

**PROPERTY TEAM****Purpose:**

- To provide for the safety, security, and comfort of facility users in compliance with all laws and regulations.
- To maintain and improve the physical structures and surrounding grounds of the church.
- To review gifts of furnishings, fixtures, equipment, and plantings for acceptability.

**Regular Meetings:** First Wednesday of each month, 10:00 a.m., at the church

**Property Team has a moderator (Session elder) and any church members or friends who desire to participate. Property Team reports to the Resources Committee.**

**AREAS OF TEAM RESPONSIBILITY:****1. BUILDINGS AND GROUND USAGE:**

- Developing policies regarding use of the facility and grounds

**2. MAINTENANCE AND IMPROVEMENTS:**

- Planning, recommending for Session approval, and supervising major physical changes to the facility and grounds
- Arranging for cleaning and maintaining the facility and grounds
- Repairing and maintaining facility fixtures, equipment, furnishings, and related items
- Arranging for mowing, fertilizing, and otherwise caring for the lawn, shrubs, trees, plants, and other outside areas
- Arranging for removal of snow and ice from walks and parking areas

**3. SECURITY:**

- Developing a policy for overall property security including;
  1. Maintaining appropriate exterior and interior lighting
  2. Maintaining a building security alarm system
  3. Issuing keys on a *need basis*
  4. Arranging for unlocking, locking and securing the facility for users who lack entry keys and security alarm access codes
  5. Orienting persons who have been issued keys in the use of keys and the security alarm system

**4. COMMUNICATION:**

- Formulate and submit a proposed budget annually for Session concurrence and congregation approval. Budget items shall include, but are not limited to:
  1. Janitorial service
  2. Electricity
  3. Water
  4. Facility maintenance
  5. Facility maintenance reserve
  6. Elevator service
  7. Security
  8. Supplies
  9. Snow removal
  10. Trash removal
  11. Grounds care
  12. Facility improvements
- Solicit input from other committees, Session, and the congregation regarding facility maintenance, improvements, usage, security, and related Property Team matters.
- Seek approval from Session for necessary expenditures that would exceed the budget.
- Periodically review and update the Property Team section of the church's Operations Manual

## HOUSE POLICY FOR USE OF CHURCH PROPERTY

### DEFINITIONS:

- *Church property/Facility*: the building, surrounding grounds, parking lots, and equipment (chairs, tables, audiovisual equipment, etc.)
- *Church-associated groups*: any subgroup of Delta Presbyterian Church; any organization in which Delta holds membership; or, any group hosted by Delta Presbyterian Church
- *Other recognized groups*: religious bodies and/or community service (non-profit) organizations

### GENERAL PROVISIONS:

- All uses of the *facility* shall be as authorized by the Session, which has delegated to Property Team, the supervision of the House Policy.
- Profit-making organizations are not permitted use of the *facility*.
- Routing reservations for use of the *facility* by organizations of Delta shall be made with the church secretary. Other requests shall be reviewed for approval by the Property Team. In cases of questionable use, circumstances, or exceptions to these guidelines, requests shall be brought to the Session by the Property Team.
- Smoking is not permitted on the premises. The Pastor may permit smoking in counseling situations.
- Alcoholic beverages are not permitted on the premises.
- There shall be no solicitation for sales or delivery of sale merchandise in the church without Session approval.

### KITCHEN:

- Use of the kitchen is restricted to preparing beverages and snacks. Food may be catered.
- Cooking shall be restricted to *church-associated groups*.
- Any food prepared which is to be sold to the public, or which is to be served at a meal to which the general public is invited will be done so with the appropriate permit from the Health Department.
- Disposable plates, cups, eating utensils, etc. will be provided by the using organization. Paper/plastic table covers are the responsibility of the user group.
- User groups shall:
  - Arrange furniture for use as needed, returning it to its original position after use
  - CLEAN KITCHEN AND WASH DISHES
  - Clean floors, tables, etc. of litter and spillage
  - Wrap all garbage or trash and dispose of it in the outdoor receptacles provided for this purpose
  - Note and report to Property Team any damage to furnishings or equipment
  - Close and lock all windows, extinguish all lights ( except security lights), and ensure that all exterior doors are locked and closed
  - Set thermostats down, or turn off air conditioner ( as necessary by seasons)
  - Enforce the stated policies regarding smoking and alcoholic beverages in the church building
  - Comply with all security alarm procedures

### EQUIPMENT:

- Permission from the Property Team, Session, or the Pastor is necessary before removing any equipment from the building or grounds. Christian Education equipment may be released by permission from the Spiritual Life Committee.
- *Church-associated groups* will generally be allowed to remove metal folding chairs (plastic chairs NOT allowed), and tables provided a written request is made to the office secretary with a copy to Property Team Chair stating the purpose, date, person responsible, and description of the equipment being requested. Such equipment must be returned promptly after use. A *request form* for this purpose is available in the church office.

## **FUNERALS:**

- All arrangements for funerals or memorial services will be made through the Pastor and the church secretary. There will be not fees for church use either by members of non-members.
- If it is desired that the multipurpose room be used for gathering after the funeral, the church secretary will be advised as soon as the need is known.
- The church secretary will coordinate with the Deacons regarding serving of beverages or refreshments to family and friends after the service.
- Arrangements must be made for clean-up following the service.

## **BUILDING USE REQUESTS**

**All building requests are coordinated through the church office.**

## **HOUSE POLICY FOR SECURITY**

- Access to the building will be as authorized by the Property Team. This team will provide security codes and keys to all authorized persons.
- A Property Team member will be charged with the responsibility of maintaining a list of current code and key assignments. Keys and codes are not to be shared.
- Keys will be retrieved from previously authorized persons, when the person(s) responsibilities have changed and keys are not longer required. A key may be made available for occasional use.
- An orientation to the system will be provided to each new user. AH users will be kept informed on any changes in the security policy.
- Communication will be maintained with the security company in order to remove codes or persons no longer authorized to access the security system of the building, or to add persons who are newly authorized.

## **CONTRACT SERVICES**

### **GENERAL REQUIREMENTS:**

- The Property Team is not authorized to sign a contract for the church. Only the President of the Corporation is authorized to sign such a contract.
- Services for which the Property Team may arrange a contract include, but are not limited to, the following: lawn mowing and treatments, trash removal, elevator, and janitorial.
- In the event that a change in a current service contract is indicated, the Property Team must research the need and provide recommendations to the Session. When the Session approves a change in a service, or service contract, the Property Team will obtain bids for the service and take the results of the bid information to the Session.
- When the contract/contractor has been approved, the President of the Corporation will sign the contract.