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## **FIRST PRESBYTERIAN CHURCH OF EDGEWOOD FACILITIES USE, POLICIES & PROCEDURES GUIDELINES**

*Approved by Session 09/12/18, Revised by Session 08/09/23  
Email line added 07/20/24; Request/Event time added 08/20/24*

### **FACILITIES USE PHILOSOPHY**

The facilities of the First Presbyterian Church of Edgewood (FPCE) are dedicated to worshiping God, nurturing disciples, living in fellowship, and participating in the mission of service to the people of God in Christ's name. Thus, the facility will be made available for Congregational members and non-members.

### **PRIORITIES FOR THE USE OF THE FACILITIES**

To this end, the priority of usage is as follows:

1. The most important function of the facilities is the worship of God. All other activities and programs in these facilities take second place to that.
2. The second function of our facilities is the faithful execution of our Mission Statement. This includes use by members (e.g., birthday parties), organizations sponsored by FPCE (e.g., Scouts), and community outreach and service groups (e.g., Alcoholics Anonymous). Priority for the use of the facilities shall be given to its Staff, Session, Deacons, and committees thereof, members, and current tenants, followed by specific requests of its congregational members
3. The third function of these facilities is service to the community. Community organizations and music ensembles are welcome to use the building. Such usage may not interfere with the first and second priorities. The program or activity proposed must also be regarded by Session as appropriate for a facility dedicated to the worship of God and the stated Mission of FPCE.

FPCE is not in the rental business; the requested donation is intended to defray FPCE's costs including utilities, building maintenance, custodial requirements, etc.

- Facilities are not generally available for any "for profit" group or organization without the prior approval from the Session of FPCE
- Organizations engaged in partisan political campaigns are not eligible to use church facilities

### **APPLYING FOR USAGE**

All communications regarding usage must be directed to the Office Manager. The Office Manager will, if necessary, forward facility usage requests to the Property Committee and/or the Session (governing body of the congregation). The Office Manager will also notify those using the facilities about any changes in arrangements.

- All requests must be submitted to the Office Manager at least four (4) weeks before the event to ensure time for approval. Any requests submitted less than two (2) weeks prior may not be approved.
- Rental of the facility of FPCE must have approval by a majority of the Session (upon receipt of rental form, check or money order, and Certificate of Insurance).
- The FPCE Office Manager must have accurate contact information for two (2) members of your group (a primary and secondary). It is the group's/organization's responsibility to see that FPCE Office Manager has accurate information.
- FPCE understands that groups occasionally find that the room reserved for them is no longer suitable. Office approval is required PRIOR to using a different room.
- The Session of the FPCE reserves the right to cancel any use agreement at any time if the group is not in compliance with the Church's mission and *Facilities Use, Policies & Procedures Guidelines*, as stated herein.

### **STANDING OR REPEATED USE OF THE FACILITIES**

- Requests for the scheduling of regular/standing (monthly or weekly) meetings from September through August by the church sponsored or outside groups must be submitted annually, normally by July 15<sup>th</sup> of each year. The Office Manager with assistance from the Pastor and/or the Property Committee will normally act on these requests in August. Forms are available from the church office and shall be submitted to the Office Manager.
- Standing use of the church facilities by outside groups is offered only when an outside group is performing a ministry consistent with that of FPCE, which otherwise the church would need to undertake, and as long as the relationship between the outside group and the church is cordial and cooperative. All outside groups seeking standing use of the facility must re-apply annually to do so.
- While every effort will be made to protect time and room commitments made to any church or community group requesting such, all who wish to use the church facilities must understand that emergencies can occur that allow the church little flexibility (e.g., funerals). The church reserves the right to ask a group to move from its usual meeting space and/or time in the facilities to another meeting space in the facilities. It may also be necessary to withdraw permission to use the facilities on a given occasion because of conflicting priorities or for maintenance reasons. Such necessary changes in agreement will normally be given with as much notice as possible.

### **OPERATIONS**

**Building Access:** Keys may be provided to the leaders of the various FPCE committees on a permanent basis. Others will be required to pick up a key during office hours or make arrangements for having someone meet to unlock the building. Arrangements will be made for key return through the Office Manager.

**Building Hours:** Facilities are available between 9:00AM–10:00PM. Any use outside these hours must be approved by the Session.

