

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

The First Presbyterian Church of Edgewood (FPCE) facility will be made available for Congregational members, non-members; 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. Rental of the facility of FPCE must have approval by 2/3 of the Session (upon receipt of rental form, check or money order, Certificate of Insurance). The Session of the FPCE reserves the right to cancel any use agreement at any time if group is not in compliance with the Church's mission and *Facilities Use, Policies & Procedures Guidelines*, as stated herein.

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 administrative staff.

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

Scheduling of Meetings or Events will be handled through the office by the administrative coordinator. 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. The FPCE carries liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the FPCE to arrange coverage. We will process the necessary paperwork and check to obtain the proper coverage. A Facility Usage Indemnity & Hold Harmless agreement must also be signed when non-congregational members or groups use FPCE facilities.

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 \$250 (**negotiable**). This security deposit will be refunded in entirety, unless there is damage to the facility or the rented area is not left clean.

FACILITY RENTAL FEES (per hour – 2 hour minimum)

Lounge	\$25 per hour
Gathering place	\$25 per hour
Social Hall	\$25 per hour
Sanctuary	\$100 per hour
Classrooms	\$25 per hour
Kitchen	\$100 per hour
Side Lawn	\$25 per hour

ALCOHOL BEVERAGE POLICY: The serving of alcoholic beverages is prohibited.

NON-SMOKING POLICY: All in-door facilities are designated non-smoking.

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

INTERIOR USE GUIDELINES: Non-congregational members or groups planning to use the facilities must speak/meet with the Administrative Facilities Coordinator 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;**

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* attached;

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.

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. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

GAS GRILL USE: Strict liability insurance requirements limit the use of FPCE's gas grill for all non-congregational members or groups. Permission to use the grill by members must be given by the Church Office. Use is restricted to church property only. For non members or groups, contact person will be required: 1) to provide additional liability coverage insurance from his/her own insurance company; 2) to sign a Facilities Usage Indemnity Agreement; and 3) to verify he/she knows how to use the grill safely. An ABC fire extinguisher is located in the ____emergency use. A water source should also be nearby in case of fire. The grill may not be removed from FPCE grounds for personal use at any time, and it must be thoroughly cleaned after use. It is the policy of FPCE to allow only congregational members use of the grill.

EXTERIOR USE GUIDELINES

Cars or trucks are restricted to only the asphalt paved areas (parking lot/driveway). 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 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.**

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.

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 refrigerator. Any equipment or appliances used must be returned to proper place. Handwash all dishes, utensils, and containers and return to proper storage area. Use of the dishwasher is prohibited. Turn off stove and all other appliances. Wipe off counters, range tops, and microwaves. Clean sinks of all debris. Sweep and mop floor if necessary. Recycling is encouraged – please remove recyclables to recycling receptacles. Remove all trash to dumpster in parking lot. Turn off all lights when leaving.

PLEASE DIRECT ALL QUESTIONS TO ADMINISTRATIVE STAFF AT FPCE

Updated September 12, 2018

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)

