

# **Use of Church Facilities by Members Policy**

**St James the Great Church, High Wych**

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## **1. Introduction**

1.1 This policy outlines the guidelines for allowing church members to use church facilities, ensuring fair and consistent application of this benefit. This policy also includes previously active deceased church members. The discretion of its application has been delegated to the incumbent by St James the Great Parochial Church Council (PCC).

1.2 This policy applies to all members of St James the Great, High Wych, who wish to use the church facilities for personal or group activities that align with the church's mission and values.

1.3 St James the Great, High Wych is committed to supporting its members by providing access to church facilities for activities that promote fellowship, spiritual growth, and community service. The PCC reserves the right to request payment for usage and has the discretion to permit usage without charge.

1.4 While this policy outlines the guidelines for allowing church members to use church facilities without charge, should any member who does use them wish to make a donation toward the upkeep of the church, please speak to the PCC Treasure about how to do this.

## **2. Guidelines**

### **Eligibility**

2.1 Only those on the electoral role, who have previously been on the electoral role, or who have been regular attendees of the church for at least a year before the event of St James the Great, High Wych are eligible to use the facilities free of charge.

### **Permitted Uses**

2.2 Activities must align with the church's mission and values, for example

- prayer meetings,
- Bible studies,
- fellowship gatherings,
- community service events
- Personal events such as weddings, funerals, and baptisms.

**Please note** – This is not an exhaustive list and any decision to allow usage is delegated to the incumbent by the PCC.

## **3. Reservation Process**

3.1 Members must email [stjameshighwychpcc@gmail.com](mailto:stjameshighwychpcc@gmail.com) at least 8 weeks where possible before their intended event which will be reviewed by the incumbent and the PCC secretary. All requests will be administered on a first-come, first-served basis.

**Please note** - The church reserves the right to prioritise church-sponsored events over member requests.

#### **4. Responsibilities:**

4.1 Members are responsible for ensuring the facilities are left clean and in good condition. Any damage to the premises must be reported immediately and may result in the member being responsible for repair costs.

#### **5. Restrictions**

5.1 The use of facilities for activities that do not align with the church's mission is prohibited. The church reserves the right to deny or revoke facility use privileges if the guidelines are not followed.

#### **6. Review and Amendments**

6.1 This policy will be reviewed annually by the PCC Secretary and may be amended as necessary to ensure it continues to meet the needs of the church and its members.

#### **7. Approval**

7.1 This policy was approved by the PCC on 01/04/25 and is effective immediately.