

Sycamore Presbyterian Church of Chesterfield County (SPC), exists to be an authentic, worshipping community proclaiming and embodying the gospel of Jesus Christ. We accomplish this mission by making growing followers of Jesus who influence others with the gospel for the good of individuals, families, our community, and the world. Our facility is to be used in such a way as to correspond with and honor our commitment to our mission and vision stated above, and the SPC Constitution and By-Laws (“Corresponding Use”).

We, the Board of Deacons (hereby referred to as the Diaconate), acting as stewards of this facility, seek to ensure that the use of our facility by any individual, ministry, or group ultimately upholds our mission and vision while ensuring that the facility is appropriately used and maintained. We also understand that in order to see the gospel embodied, we must be willing to put others, including those in our community, before ourselves and include our building as a tool whereby we may be able to accomplish this call. Generally, activities that are counter to our vision and mission or hinder our witness to our surrounding communities will not be allowed. In addition, activities that are known to be dangerous or harmful to its participants or the preservation or maintenance of the property will be prohibited. Sycamore Presbyterian Church does not allow the consumption of alcoholic beverages on church property, except for wine during Communion; the building itself is a non-smoking facility.

Procedure for Requesting Facility Use

Permission to use any of the SPC facilities and/or property, not including additional community parking, may be granted only by the Diaconate (and at its discretion, the Session). Request for such permission must be made to the Diaconate in writing using the Facility Use Request Form, which can be obtained from the SPC administrative office or downloaded at www.sycamorepres.com/forms. Request to use the facilities and property can be made for one time or recurring events:

One-time Events — The building may be reserved for one-time events no more than 12 months in advance with the exception of weddings.

Recurring Events — The building may be reserved for recurring events for a maximum of a 12-month period from the date of the first event. For recurrent events, the Facility Use Request Form must be re-filed annually.

All requests will be given the following priority if there are conflicting dates:

- 1) Ministries of Sycamore Presbyterian Church.
- 2) Members of Sycamore Presbyterian Church requesting use.
- 3) Groups that Sycamore Presbyterian Church supports financially.
- 4) Groups who have affiliations with members of Sycamore Presbyterian Church.
- 5) Individuals or groups residing in the Midlothian area.
- 6) Other individuals/groups with neither a member affiliation nor residing in the Midlothian area.

Procedure for filing a Facility Use Request Form:

- 1) Contact the church office to see if the facility is available on your requested date.
- 2) Complete a Facility Use Request Form, which can be picked up from our office administrator during office hours or can be downloaded at www.sycamorepres.com/forms
- 3) Diaconate will review your request at its monthly meeting and a Deacon or office administrator will contact you after the meeting to notify you of the status of your request.
- 4) After your request is confirmed, the applicant must provide a copy of their General Liability Insurance with Sycamore Presbyterian Church named as additional insured if required by the Diaconate.
- 5) An office administrator will work with you to determine final needs for rooms, sound, video, building access, etc.

Questions? Please call or email the church office.