The Scheduling of Meetings or Events will be overseen by the Office Manager. Office hours are 9:00AM–2:00PM, Monday through Friday. Scheduling requests should be made on a *Building Use Form*. All non-parish sponsored groups must provide a copy of a Certificate of Insurance.

Reservation Form: When a reservation request is made, a copy of the *Facilities Use Guidelines* and an *Event Request/Rental Agreement Form* shall be given or sent by FPCE to the requesting group. The event will be put on the church calendar once the Session approves the request, and the security deposit, *Meeting Request/Rental Agreement Form*, and Certificate of Insurance (for all non-parish sponsored groups) are completed, signed, and returned to FPCE.

Insurance: There are risks connected with activities. FPCE is not responsible for injury to someone participating. This includes suits and demands whatsoever in law or in equity.

**FACILITY FEES**

No building use fee will be charged to congregational sponsored groups, e.g., Session, Deacons, or sub-committees thereof. However, there will be a rental charge to congregational members and non-members or groups for use of the FPCE facility for non-church sponsored activities. There is also a standard, refundable security deposit fee of \$50. This security deposit will be refunded in entirety, unless there is damage to the facility, the rented area is not left clean, or a building key is lost. An additional \$50 deposit will be required for continued building use or a replacement key.

**SCHEDULE OF SUGGESTED DONATIONS**

| <b>Facility</b>         | <b>Non-Member Groups Use<br/>(2 Hour Min)</b>             | <b>Member Groups Use</b> |
|-------------------------|---|--------------------------|
| Sanctuary               | \$100 / Hour (one-time use)<br>\$75 / Hour (repeated use) | N/A                      |
| Kitchen                 | \$50 / Hour   | N/A                      |
| Social Hall             | \$50 / Hour   | N/A                      |
| Gathering Place         | \$50 / Hour   | N/A                      |
| Lounge with Kitchenette | \$50 / Hour   | N/A                      |
| Classrooms              | \$25 / Hour   | N/A                      |
| Side Lawn               | \$50 / Hour   | N/A                      |

These figures have been calculated to cover operational expenses (utility usage, staffing, and building maintenance). **Contributions below the suggested levels require a sacrifice for the church as we subsidize your event.** By donating at or above our suggested rates, you actively participate in keeping our doors open, preserving the vitality of our church, and ensuring a space for groups in Edgewood to gather, meet, and rehearse.

The “repeated use” rate is for groups who use church space on a regular basis throughout the year (i.e., every Tuesday).

If cleanup is unsatisfactory, FPCE reserves the right to charge additional fees for custodial services.

**\*Does not include use the organ, pianos, sound systems, or sanctuary lighting control console.** Please do not move any instruments, including the sanctuary piano. Requests must be approved by the Minister of Music.

**NON-SMOKING POLICY:** All indoor facilities are designated non-smoking.

THERE SHALL BE NO ILLEGAL DRUGS allowed in the buildings or on the grounds.

**INTERIOR USE GUIDELINES:** The sanctuary is the congregation's major worship site. Throughout the entire building, music or presentations must be respectful of Christian beliefs and the religious sensitivities of the congregation.

- Non-congregational members or groups planning to use the facilities must speak/meet with the Office Manager to finalize plans for set up and use of equipment BEFORE final permission from Session will be granted.
- Groups are restricted to only those areas of the building and grounds it has reserved.
- Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for their event
- **Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages. Food and beverages may not be served in the Sanctuary.**
- **Any group using a room must return table and chairs and all fixtures to their original position after use;** Church equipment, tables, and chairs, etc. are available only on request. Restrooms must be kept clean.
- Kitchen: Major food preparation should be done off premises. Refrigerator, stove, and sink must be left clean. See *Kitchen Use Rules* at the end.

**All lights must be turned off and all doors locked securely upon departure.** Please make sure no one else is in the building before leaving.

### **EQUIPMENT, FURNISHINGS, AND SUPPLIES**

Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.

