

## GUIDELINES FOR USE OF BUILDINGS AND EQUIPMENT

### INTRODUCTION:

These guidelines reflect the desire of the officers of First Presbyterian Church to maximize the use of the facilities belonging to the congregation, to meet the needs of said congregation and community. The officers wish to meet these requirements to the best of their ability and do so in accord with their faith. It is their wish that every group within the congregation be accommodated completely. It is also their desire to be of service to others, enabling them to accomplish their purposes.

The Session has determined that the Property Committee will administer the use of the building and equipment as directed by the following guidelines. These guidelines offer direction to the Property Committee, who will act upon requests for use of the facilities.

These guidelines give the Property Committee authority to respond when requests are in keeping with established policy. It must be understood that the authority still rests with Session.

### CATEGORIES

**WEDDINGS:** The use of the facilities for a wedding is covered under a separate set of guidelines by the Worship Committee.

**CONGREGATIONAL:** All church organizations may use the facilities without additional approval or charges; however, it is requested that the church office be notified of use to ensure there are no conflicts and to be put on the church calendar. Congregational requests will be on a first come first-serve basis. Janitorial service for private functions by church members will be handled on a case-by-case basis. A church member should be designated to oversee and be responsible for locking and unlocking the building whenever the facilities are used.

**NON-FPC MEMBERS REQUESTS FOR USE:** It is necessary that all requests be made through a FPC member who will be responsible to see these guidelines are carried out. Request application forms are available in the church office. The form must be filled out completely and returned to the office administrator. No scheduling can be done over the telephone. The scheduled events and all requests must be approved. After receiving the written request, the Property Committee will meet to consider and take action and the requesting party will be notified.

The following policies will guide the Property Committee in reaching its decision:

- Generally, requests of private enterprise groups shall not be approved.
- Request from groups who wish to use the facilities for a specified period of time will be considered provided no conflict exists with previously made commitments and the request is sponsored by a FPC member.
- No long-term requests will be accepted beyond one year.
- Any non-member activities may be pre-empted by the church with adequate notice given to the non-member group.
- **CHARGES FOR USE:** a per use fee payable in advance will be charged as follows:
- One meeting room - \$ 70.00
- Fellowship Hall - \$250.00
- Kitchen - \$100.00

These fees apply to non-church member groups.

**NOTE:** These fees do not include janitorial services. Janitorial services will require a \$100.00 deposit, check made out to Clean Carolina and left in the church office along with the request forms. A minimum of one and one-half hours labor time will be charged, at the going rate, by Clean Carolina with the unused hourly rate portion of the \$100.00 deposit returned to the depositor by Clean Carolina. The going rate may be established by contacting Clean Carolina at (704) 243-4435. Clean Carolina requires a minimum one-week notice for scheduling purposes. The Property Committee may waive the meeting room, Fellowship Hall and Kitchen charges at its discretion for community service groups (AA, Red Cross, etc.)

- **FPC SPONSOR AND USER RESPONSIBILITIES:**
- **USER:** Must have a Request for Use of Facilities form approved.

- FPC SPONSOR: Secure the key to the facility during regular office hours.
- FPC SPONSOR: Oversee the room set up by the USER and provide assistance in locating tables and chairs etc. as required.
- FPC SPONSOR: Open and close the building.
- FPC SPONSOR: Be sure the USER has cleaned and straightened the building and left it the way it was found before notifying Clean Carolina at (704) 243-4435 that the building is available for their cleaning and re-supplying the rest rooms.
- FPC SPONSOR: Return the key as designated.
- As stated before, all requests for use must be made through a FPC member; however, arrangements may be made for Clean Carolina to perform FPC SPONSOR responsibilities b.-f. by contacting them at (704) 243-4435 and the USER paying an additional fee established by Clean Carolina for this service.
- Damages to the building or equipment will be the responsibility of the USER and the FPC SPONSOR.
- APPEAL OF DECISION: If a group within the congregation or community feels that its request for the use of the facilities has not been considered adequately by the Property Committee, that group may appeal to the Session.
- CHURCH PROPERTY: Church property, excluding kitchen equipment, utensils, etc., may be borrowed by members of the congregation when the request is made using a form available in the church office and when it is determined that this use will not adversely affect any other group within the congregation. No property may be borrowed without Property Committee approval. (The new round tables and the new long light tables are not to be removed from the building.).
- SPECIAL REQUESTS: The chairman of the Property Committee or the Pastor may answer a request for use of the building or a request to borrow some piece of equipment under certain conditions:
  - When it is not practical to delay the request until the Property Committee meets.
  - When the use is in accord with general established policy.
  - When conflict possibilities are minimal. In such cases, the authorizing person will make the Property Committee aware of his action at the earliest opportunity.
- GENERAL:
  - First Presbyterian Church assumes no responsibility in case of accident or illness. The user agrees to hold First Presbyterian Church harmless from any liability arising from the use of these premises by the user or any of their members, guest, or other person.
  - There will be no alcoholic beverages, profanity, or other improper behavior allowed in any of the facilities.
  - No smoking is permitted in the building.
  - Thermostats must not be touched.
  - All trash must be bagged and carried to the dumpster outside.
  - There should not be any items tacked, taped, pasted or attached to any walls.
  - Use of the building includes using tables and chairs as needed.
  - Lights must be turned off when not in use.
  - If audio is required in the fellowship hall, arrangements must be made ahead of time through the Audio Committee.
  - Termination of any agreement to use the buildings may be done within 24 hours as determined by the Property Committee or the Session of the church.
  - Adequate storage space is not available for user groups to store their materials or supplies.
  - By signing the REQUEST FOR USE OF FACILITIES form the user has read and understands the above guidelines and agrees to abide by them.