

## Building Use Policy

First Presbyterian Church considers the use of its property as an important part of the overall mission program. By assisting local community organizations, the church seeks to serve, as Christ would want us.

Use of the facility for non-FPC events shall only be by members and active non-members of First Presbyterian Church. Members and active non-members may request to use the facility for family events as well as their personal community or civic organizations. While there will not be a charge to use the facility, there is a custodial fee, a damage deposit that is refundable provided all conditions are met, and a charge to use the sound equipment, if necessary. Local ministries that are supported by FPC can also request to use the facility and the same fees mentioned above will apply. Other churches may also be given permission to use the facility at the discretion of the Church Business Administrator or the Senior Pastor. ***Non-FPC events may not be scheduled more than 6 months in advance.***

The Sanctuary and Chapel are intended to be used for the worship and glory of God. Any function determined by the Session not to be compatible with this statement or with Presbyterian law and custom will be deemed inappropriate use of the Sanctuary and Chapel. No food or drink is allowed in the Sanctuary or Chapel without prior written approval by the Church Business Administrator.

All reservations of rooms, dates, times and room set-ups are to be made in the church office and placed on the master calendar. Church functions will have priority over others. Reservations shall be made on a first-come, first-served basis. The Business Administrator shall adjudicate scheduling conflicts.

Building use shall end no later than **10:30 p.m.** except by prior approval.

All groups using church facilities shall be responsible for its condition during and after such use, as covered by the *Conditions & Guidelines for Facilities Use* addressed to each group's "person-in-charge".

All groups are responsible for any damage incurred during the time they are using the facilities, except where FPC groups are covered by the church's insurance.

Fire and insurance regulations require that there be NO SMOKING in the church facilities or on the grounds. Insurance regulations require that candles may only be used in a worship setting and require prior approval for all events other than regular worship services and wedding ceremonies. The City of Greeley requires a fire permit for candle use, therefore, prior notice to the Church Business Administrator is required. There shall be no alcohol consumption or recreational drug use on church property by any church member, visitor or staff person. No weapons of any kind are allowed on church property.

Weddings: refer to separate policy statement available in the church office.

Building/damage deposits must be submitted with the application. Other fees must be received by the church office 2 weeks prior to the date of the event.

Any proposed change in this policy or request for temporary deviation from it shall be brought before the *We Share* team.

## CONDITIONS AND GUIDELINES FOR FACILITY USE

Applicant must read and initial all conditions below

1. A \$100 refundable damage deposit is due with submission of the application form. The deposit will be refunded when all conditions have been met. For groups greater than 100 people the deposit is \$300. (applicant's initials)\_\_\_\_\_.
2. A custodial fee of \$100 is required of all non-church events (including weddings) for groups of 100 or less. For groups over 100 the custodial fee of \$200. (applicant's initials)\_\_\_\_\_.
3. The Facilities Manager staff will set your room up as you request on your application. This applies to furniture and sound/video equipment. All applicants are responsible for cleaning up from their event – including removing all trash, turning off all lights and locking up. Failure to comply with this condition will result in forfeiture of the deposit. (applicant's initials)\_\_\_\_\_.
4. NO alcohol or controlled substances are permitted anywhere on FPC property. Failure to comply with this condition will result in the forfeiture of the deposit. (applicant's initials)\_\_\_\_\_.
5. NO tobacco in any form is permitted on FPC grounds. (applicant's initials)\_\_\_\_\_.
6. ALL civic or non FPC organizations are required to provide proof of liability insurance with FPC named as an additional insured for the date(s) of use. (applicant's initials)\_\_\_\_\_.
7. Applicant agrees that First Presbyterian Church may monitor applicant's use of the facilities and applicant agrees to comply promptly with any reasonable request made by the Church to take action or to refrain from action, which in the Church's absolute discretion is necessary for its welfare. (applicant's initials)\_\_\_\_\_.
8. No beverages in glass containers for individual consumption are allowed. No red punch/beverage is allowed in any FPC buildings due to staining. Birdseed and confetti of any kind are not allowed. (applicant's initials)\_\_\_\_\_.
9. Paper plates, napkins, cups, plastic tableware, ice and trash bags for clean up are the responsibility of the groups sponsoring the event. Items found in the FPC kitchen are for the exclusive use of FPC organizations and events. (applicant's initials)\_\_\_\_\_.
10. Animals are not allowed in the church facilities, assistance dogs excepted. (applicant's initials)\_\_\_\_\_.
11. Children (16 years and younger) must be under constant adult supervision. (applicant's initials)\_\_\_\_\_.
12. No pins, tacks, staples, nails or tape may be used on walls, doors or furniture. (applicant's initials)\_\_\_\_\_.
13. Thermostats are not to be adjusted except by the Facilities staff. (applicant's initials)\_\_\_\_\_.
14. No doors are to be propped open to the outside at any time. (applicant's initials)\_\_\_\_\_.
15. Any use of the church organs or pianos requires prior approval of the Church Organist or the Director of Worship Arts. The organs and pianos must not be moved for any reason or by any person other than approved FPC staff members. Nothing is to be placed on top of the organ or pianos (i.e., flowers, drinking glasses, etc.) (applicant's initials)\_\_\_\_\_.

