting signature)

(Date)

(Church Official Signature)

(Date)

(Approved) (Not approved)

(Fee)