

Building Use Policy for Nonchurch Groups

Second Presbyterian Church Roanoke, VA

Second Presbyterian Church is a downtown Church. We honor the grace of God in Jesus Christ by accepting all those who look for a church home. We ask that as you use these facilities you treat them with great care and respect as you would your home. These facilities are used for the glory of God and we invite partnership to that end.

Second Presbyterian Church is please to serve its congregation and its community. Use of Second Presbyterian Church is generally for nonprofit organization. Any exception needs approval from the Church Business Administrator. Fees for groups may apply and this can be discussed with the facility coordinator or the Church Administrator.

1. All outside groups should provide evidence of Insurance, unless they have obtained prior approval from the Church Business Administrator
2. All groups should sign an agreement to use the facility which will outline the use and the care that is expected of them.
3. Alcohol, illegal drugs and firearms are prohibited on church property.
4. No smoking inside church property, outside designed area only.
5. Abusive or foul language and violent behavior are prohibited.
6. Church supplies should not be used by an outside group.
7. Use of church equipment should be requested in advance.
8. On occasion a scheduling conflict may arise, and a scheduled room must be changed. The facility coordinator will work with the sponsoring group to identify a substitute space or reschedule the event.
9. Use of the Church Sexton is mandatory for all outside groups outside of normal office hours, 8:30 thru 4:30 Monday thru Friday.
10. Sign in is required by all visitors when preschool is in session.

Second Presbyterian Church reserves the right to make changes to any/all schedules in order to accommodate church ministry. This includes funerals and any other unforeseeable activities.

Any of the approved outside groups may advertise their events via our Church bulletin board but we will not advertise these groups on our website or publications.

Second Presbyterian church looks forward to working with all groups and for further information you may contact the Church Business Administrator at 540-343-3659.