

Building Use Terms & Conditions

First Presbyterian Church welcomes any group to apply for the use of the church facility. Should the application be approved, it is the expectation that the following terms and conditions are understood and followed during the time the facility is used.

General Terms & Conditions

- No outside party may reserve space more than *12* months in advance except for weddings – initial arrangements to be made with the Pastor.
- We reserve the right to move your group to a space that meets your needs.
- Meeting areas may be available when they are not needed for routine church activities.
- The group using the church has purposes not in conflict with those of this church.
- The group has completed the Building Use Application and has received written approval to use the facility.
- We ask that you respect all aspects of the church property.
- Requests for building use must be reviewed and approved by church staff.
- NO smoking & NO alcohol are permitted in the church building or on church grounds.
- CANCELLATION: Please be aware that unforeseen church events such as funerals may arise and must receive priority over previously scheduled events.
- If your event is canceled, all money will be refunded.

Before, During, and After Your Event

- The church assumes no responsibility for setting up a meeting area, however, set-up may be arranged with the church Building Manager as their time permits.
- Only those areas reserved by the group are to be occupied/used.
- Nothing is to be posted on walls or bulletin boards.
- There must always be an adult leader present before children arrive for the event and be present throughout the entire time children are present.
- No running in the church, playing in the restrooms, or sitting on countertops or tables.
- **If food is served at your event, note that the lower level of the church is a “Peanut Free Zone”, there are no exceptions.**
- Office machines are not available.
- The dishwasher is for church use only.
- Please check to assure water faucets are off and toilets are not running.
- Clean-up and trash removal is the responsibility of the user group.
- All trash should be placed in the appropriate receptacles and taken to the dumpster located next to our garage.
- **Doors securely closed upon leaving.**
- All lights must be turned off.
- The user group is responsible for any damage done to the church facility during their event.

Audio Visual Requirements

- Special permission must be given for the use of the sound system and/or musical instruments.
- We provide our own tech specialists to run our A/V equipment at an additional charge of \$25 per hour with a 2-hour-minimum.

The Use of our Church Kitchen

- The kitchen must be cleaned after usage.
- Stove and countertops must be cleaned; garbage removed; dishes washed and put away, and floors swept.
- No storage space is available due to room constraints.
- No food may be stored in the refrigerator.
- Dishwasher is for First Presbyterian Church use only.
- Dishcloths & towels must be furnished by user group.
- Any breakage must be reimbursed.

Fee Tiering for Building Use

Each church member/non-member requesting use of our building will be assigned to Tier One, Two, or Three (below), which explains the fee schedule assigned for each function.

Tier One (Security deposit required, use/cleaning fees will be charged as detailed in the Building Use Terms and Conditions.)

1. Non-church, For-profit.
 1. Example: Madrigals

Tier Two (Security deposit required, use/cleaning fees detailed in the Building Use Terms and Conditions may be waived and Security deposit returned based on the condition of the space after the event.)

2. Non-church, Non-profit with no church connection/partnership.
 1. Example: Charitable organization that is not a mission partner but needs to rent space.
3. Church member event for non-church organization.
 1. Example: Church member would like their non-connected organization (such as Rotary club) to use church space.
4. Church partner, Non-profit large event.
 1. Mission partner (such as Home Sweet Home) desires to rent space for a large gathering such as sale or community event.

Tier Three (No Security deposit required, use/cleaning fees detailed in the Building Use Terms and Conditions may be waived based on the condition of the space after the event.)

1. Church partner, Non-profit small event.
 1. Mission partner (such as Home Sweet Home) desires to rent space for a small gathering such as a meeting.
2. Church member, personal event.
 1. A member wants to hold a birthday or graduation party at the church.