

**First Presbyterian Church
Facility Usage Policies w/Fee Schedule**

Introduction

First Presbyterian Church, FPC, may be reserved for special events by members and nonmembers. The FPC Events Coordinator will schedule all events and may approve events in areas except the sanctuary and chapel. Use of the sanctuary and chapel requires approval by the church Session. Session may approve monthly, quarterly or other recurring events on a yearly basis. Events may be scheduled only by the FPC Events Coordinator. No church member or staff member may schedule events that are not part of the normal church calendar without following the procedures in this policy.

Regular church events and/or programs and activities that have prior Session approval will have priority. However, these events must be scheduled on the event calendar well in advance to ensure that no conflicts will occur.

Members of FPC, Morristown, can reserve areas of the church for a non-church activity up to one(1) year in advance of the event date. Nonmembers can reserve the church up to six (6) months in advance of the event date. Reservations are taken on a first come-first served basis.

General Usage Guidelines

First Presbyterian Church provides facilities to enrich the lives of its church members and the community at large. While religious activities form a central part of the church's mission, FPC recognizes the need for recreational and fellowship activities. The FPC facilities, however, should not be used as the main location of any business activity.

Church scheduling procedures:

A person/group or church member desiring to use space at FPC must complete a "Facility Use Request Form" and submit it to the FPC Events Coordinator.

"Facility Use Request Form":

- a. All outside groups/individuals and members using church facilities must have completed request forms on file in the church office.
- b. Once approved, each event will be posted on a common calendar and printed in the Sunday bulletins and church newsletters.
- c. The FPC Events Coordinator will send a report to Session monthly and provide quarterly reports for Buildings and Grounds Committee of all approved events, including those approved by the FPC Events Coordinator.

The representative/contact person:

- a. All outside groups /individuals and members using any part of the church building for a non-church-sponsored program will designate one person to be their representative/contact person who will be responsible for and will attend the event.
- b. The representative needs to follow the procedures and guidelines for use of the facilities and is responsible for informing all group members of those procedures and guidelines.
- c. The representative is responsible for all personal items brought to the church.
- d. The representative is responsible for having someone at the church to receive any deliveries.
- e. The representative is solely responsible for return, immediately after the event, of any rented or borrowed property.

Liability:

- a. The representative, as well as FPC members, must sign a wavier of liability. (See the "Facility Use Request Form.")
- b. The representative or contact person, along with the renting group, is responsible for any damage or loss to FPC property caused by the event.

Event time, safety restrictions, and use of equipment:

- a. Events must end at a reasonable time (no later than 11p.m. on Saturday evenings) so that the custodial staff has adequate time to clean before regular church functions begin.
- b. Fireworks are not permitted in any part of the building or on church grounds.
- c. Smoking is prohibited in all FPC buildings or within twenty feet (20') from any entrance into a facility.
- d. The use of alcoholic beverages is prohibited.
- e. Animals are not allowed inside the church building; the exceptions are seeing-eye dogs or leader dogs, as needed.
- f. Individuals must be twenty-one (21) years old to reserve any area of the church, any church equipment and/or property.
- g. Groups using the sound system, organ, kitchen facilities, or theater must use an event host and/or a church representative, trained in the use of such equipment and pay the church representative the fee the Session has established.
- h. Groups renting the kitchen are expected to leave the kitchen clean, with all equipment and appliances turned off and in their assigned places. Any required additional clean-up will be billed accordingly. (**See Rental Policies for Kitchen**)
- i. FPC will not schedule any event for an area where the anticipated number of participants exceeds the established occupancy.
- j. Renting groups must take all trash to the FPC dumpster or off-site. Any trash left in FPC will incur additional cleanup fees that will be billed accordingly.
- k. All rentals will be on a 24-hour basis (midnight to midnight). Groups desiring prior day(s) to decorate will be charged accordingly.

Decorations:

- a. No tape, pins, nails, tacks or other items that could cause damage shall be used in any part of the church, including furniture, equipment, walls and finished trim.
- b. Only wrapped wire or ribbon that will not mar or stain shall be used to attach decorations.
- c. Existing decorations may not be moved in or removed from any area of the church.

Furnishings and floral arrangements:

- a. No furniture from the sanctuary or chapel or other parts of the building may be moved without prior permission of the FPC Events Coordinator. The communion table is to be kept in the center of the worship area, and other symbols of the church (baptismal font, pulpit) are not to be moved or rearranged.
- b. The use of floral arrangements, candles and greenery in the worship area should be kept to a minimum. No floral arrangements are to be placed on the communion table or on any piano or organ in any part of the building.

Use of candles:

- a. Only non-drip candles with inserts to minimize dripping and those with wax-catching saucers beneath them may be used in the sanctuary or in any other areas of the church.
- b. Hurricane globes must be used on any candelabra outside the chancel area.

