

NORTHWOOD PRESBYTERIAN CHURCH

1200 University Blvd. W., Silver Spring, MD 20902
Tel: 301-593-1180, Fax 301-649-1155, Email office@northwoodchurch.com

GUIDELINES FOR BUILDING USE

1. No alcoholic beverages, smoking, weapons or illegal substances are permitted on the premises. Violation will result in curtail of privileges.
2. For reasons of their safety, children shall be supervised at all times. All youth and children's groups seeking building use must guarantee at least two adult sponsors for every ten youth present, an adult being someone who is 21 years old or older.
3. Groups shall be out of the building by 10:00 p.m.
4. Furniture and furnishings will not be significantly altered or moved without permission. Even when furniture is moved slightly at any time for convenience of its usage, Northwood Church will expect all items to be returned to their original locations before the group leaves the building.
5. Completed applications for room use must be submitted to the Building Coordinator no later than 30 days prior to event. Some exceptions can be made in events of emergency.
6. Application for building use, including church weddings must first be approved by Northwood Presbyterian Church Session.
7. All extra use of rooms not listed in a current contract must be pre-scheduled through the Building Coordinator, including the use of the kitchen.
8. No items shall be left in the kitchen refrigerator. Food and trash shall be removed from the rooms that have been used.
9. Trash and recyclables should be bagged and deposited in designated receptacles on the west side of the building. Empty trash bags are kept in the bottom of the trash cans.
10. All building users will be held responsible for all property damages and security violations to building. Violations to building security include doors left unlocked, exterior doors left open and unattended. Violations to either property and or security will incur a fee.
11. The use of the sanctuary shall be limited to purposes of worship and other reverent occasions as approved by the Session of Northwood Church. For groups using the sanctuary for any purpose, other than Northwood PC, approval by the Administrative Commission on Congregational Property (ACCP) is required, acting as an Administrative Commission of the Presbytery.
12. Lights are to be turned off (including bathroom) and doors are to be locked upon departure. In the

interest of building security and good stewardship of our natural resources, exterior doors shall not be left propped open.

13. Any lease of building space to groups other than Northwood PC for five (5) years or more requires the approval of ACCP (*Administrative Commission of Church Property*).

14. Any lease of building space to groups other than Northwood PC requires the incorporation of the National Capital Presbytery lease language,

If the congregation is dissolved, this lease shall no longer be in effect 90 (ninety) days from the date of dissolution. The Session will give written notice to the lessee 90 (ninety) days or more in advance of the anticipated date of dissolution.

15. Any use of building space to groups other than Northwood PC should provide proof of insurance coverage that is NCP is named in any lessee's insurance policy as an additional insured.