

The First Presbyterian Church of Gulfport Guidelines for Use of Church Facilities and Property

Mission Statement

All the property of First Presbyterian Church, Gulfport, exists to fulfill the mission statement of the church. It is first designed to enhance worship, ministry, fellowship, and unity. We will work together to provide an atmosphere where all members have the opportunities to develop in body, mind, and spirit and use their gifts to the glory of God. We want to provide a Christ-honoring atmosphere and safety for all participants. Please treat all church property with respect and loving care.

While this policy is intended to be general guidelines for usage of church property, this policy does not supersede any federal, state or local law or ordinance.

Assumptions:

All members of First Presbyterian Church and FPC ministries are authorized to use all the church equipment and the facilities for church-sponsored events without prior approval. Specific needs ought to be communicated to the staff as a whole during staff meetings.

All regularly scheduled functions of First Presbyterian Church and the denomination have scheduling priority over non-church functions.

Groups and organizations that represent First Presbyterian Church have priority in scheduling.

Reservations:

All reservations for use of facilities or any church property must be made through the FPC church office on the appropriate form and are subject to approval by the Church Administrator. Exceptions will need approval by the Board of Deacons as presented by the Church Administrator. Personal requests for facility and property usage by the Church Administrator must be submitted to and approved by the Board of Deacons.

Non-church reservations will not be accepted more than 90 days prior to an event, except for weddings (see separate wedding policy).

All non-church groups requesting reservations must have adequate supervision. All children must be accompanied by a parent/guardian. Youth groups must have one chaperone/supervisor for each 15 people.

In case of conflicts, the FPC Church Administrator will review applications, make a decision, and notify parties.

No political groups or private for-profit organizations can use the facilities

No weapons or firearms will be permitted in the building.

All outside groups requesting use of the facility for children and/or youth activities must provide a copy of their policy for protecting children/youth (background checks, etc.).

Participants

All participants in non-church sponsored events are required to register and provide emergency contact information. (Example: Youth, children, or sporting events)

Members can bring a guest/guests. A member must be present at all times when their guest(s) are present.

The member will be responsible for the conduct of his/her guest(s).

Regulations, Dress & Discipline

The Diaconate and the Church Administrator will manage access to church facilities.

In the interest of reaching others for Christ, the speech, dress, and conduct of members and guests will be in accordance with the highest Christian standards.

Shirts and shoes, along with appropriate apparel must be worn at all times.

Food and drinks are allowed only in designated areas, except for scheduled church functions.

Dinners or events involving food are only allowed in the foyer or gym.

No alcohol, drugs, or tobacco products are permitted.

No profanity is permitted.

No firearms, open flames, smoke, or combustible devices are permitted.

No pets/live animals/birds are allowed. (With the exception of service animals)

No skating will be allowed inside the building.

All music, movies, and videos must be in harmony with FPC values. These must be identified on the application for use of the facility for approval by church administrator.

No tape or staples can be used on the walls.

Users shall not injure, mar, or deface the facility or furnishings. No jumping or putting feet on the furniture.

User is responsible for setting up for their event to include chairs and tables. Users will return chairs and tables to their original location.

Sound equipment, musical, electronic, and visual aid equipment can only be operated by a member of the church trained in the use of the equipment.

Instructions/guidelines for use of the kitchen will be supplied to users.

Only official church activities may be scheduled on Sundays.

The user will have no right to sell or distribute merchandise of any kind except by prior authorization.

Groups or individuals not adhering to church policies and procedures may be asked to leave the premises.

Fees:

Fees must be paid before an event can be scheduled and the facilities reserved.

The organization or individual submitting the application shall be accountable for any damage to the property or its contents.

Fees will offset utility cost and building wear.

Pricing Structure for Parties, Banquets, Dinners or Special Events (other than weddings) will be:

Members \$20/hr

Non-Members \$100/hr

Church Sponsored Events Free

Use of the gym for basketball practice only: \$25 per hour.

Exceptions authorized by the Church Administrator

Kitchen & Bathroom Guidelines and Instructions

Cleanliness, sanitation, and order are important!

Prior to each event, FPC janitorial staff will ensure that the kitchen is mopped, cleaned, and in order.

Proper instructions on use of equipment will be given to the user before each event.

The user is responsible for all paper products, cups, & utensils.

After each event the user must be responsible for the following:

- All dishes should be washed, dried, and put up.
- All counters and sinks should be sanitized.
- If tea machines/coffee pots are used, they should be washed, dried, and returned to their proper place.
- All tables and chairs should be wiped off and sanitized.
- Sinks including the hand sink should be scrubbed and sanitized after each use.
- The floors should be swept.
- The garbage should be removed from the building and placed in the dumpster.