16. If the sound system and computer projection system equipment is desired to be used, a technician employed by FPC must be hired for an additional fee of \$100. (applicant's initials)\_\_\_\_\_.
17. All groups and individuals using the facility will insure that noise levels are kept at an acceptable level, keeping in mind that FPC is in a residential area. (applicant's initials)\_\_\_\_\_.
18. Approval for use by a group or organization is for a designated area and does not grant access to the entire facility. (applicant's initials)\_\_\_\_\_.
19. Keys will be checked out *no more than 1 business day in advance*. The key must be returned by the end of the day of use or the next business day, unless otherwise arranged with the Business Administrator in advance. A \$25 refundable key deposit is required. A lost key will result in the forfeiture of the deposit. (applicant's initials)\_\_\_\_\_.
20. All applicants are responsible for any damages beyond normal wear. Should the use of the facilities cause additional expenses, such as excessive cleaning or repairs and applicant does not make the necessary repairs under the approval of the Church Business Administrator, the deposit will be forfeited and the applicants will be billed for any remaining expense. (applicant's initials)\_\_\_\_\_.
21. It is agreed that First Presbyterian Church is not responsible for loss or damage to valuables brought on FPC property. (applicant's initials)\_\_\_\_\_.

Applicant hereby agrees to hold First Presbyterian Church harmless in the event of any injury or loss due to use of church facilities. Applicant has read the Building Use Policy and the Conditions and Guidelines for Facility Use and agrees to abide by these Conditions. Applicant further agrees to reimburse First Presbyterian Church for all unresolved damages and costs resulting from the above stated use of the facilities.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

### Building Use Fees Check Sheet

*Please note that not all fees may apply to your event. If you have any questions please contact the church office.*

<input type="checkbox"/>	\$100.00	Refundable Damage Deposit (groups of 100 or less)
<input type="checkbox"/>	\$300.00	Refundable Damage Deposit (groups of 100 or more)
<input type="checkbox"/>	\$100.00	Custodial Fee (non-church events) (groups of 100 people or less)
<input type="checkbox"/>	\$200.00	Custodial Fee (non-church events) (groups of 100 people or more)
<input type="checkbox"/>	\$100.00	Tech Fee (Required w/ the use of any of our sound equipment)
<input type="checkbox"/>	\$25.00	Refundable Key Deposit
<input type="checkbox"/>	\$5.00 x ____	Table cloths
<input type="checkbox"/>	\$0.25 x ____	Napkins
	\$ _____	Sub Total
	\$ _____	<b>Subtract Refundable Deposit(s)</b> <i>Write all refundable deposits on one separate check.</i>
	\$ _____	Grand Total