- There shall be no furnishings of any kind removed from the building without permission. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc. from walls or windows, only use Removable Poster Tape. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
- Persons or groups using the facilities will be responsible for breakage or damage to any equipment, facilities, or kitchen equipment and will be billed for the cost of repair and/or replacement.
- The Office Manager is required and has the authority to expel any individuals who are behaving inappropriately or are abusing the privileges granted by the church.
- Use Air-Conditioning (A/C) and Heat, respectfully. When using the A/C, keep all doors and windows closed. Adjustments for A/C or Heat may only be made in rooms with remotes. Contact the Office

Manager as soon as possible if there are any problems with the heating and cooling units. Restore all A/C and heat controls to their original position and turn A/C "OFF" when vacating the facility.

- The Sanctuary and Gathering Place both have a sound system available. For specific needs (microphones, stands, cables, etc.) please list what is requested on the form and, if available, it can be accommodated. Training on how to work the sound mixer and system should be arranged with the minister of music prior to the date requested. All mixing board channels should be returned to the settings found so that they can be used for regular Sunday worship services.

### **EXTERIOR USE GUIDELINES**

Cars or trucks are restricted to only the asphalt paved areas. Prior approval must be arranged if events are to be scheduled during liturgies. The drilling of holes in the parking area pavement (for tents), or any other alteration of the exterior grounds or facilities is permitted only by permission. **Any approved changes must be returned to their original condition following usage. Trash should be disposed of in the dumpster.**

**SET-UP:** Groups using the facility shall set up for their event unless prior arrangements have been made. **A \$50 fee will be charged for any set up for events, made payable to FPCE (separate check).** Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place. Posters, decorations, etc. shall not be attached to walls or ceilings without prior approval.

### **CLEAN-UP**

All groups using the facility shall be responsible for cleaning up the space. All furnishings and equipment shall be arranged or returned to their original position (unless prior arrangements were made for FPCE to do set-up). The space shall be left clean, and all trash or garbage shall be disposed of in the dumpster. Beverage spills must be reported to the Office Manager as soon as possible. The space shall be left in the same condition it was found.

- Cleaning supplies (i.e., vacuum, broom, mop, trash bags) and extra paper products (i.e., paper towels, toilet paper) are located in the white cleaning cabinet in the upper hallway, next to the water fountain.
- All spills should be cleaned up.
- The floors should be swept thoroughly.
- All garbage should be placed in bags

\*Dumpsters are located outside, at the Southeast corner of the church.

### **GENERAL CONDITIONS**

Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities. A competent leader 21 years of age or over must be present during all hours of negotiated use. All youth groups shall require adequate adult supervision. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility. FPCE reserves the right to have a representative present at any meeting/function held at FPCE. FPCE will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner. All groups/organizations agree to pay for any and all damages to premises. Use of the FPCE facility does not imply endorsement or sponsorship of the event in any way by FPCE.

The Session reserves the right to stipulate special requirements (i.e., indemnities, hold-harmless agreements, insurance) or other limitations deemed necessary by the Session.

The church reserves the right to charge for the cost of any events.

FPCE is not responsible for any lost, damaged, or stolen articles.

The church reserves the right to terminate the use of the building by any group at its discretion without cause.

### **KITCHEN USE GUIDELINES**

All items in refrigerator, kitchen, and pantries are property of FPCE and not for general use.

Dispose of all leftovers and do not leave any items you brought in the refrigerator. Any equipment or appliances used must be returned to the proper place. Handwash all dishes, utensils, and containers and return to proper storage area. Use of the dishwasher is prohibited. Turn off the stove and all other appliances. Wipe off counters, range tops, and microwaves. Clean sinks of all debris. Sweep and mop the floor if necessary. Recycling is encouraged – please remove recyclables to recycling receptacles. Move all trash to the dumpster in the parking lot. Turn off all lights when leaving.

**PLEASE DIRECT ALL QUESTIONS TO THE OFFICE MANAGER AT FPCE**

## APPENDIX A: Emergency Procedures

In cases of emergency, your first consideration is the safety and welfare of your guests and event attendees.

Please review these guidelines in advance of your event or use of FPCE facilities and make sure you and your event coordinator are familiar with these guidelines and building layout.

Weather (Tornados or Severe Weather): Take shelter immediately. Move away from window/glassed areas of the building.

Fire: Evacuate the building immediately and then call 911 to report the fire.

Mechanical/Electrical: If there is problem with the mechanical or electrical operations of the building, call an emergency contact via the emergency numbers listed on this page and advise of the nature of the emergency.