Supervision:

- a. Children under the age of eighteen (18), when using the church facilities, must be supervised by a parent or another adult.
- b. The person/organization using FPC facilities is responsible for keeping the participants in the reserved areas of the church. If there are others present (e.g. children of supervisors, siblings of participants, etc.), they must be supervised as well.
- c. The number of adults required to supervise children follows accepted ratios determined by the age and number of children present (ratio of 6 to 1 for those 5th grade and under and 8 to 1 for those 6th grade and older).

A training manual should be available for event hosts and should include the following:

- a. Outlines of fire and safety plans (including emergency plans);
- b. The location of pertinent equipment used by members and outside groups;
- c. Setup and operation of lighting, sound and media equipment;
- d. Location of electrical breakers and water shut off valves;
- e. Location of medical equipment, i.e., first aid kits and defibrillator;
- f. Location of all procedural logistics.

The Buildings and Grounds Committee, subject to FPC Session approval, will establish a fee for the use of each area of the church, as well as a fee for sound technicians and kitchen/event staff, and will review the fees at least annually. The facility use fees may not be waived for any for-profit enterprises.

FEE POLICIES AND PROCEDURES

Waiver of Fees

The FPC Events Coordinator may not waive any fees. Session may waive fees for non-profit agencies, but may not waive fees for for-profit enterprises. This process may take from (2) days up to 30 days, pending completion of the "Facilities Use Request Form."

Payment of Fees

The church office must receive from representatives of outside groups, as well as from members, full payments, including the security deposits, (30) days prior to the event or event may be cancelled unless other arrangements are made. This deposit will be held up to two (2) weeks following the event and returned by mail, providing no damages are declared by the Building and Grounds Committee Chair. If damage is found, a partial reimbursement may occur or a forfeit of the deposit may be necessary to cover needed repairs.

Members and representatives of outside groups are responsible for paying cleaning, set-up, and kitchen/event host fees during any non-church/private sponsored event.

The initial invoice will be sent by email and if not, an invoice will be sent to the mailing address provided.

If a past due balance has not been paid in full, the responsible individual or group will forfeit future usage privileges of FPC facilities until the past due balance has been PAID IN FULL."

FPC accepts only cash or checks, made payable to First Presbyterian Church.
See attached Fee Schedule for Facilities and Resources for specific facility and resource usage.

Fee Schedule For Facilities and Resources

SANCTUARY (525 PEOPLE). \$605
 CUSTODIAL FEE..... \$240
 The Sanctuary is reserved for events of a worshipful nature and requires Session approval.
 No fees can be charged or profits made by groups using the Sanctuary.

CHAPEL (70 PEOPLE)..... \$300
 CUSTODIAL FEE..... \$55
 The Chapel can accommodate approximately 70 people.

GYM (609 PEOPLE MAX). \$425
 CUSTODIAL FEES:
 SMALL GROUP (75 PERSONS OR LESS)..... \$85
 LARGE GROUP (75 PERSONS AND UP)..... \$135

FELLOWSHIP HALL (120 PEOPLE MAX). \$180
 CUSTODIAL FEE..... \$85

MAIN KITCHEN..... \$365
 CUSTODIAL FEE..... \$85
 Kitchen Host (Required)..... \$13.50/hr

CHAPEL KITCHEN (fee included with Chapel and Sanctuary)

NURSERY
 2 NURSERY ATTENDANTS (UP TO FOUR HOURS)..... \$135
 AFTER 4 HOURS, FEE IS \$27 PER HOUR
 CUSTODIAL FEE PER ROOM. \$30

THEATER (65 PEOPLE MAX)..... \$60 FOR 1ST HOUR
 AFTER 1 HOUR, FEE IS \$11 PER HOUR
 TECH FEE..... \$50
 CUSTODIAL FEE..... \$30

NON-PROFITS
 USE OF GYM. \$150
 USE OF KITCHEN. 125
 USE OF ALL OTHER ROOMS. \$50 PER ROOM + CUSODIAL FEES

WALKING TRACK - No Fee

CLASSROOMS. \$35/Room
 CUSTODIAL FEE..... \$30/Room
 Note: Some classrooms are not available for outside use. See Event Coordinator for available rooms.

EVENT HOST..... \$13.50/hr
 A Host is required to be at all events scheduled outside of normal church business hours.
 (Normal church hours are Monday-Friday 8am-4:30pm)

**** Some events may require the use of 2 Event Hosts ****

There will be a \$13.50 per hour min. per person charge for room or gym set-up and take-down.**
 Members using the building will pay the custodial fee and set-up and take-down fee.

