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**Center Presbyterian Church**  
**6265 Highway 360, PO Box 519, Tellico Plains, TN 37385**

### **Building Use Policy**

Anyone wishing to use the church should make arrangements through the current property chairman and church secretary, Roberta Childress, 253-2845, [pmchildress@tds.net](mailto:pmchildress@tds.net)

**Costs:** Members - \$50 cleaning fee

Non-members:           \$150 for use of sanctuary  
                                  \$150 for use of fellowship hall  
                                  \$275 for use of both

**Exceptions:** Members having a very small wedding involving no reception and requiring no cleaning may use the sanctuary without charge if pastor and property chairman concur. However, a donation to the church is appreciated.

Small group meetings in the fellowship hall where church members are participating in the meeting may be used without charge.

**Conditions:** All dates for use of the building must be checked against the church calendar to be sure building is available.

All arrangements must be completed and all fees paid 30 days before the use of the building.

If the church's minister and organist/pianist are not being used, the names and phone numbers of the minister and organist who are being used must be given to the property chairman. In addition, any outside organist must check with our organist before using the organ or sound system.

### **Rules for Church Use:**

1. Other than chairs, the communion table is the only piece of furniture in the sanctuary that may be moved. The pulpit, piano and organ are **NOT** to be moved.
2. NO CANDLES are to be used. (this is for safety reasons)

3. Flowers are to be placed in containers, usually stands or urns, which are not to be put on the piano or organ. ALL FURNITURE MUST BE PROTECTED FROM WATER DAMAGE.
4. All decorations are to be removed on same day church is used to avoid interference with other services. NO DECORATIONS ALLOWED ON THE WALLS. DO NOT REMOVE EXISTING WALL DECORATIONS IN THE CHURCH.
5. No rice or bird seed is to be thrown inside or outside the church.
6. No Alcoholic beverages allowed.
7. No smoking permitted inside the building.
8. Conduct is to be orderly.
9. All trash is to be removed from the premises. All furniture is to be returned to its proper place and areas used are to be cleaned (floors swept and vacuumed, litter and crumbs to be picked up). THE COST OF CLEANING AND MAINTENANCE ABOVE DO NOT COVER THE EXTRA WORK AND EXPENSE THAT WOULD RESULT FROM FAILURE TO PERFORM THESE DUTIES IN ITEM #9. THEREFORE, YOUR COOPERATION WILL BE GREATLY APPRECIATED.
10. Plates and other church utensils and supplies MAY **NOT** BE USED. Bring your own.

Center Presbyterian Church is happy to have you use our church for the sacred service of marriage and related activities. We ask that you treat it with the respect due the church, respect at least equal to that which you would show for your own property. Where there are charges, they are there simply because of real costs to the church due to use of utilities and requirements of extra cleaning and care.

We welcome you to this hallowed building for this occasion and invite you to worship with us at other times. If the couple, or other family members, do not have a church home, we invite you to come and be with us. There is no better way to begin your married life than by worshipping the Lord and seeking His will for your lives.

Please fill out the attached form with the appropriate names, information and signatures.

The church accepts cash or checks, no credit cards.

**Application for Use of Center Presbyterian Church**

1. Name, address and phone number of individual responsible for this event

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2. Date and time church is needed

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3. If a minister other than our own is used, provide full name, address, and phone number of minister. Same with organist or pianist.

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4. Name, address and phone of bride and of groom (if wedding)

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5. Name, address and phone of family (if baptism)

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Signature of individual(s) responsible for this event or use of this building

\*Signature\_\_\_\_\_ Date\_\_\_\_\_

If more than one person: \*Signature\_\_\_\_\_

\*By signing this, I affirm that I have read and am willing to comply with the above-stated policy and that I will be responsible for ensuring the compliance with that policy by all persons participating in the activity for which this church use is requested.

Return form to:       Roberta Childress  
                              Center Presbyterian Church  
                              PO Box 488  
                              Tellico Plains, TN 37385  
                              Phone: 423-253-2845  
                              E-mail: [pmchildress@tds.net](mailto:pmchildress@tds.net)