The church will provide for the user:

- Refrigerator and freezer space (if available) and ice if desired.
- Cooking utensils, pots, and pans (if requested on application).

After each use, the bathrooms will be cleaned and mopped by the user.

Before and after each use of the facility, the user should check the facility with a FPC representative.

Equipment Loaning

All individuals requesting to take any church property off the FPC physical site must obtain permission of the Church Administrator by filling out the Equipment Loan Request form. The form includes the item(s) requested, date needed, return date, and reason for request. This form must be signed by the Church Administrator and the member or staff member who is requesting the item. All items loaned must be returned on the date stated and in the condition in which they were first obtained. In the event of damage or loss, the individual will be responsible for making the church whole both temporarily and long term.

First Presbyterian Church Facility Use Application

Foyer_____ Kitchen_____ Sanctuary_____ Education Wing_____ Gym_____

Date of function _____ Time from _____ to _____

Size of Event (number of people) Children_____ Youth_____ Adult_____

Request being made by

_____ Individual - If individual, are you a member of FPC? _____

_____ Group - If group, explain below the nature of the group.

INDIVIDUAL INFORMATION:

Name _____

Address _____

Phone _____ Cell Phone _____

GROUP INFORMATION:

Name of Group _____

Contact Person of Group _____

Address _____

Phone number _____ Cell Phone _____

What is the major mission of your group?

THIS PERSON AND/OR INSURANCE PROVIDER WILL BE LEGALLY RESPONSIBLE FOR ACCIDENTS AND DAMAGES!

Name _____

Address _____

City, State, Zip _____

Cell number _____ Phone number _____

What is the nature of the event? Describe the event.

If music or videos are a part of the program, describe the nature of the music, video or films.

Is there any intent to sell or distribute merchandise? _____ If so what is the nature of the product?

For what purpose are the funds used? _____

Will food be served?

If yes, will the food be ___ Brought in ___ Prepared in the kitchen.

What equipment is needed?

Podium _____ tables _____ chairs _____ other _____

Sound Equipment _____ What is needed? _____

Coffee/Tea Pots/Machine _____

Kitchen utensils, pots, pans _____

Please provide details regarding room arrangement & layout for tables and chairs including serving tables.

Initial the following:

____ I have received and read the FPC Facilities use Policy and agree to adhere to this policy.

____ I have received and understand directions for use of any kitchen equipment.

____ I will not use any kitchen equipment for this event.

____ I have attached a copy of my insurance coverage for the event.

____ I have attached a copy of my organizations policy for protecting children/youth (background checks, etc.).

____ The event sponsored by my organization will not include children or youth.

Signature of Individual or Representative of Requesting Agency

Date

Approved _____ NOT Approved _____ by _____
FPC Church Administrator

Date

Payment Received: \$ _____ on _____

**First Presbyterian Church of Gulfport
Equipment Loan Request**

Item(s): _____

Date Requested: _____

Member loaned to: _____

Date to be returned: _____

Reason for Request: _____

Church Administrator Approval: _____ Date: _____

Date of actual return: _____ By: _____

Kitchen Policy of The First Presbyterian Church of Gulfport

Mission Statement

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Guidelines

When using kitchen dishes, cookware and utensils, please clean them and place them back in their appropriate place.

The commercial dishwashers are to be used only by those who have been trained and approved to do so. The dishwashers are “quick” wash and have specific instructions. A list of individuals approved to operate the dishwashers is provided in the kitchen.

The kitchen counters are to be kept clear and clean. If you use the kitchen counters for serving or food preparation, please disinfect and clean them.

Discard all food trash in the kitchen garbage container. Please remove the full garbage bag from the container and dispose of the bag in the church dumpster located in the east back corner of the gym.

If one would like to donate dishes, silverware, food containers, serving containers or kitchen furnishings, please contact the kitchen committee for approval. (Please see names and contact information of those serving on the kitchen committee.)

If one finds that the kitchen is not adequately stocked with cook ware or furnishings, please contact the kitchen committee. (Please see attached names and contact information of those serving on the kitchen committee.)

When placing prepared or unprepared food in the kitchen that is to be used by a specific ministry group of the church, please label these items with the group's name and date the item is to be used.

Discard or remove any non-staple food that has not been used or consumed after the ministry group has concluded with its function.

Clean the sinks after each use. Place discarded food only in the sink drain that has a garbage disposal. Discarded food of any kind should not be placed in the sink that does not have a garbage disposal.

Kitchen Committee

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