Medical/Police: In the event of a medical or law enforcement emergency, call 911 immediately. An AED is available at the School Street entrance. First Aid Kits are available throughout the church.

Building Damage: If there is any considerable damage to the building of FPCE property (e.g., broken window), immediately call an emergency contact via the emergency numbers listed on this page and advise of the nature of the emergency. Minor interior damage must be reported on the next business day.

### Emergency Contact Number:

Medical/Police/Fire: 911

### Church Contacts:

|   |                             |              |
|---|-----------------------------|--------------|
| Office Manager (Judy Mysels)            | office@fpcedgewood.org      | 412-241-4613 |
| Building Manager (Rob Mysels)           | building@fpcedgewood.org    | 412-377-9363 |
| Pastor (Jason Dauer)                    | pastorjason@fpcedgewood.org | 412-636-6152 |
| Property Committee Co-Chair (Tim McKee) | wtm396500@yahoo.com         | 412-680-4501 |

## APPENDIX B: Church Building Usage Check List

- Turn off lights (including restrooms)     Collect garbage/take to dumpster
- Close windows/doors                       Table clean-up
- Sweep/mopping floors                       Turn off heat/air
- Lock door upon leaving                       Return tables/chairs to original position
- Make arrangements to return key if necessary

*Mark N/A if not applicable to your group*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Use of Key \_\_\_\_ # \_\_\_\_

*(This page should be filled out to what pertains to the rental, returned to FPCE, upon leaving, following rental of room)*



## APPENDIX C: FPCE Church Building Use Application and Agreement

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Requestor's Name: \_\_\_\_\_  
Requested Date & Time (include set up and tear down): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ from \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_

**Actual Event Start and End Times:** \_\_\_\_ : \_\_\_\_ to \_\_\_\_ : \_\_\_\_

Group/Organization: \_\_\_\_\_

Purpose of Facility Usage: \_\_\_\_\_

Expected Number of People in Attendance: \_\_\_\_\_

Will there be a fee for participants? Yes No

Special Request for Specific Room/Space Facility: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

### **Additional Information for Organizations other than those directly affiliated with FPCE:**

Type of Organization: \_\_\_\_\_

Mission Statement of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

### **Please initial checked items and return to Office Manager:**

\_\_\_\_ I have read and fully understand the Facilities Use Policies for FPCE and agree to abide by these policies. All the information provided by me is true.

\_\_\_\_ I have signed and returned the Facilities Use Disclaimer / Agreement

\_\_\_\_ Certificate of Insurance

\_\_\_\_ \$50 Refundable Security Deposit

\_\_\_\_ Fee payment of: \_\_\_\_\_ Received check # \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

X \_\_\_\_\_  
Signature of Primary Contact Person Date

Secondary Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ X \_\_\_\_\_  
Signature of Primary Contact Person Date

### **To be completed by the Office Manager:**

This event was / was not approved by Session on \_\_\_\_\_ for \_\_\_\_\_.  
(date) (cost)

Key # Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

## **APPENDIX D: Facilities Use Disclaimer/Agreement**

### **Please read carefully**

The First Presbyterian Church of Edgewood shall not be held responsible for and is hereby expressly relieved from any and all liability by reason of injury, loss or damage to any person or property in or about the premises occurring during the individual/group's use of the premises, which liability, except as may be caused by the First Presbyterian Church of Edgewood's gross negligence, or willful acts, is expressly assumed by the individual/group.

The individual/group agrees to indemnify, hold harmless, warrant and defend the First Presbyterian Church of Edgewood against any liability, loss or claim for damages to any person or property related to, arising from, or occurring during the group's use of the premises, from any responsibility whatsoever, except as may be caused by the First Presbyterian Church of Edgewood's gross negligence or willful acts.

Everyone using FPCE facilities must obey all church rules, and all federal, state, and local laws and act in accordance with FPCE values, principles, goals, and mission.

The individual/group agrees to reimburse the First Presbyterian Church of Edgewood for any damages it is compelled to pay arising from any such claim, demand, action, or cause of action.

We agree to abide by the letter and spirit of this agreement permitting the use of the church facilities. By signing this agreement, the authorized group representative acknowledges that he/she has read and fully understands the terms of this agreement and the procedures for use of space.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_