Other Resources

STAGE \$50
Staging is available for \$50.00 per section (sections measure 8' x 4' w/included steps)

MICROPHONES \$5 each
Wired and wireless available

MIXER BOARD \$30
Mixer boards will handle up to 16 lines

DELL 2400MP (SMALL PROJECTOR) \$30/hr

There is a \$100 maximum a day for use of the projector

All cabling and connectors included with use of Dell projector

- Bright 3,000 ANSI Lumens (Max)¹
- Excellent high contrast ratio of 2100:1 (Full on/Full off)
- 5.5 lbs. (2.5kg) and only 4" (101mm) high
- Integrated zoom lenses and automatic vertical keystone correction
- DLPTM LVDS technology from Texas Instruments
- Native XGA (1024 x 768) resolution with auto synchronization to UXGA (1600 x 1200)
- Eco-mode option for quiet operation and extended lamp life² (up to 2500 hours)
- Full connectivity — Supports PC, S-video, composite video, component video via VGA and RS-232 connectors
- Supports full range of television and video standards, including NTSC, NTSC 4.43, PAL, PAL-N, PAL M, SECAM and HDTV (480i/P, 576i/P, 720P, 1080i)

DELL 7609 WU DLP (LARGE PROJECTOR)..... \$50/hr

There is a \$200 maximum a day for use of the projector

All cabling and connectors included with use of Dell projector

- DLP® and BrilliantColor™ technology – Advanced processing and millions of tiny mirrors deliver riveting still images and lightning-fast response time for fluid, fast-action videos.
- 1920 x 1200 WUXGA Native Resolution – Project a breathtaking, high-resolution picture across large boardrooms and auditoriums with up to 56.7% more pixels than SXGA+ (1400 x 1050).
- Superior 2700:1 typical (Full On/Full Off) – Make a great impression with consistent high-contrast images and razor-sharp text.
- Optimal Brightness of 3850 ANSI Lumens (Max.) – Lights-on presentations in large rooms have never been this clear and bright.
- Comprehensive Connectivity - Get ultimate flexibility with network management control via RJ45, DC jack 12V output for motorized projection screen, DC jack 5V output for powering external devices such as wireless module, Dual VGA, Dual HDMI, DisplayPort, S-Video, Composite Video, RS232 and Audio-in/Audio-Out.
- Audio Capable - Dual 5W speakers provide a crisp soundtrack for any multimedia presentation.
- Flexible Usage - Offers desktop or ceiling mountable options, each with front and rear projection capabilities.
- Full-Featured Remote Control - Navigate your presentation with ease and call out the details using the built-in laser pointer.
- Long Lamp Life - Help protect the planet and your bottom line with an efficient 300W user replaceable lamp and a long lamp life of up to 2000 hours (normal mode)/2500 hours (eco mode).
- Eco Friendly - Use Eco-Mode for quieter, more efficient operation and increased lamp life¹ up to 2500 hours.

There will be a \$13.50 per hour min. per person charge for room or gym set-up and take-down.

Members using the building will pay the custodial fee and set-up and take-down fee.

First Presbyterian Church
600 West Main Street
Morristown, Tennessee 37814
423-586-4281

FACILITY USE REQUEST FORM

Name: _____

Address: _____

Tax-exempt organization? (Circle) Yes / No Please include a copy of your Driver's license.

Name and address of contact person: _____

Contact Phone #: _____ Email Address: _____

Rooms requested: _____

Date and time of event: _____ Length of time: _____

Description of event: _____

Will a fee be charged to participants? _____ If yes, how much? _____

Equipment needed:

Fixtures	<i>Quantity</i>	Microphones	<i>Quantity</i>	Electronics	<i>Quantity</i>
Stage (8' x 4') (1)		Wired Microphone (4)			
Tables (6ft rectangle - seats 8) (43)		Wireless Microphone (Lapel) (2)		Projector (Large) (1)	
Tables (6ft round - seats 10) (45)		Wireless Microphone (Handheld) (1)		Projector (Small) (1)	
Chairs (440)				Mixer Board (1)	
Tablecloths (45) (\$12/cloth)					

Number of expected participants: _____ Adult, children (ages)? _____

Childcare/Nursery Requested (Circle) Yes / No If yes, expected number of children _____

Do you have liability insurance? _____ Coverage limits? _____

By submitting this application, the undersigned represents that the information provided is true and accurate. If the request is granted, the person/organization will be responsible for any damage to the premises of First Presbyterian Church. Changes to equipment needs must be made thirty (30) days in advance of the event in order to avoid being invoiced for initial equipment requests. I have read and agree to abide by the policies contained in the First Presbyterian Facility Usage Policy, including the schedule of fees.

Agreed this the _____ Day of _____, 20____.

 Applicant Signature

FOR OFFICE USE ONLY:

Approved: _____ Fee Estimate: _____ Host: _____ Set-up/Take-down/Clean-up: _____