

First Presbyterian Church Facility Use Policy

Purpose:

To use our church facilities to meet the needs of God's people, our members, our community and our mission partners. We wish to fully utilize the available space in our facility for worship, Christian education and to support of our outreach ministry in the community both near and far.

This Facility Use Policy cannot foresee all circumstances for building use and there could be situations where the policy could prohibit certain activities which could be clearly beneficial to the church. This policy may be waived or modified by agreement of the Session or the Pastor.

Note: Fees for usage are intended to offset the actual cost of building use; utilities, maintenance, clean-up, or snow removal. The primary purpose is not to generate income for the church.

Criteria for Facilities Use:

- Activities scheduled for use of the building and tenets of the user organization must align with our mission and beliefs
- Availability of space
- Impact of use on other ministries of First Presbyterian Church
- Compliance with safety/legal/insurance requirements
- Additional costs to First Presbyterian Church such as extra custodian time, utilities or snow removal
- Agreement to the terms listed on the Facility Use Form
- Children and youth must always be supervised

Primary Spaces available:

- Sanctuary and Narthex
- Dining Room (may include kitchen)
- Library
- Conference Room (off dining room)

Secondary Spaces available: (not frequently used, limited space or functionality for meetings)

- Chapel
- Classroom – Main Level (school age furniture)
- Classroom – Lower level (small furniture)
- Pantry
- Youth Lounge
- Music Room
- Parking Lot
- Lawn

Available Spaces with restrictions:

- Nursery – If the nursery is used, children must be supervised by two persons, one of whom is over the age of 18. The nursery may be used with one adult supervising the room only if that person is the parent, legal guardian, or family member of all children present. The user is responsible for providing the nursery attendants. The nursery is not to be used as an unsupervised play space.

Unavailable:

- Main office of Pastor and church staff
- Office of Director of Children, Youth and Families Ministry
- Space permanently leased to other churches or entities (Office space for Mennonite Church Staff and the Mennonite worship space are not available and are not available to members of First Presbyterian Church for any use.)
- Office equipment – computers, copiers, projectors and office supplies are only available to church members who are trained in their use – Projectors in the sanctuary may be used with permission when the sanctuary is being used

Priority:

1. First Presbyterian Church and Mennonite Church related activities: worship, education, children's programs, fellowship, committees, mission projects, funerals and weddings.
2. Organizations/committees related to the PC(USA)
3. Church members may schedule the facility for activities or groups in which they are involved and for private family related events
4. Non-profit organizations
5. Community and educational organizations
6. Others whose activities are consistent with the mission of the church

Exclusions – Partisan political groups, religious organizations that are not in correspondence with the Presbyterian General Assembly, and any activity that is inconsistent with the facility.

Prohibited:

- Alcohol and alcohol consumption are not permitted on the church property – exception: communion
- The building is a “tobacco free” facility including vaping products
- Fireworks are not to be set off on church property including the parking lot and lawn
- Firearms inside the building
- Gambling and games of chance
- Any illegal activity is prohibited

Cost:

Small and medium sized groups (less than 80 people) may use the facility at no cost. Groups are expected to return the facility to the condition it was in when they arrived. If the kitchen is

used or food is brought into the building, the trash should be taken to the dumpster outside the church building. A donation is not expected for small group meeting but is customary for medium sized groups.

Large groups (more than 80 people) must pay a \$50 clean-up fee. A donation for the use of the facility is customary. When many people will be in the building and clean-up is required during or between events, the user will be required to pay for the custodian to be present to clean bathrooms, refill bathroom supplies, empty trash, etc.

Exceptions may be made for groups using the facilities weekly or monthly.

Assistance/Supervision:

- Church staff will provide oversight during normal office hours (9:00 AM to 3:30 PM – weekdays)
- Church member or staff needs to be available for oversight and assistance while non-member groups are in the building
- Overnight stays for groups traveling through the area or in the area for mission related activities need to be “Checked-In” and “Checked-Out” by staff or a church member

Groups or church members using the building are to leave the church in the same condition that they found it. Tables and chairs that have been moved should be put back where they were. The floor, countertops and tables should be clean, and any trash properly disposed.

Commercial Rental:

Commercial rentals and retail sales on the church property are prohibited. The Church is a tax exempt 501(c)(3) organization and pays no income tax or property tax. Commercial rental is inconsistent with tax exempt status.

Note: Tax exempt 501(c)(3) users may charge admission, accept donations, conduct raffles and other activities in the building consistent with their tax-exempt status.

Replaces all previous Facility Use Policies
Approved 06/08/2020
Revised 04/01/2022