



## **FACILITY USE AGREEMENT**

The members of First Presbyterian Church are called to be an active, growing, inclusive and caring church family that witnesses to God's love and shares the good news of Jesus Christ. Here, at FPC, people of all ages, races, cultures, gender identities, sexual orientations and socioeconomic situations are encouraged to grow in their understanding of God's word, and to offer up gifts in active ministry to the glory of God. We gather for worship to be prepared to share our faith and care for those in need inside and outside our walls.

Building use activities fall under the oversight of the Property Committee. Requests for building use are managed through the church office and the Head of Staff or Session. No commitment for building use is finalized until the Use Agreement has been approved and executed through the church office. When possible, we will attempt to make our facility available to local organizations and individuals for one-time/short-term/long-term usage, but our first priority is to congregation programs and membership needs. FPC reserves the right to schedule other concurrent activities and events in other parts of the church facilities. In the rare event of a conflict with the space, the church reserves the right to make reasonable accommodations/requests to move room assignments around.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide, sign and return the Facility Use Agreement and Release Form. A copy of the approved form will be returned to you once approved.

Thank you!

FPC Staff



# FACILITY USE FORM & POLICY

512 Seventh Street, Columbus, Indiana 47201 Telephone (812) 372-3783; FAX (812) 372-9533 [www.fpccolumbus.org](http://www.fpccolumbus.org)

Name of Group \_\_\_\_\_

Purpose of organization or purpose of event \_\_\_\_\_

Number of persons expected \_\_\_\_\_ Will you charge a fee for the event? \_\_\_\_\_

If so, how much? \_\_\_\_\_

Contact person(s) \_\_\_\_\_

Best Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Space Requested \_\_\_\_\_

For (date or dates)

\_\_\_\_\_

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

*We agree to be financially responsible for any and all damages that may occur during our use of these facilities.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval by Head of Staff or designee

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **RULES AND PROCEDURES**

1. CHURCH PROPERTY – Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Head of Staff. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
2. FACILITY CARE – The church area used by your group must be left clean and orderly with church furniture and property *returned to its designated place*. Failure to comply may result in forfeiture of the security deposit.
3. KITCHEN RULES – Kitchen use must be specifically requested and authorized prior to your event. It must also be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster, located in the alley. Church supplies are not to be used except by church sponsored activities. If requested, you may use church freezer/refrigerator (not pre-school).
4. PIANO AND ORGAN USE – Permission to use the piano, organ, or other church owned instruments must be granted by the Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers, at the expense of the group needing use of that area.
5. SANCTUARY SOUND SYSTEM – The Sanctuary sound system is available for use upon request. The system must be operated by trained congregation members or by individuals pre-approved by the Head of Staff and may result in an additional fee. No other equipment may be attached to the church sound system without prior approval.
6. NO SMOKING, NO ALCOHOL AND NO ILLICIT DRUG USE ALLOWED – All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the buildings and property, including corridors, restrooms, and parking lots. Alcohol consumption or illicit drugs are not allowed on the congregational property, including all buildings and outdoor areas.
7. BUILDING USE – All groups agree that they will ensure that all event participants leave the building after the event has concluded.
8. RESERVATION TIME – The reserved room/space may not be used before or after the approved timeslot – even if there are no other reservations before or after your reserved time. Only the reserved room(s) may be used the day of reservation. Final clean-up for events must be completely by 9 pm, unless prior approval for other hours is granted. If a group cancels an event for any reason, it must give 24-hour notice to the church office or forfeit activity fee.
9. SUPERVISION OF CHILDREN AND YOUTH – The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy, including the following:
  - No fewer than two adults should be present at all times during any program or event involving children.

- Adult supervision is required at all times, both inside and outside of the church property, including the parking lot.
  - Children and/or siblings of group members must stay with the group or under the care of additional adult supervisors.
10. **FOOD AND DRINK** – Food and drink should be limited to designated areas. NO food, drinks or decorations should be in the sanctuary, as that is our sacred space. Anyone using the church property is responsible for cleaning after each use – both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table clothes, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
  11. **DECORATIONS** – Decorations may not be attached to the walls or doors with tape or anything that would damage the surface. Please seek approval from Head of Staff for adhering anything to the walls or ceiling. All decorations must be removed immediately and completely following the event.
  12. **EMERGENCY SCHEDULING CONFLICTS** – The congregation reserves the right to pre-empt any facility agreement in cases of emergencies, such as funerals. Notice will be provided as early as possible.
  13. **STORAGE** – Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite, unless prior arrangements have been made through the church office.
  14. **BREAKAGE** – All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which, in the judgment of the Property Committee, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
  15. **SECURITY** – The congregation works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property.
  16. **UNLOCKING DOORS** – If needed, a custodian will be here to open and lock the doors as agreed and stated on the form.

### **Reimbursement Fees**

Sanctuary	4 hrs or less	\$125	Gym	4 hrs or less	\$ 75
	Full day	\$175		Full day	\$125

Laws Room	4 hrs or less	\$100	Small Youth Room	4 hrs or less	\$ 35
	Full day	\$150		Full day	\$ 50
Kitchen	4 hrs or less	\$ 50	Large Youth Room	4 hrs or less	\$ 75
(If using to store, fridge and/or freezer)	Full day	\$ 75		Full day	\$125
Classroom	4 hrs or less	\$ 35	Custodial Fee for Unusual Hours		\$ 75
	Full day	\$ 50			

There is a **\$75 building deposit** (*may be waived at discretion of the staff*) which will be refunded after the event if there are no damages, no alarms set off, no needed additional cleaning needed, and the event ends at the agreed time. Should the Office alarm or Fire alarm be set off during the time of your event or your event doesn't end as agreed, you are still responsible for the \$75 fee (and the building deposit is **not** returned).

#### IN CASE OF EMERGENCY LIST OF CONTACTS

Barb Newton – (812) 343-1255

