

FIRST PRESBYTERIAN CHURCH BUILDING USE POLICY AND AGREEMENT

We at First Presbyterian Church consider your presence in our building to be part of our mission and outreach to our friends and neighbors. We are delighted to be able to offer you space to hold your event or conduct your meetings. We are blessed to have such a beautiful building and seek to preserve and maintain it in a way that honors its rich history. We will make every effort to accommodate your request.

The building, equipment, furnishings and supplies have been paid for by the congregation and, therefore shall not be used by any non-member group or individuals without prior Session approval. Arrangements to use the building shall be made at our church office, 573-642-5541. Building use expectations, deposits, and related information will be handled through the office. A form that is included in the appendix needs to be filled out and turned into the church office.

Since the building and equipment have been paid for by the congregation, a church member may use our facilities and/or equipment without Session approval. However, building or equipment use should be scheduled through our church office.

First Presbyterian Church is not responsible for accidents or injuries due to unauthorized use of property or building. Sensitivity regarding funerals and weddings is expected from all building users.

Priority of use of the building is as follows:

1. First Presbyterian Church use and recognized groups within the church:
 - a. Church Worship Services, Sunday School, Adult Classes/Groups, etc.
 - b. Regularly scheduled church activities (e.g., Session meetings, Bible Studies, Lunch Bunch, choir rehearsal, Praise Band rehearsals, etc.). Events that are part of the work of our committees do not need prior Session approval. However, information about the event should be included in the committee's monthly report to the Session. It should be noted that while events do not need Session approval, if curriculum is being utilized it does need Session approval prior to the event.
 - c. All other functions of the church, not regularly scheduled.
2. Church Members:
 - a. Weddings, Funerals, and Memorial Services, and Receptions
 - b. Individual Parties and Special Events (birthday or anniversary parties)
 - c. Music Recitals (not including private recitals for students)
 - d. Other Informal Church Member requests.
3. Community and Not-for-Profit Groups.
 - a. Church related activities (the Scout troop sponsored by our church)
 - b. The Fulton Preschool Association
 - c. Not-for-profit groups will have priority over commercial groups. Examples of not-for-profit groups are: AA, Red Cross, and The Manor.
 - d. Westminster College events.

- e. Other non-church activities (excluding any profit making activity that is not service related).

For community and Not-For-Profit groups, there must be a congregational sponsor. Completion of an “Application for Building Use” is required as well as prior Session approval. These groups should have goals and values consistent with those of our church.

Events in categories 2 b, c, d and 3 may tentatively be scheduled 12 months in advance but should be confirmed by the event organizers 30 days in advance. The Pastor and Committee Moderators may schedule events and reclaim these dates prior to the 30-day confirmation deadline, after discussion with the group that has scheduled use of the building. Groups that meet on a regularly scheduled basis can submit one building use application annually.

Several groups have been granted perpetual church use by the Session and do not need Session approval for church use. These groups do need to schedule activities through the church Clerk. The groups are: **Affiliated Court Services, A Place to Go, Fulton Alcoholics Anonymous (AA), Alzheimer’s Support Group, Boy Scout Troop 53, Crop Walk, The Fulton Preschool Association, Our House, Presbyterian Manor, SERVE and The Red Cross.**

The Session will establish appropriate fees for use of the facilities, on an as needed basis. Fees may be adjusted or waived for non-profit groups whose goals and values are consistent with those of our church.

Groups using the facilities may be issued a building key for access to the building. Keys must be checked out from the church office during regular weekday business hours. A key fee of \$150.00 will be charged if the key is not returned, due to cost of rekeying our doors. Any damage to the church property will be assessed on an individual basis and restitution will be based on the cost of repairs. Keys must be returned within three working days after the event or the key fee is forfeited.

The use of the facilities is limited to non-profit organizations. No person, group, or organization may use the grounds or facilities for commercial or political activities or charge admission fees. Freewill offerings may be received.

The Property Committee will approve all building use agreements. In all cases, First Presbyterian Church reserves the right to refuse the use of the church facilities. The Administration Committee will annually review all long term building use agreements.

Increased activity in the building means increased maintenance for our church home. In our continuing effort to preserve and maintain our building, its furnishings, and grounds we ask that all who use our church facilities honor the guidelines outlined as follows:

RESPONSIBILITIES OF USERS:

General:

1. First Presbyterian Church (FPC) reserves the right to refuse to provide space to any individual or group for any reason. FPC also reserves the right to cancel scheduled dates for reasonable cause.
2. Alcoholic beverages are not allowed on the premises. Illegal substances, inappropriate language or gambling are not permitted on the property of FPC at any time. The person(s) making the reservation will enforce this restriction. FPC reserves the right to cancel any agreement due to non-compliance with these issues.
3. Smoking is strictly prohibited inside the building. If smoking occurs outside of the building, any butts and matches should be deposited in the receptacles provided outside of the church. The person(s) making the reservation will enforce this restriction.
4. Your use of the building is not exclusive; other individuals or groups may be using the building at the same time. Everyone must show respect to other individuals and groups using the building at the same time.
5. Individuals and groups are expected to arrange for or take care of any set ups as well as putting the room back to its original condition, including cleaning the tables, and also to honor their scheduled time.
6. Thermostats are set to maintain efficient use of heat; do not change the settings.
7. An assessment of no less than \$50 and no more than the actual cost will be charged if the room is left untidy or its contents damaged.
8. If your group needs to use our sound equipment, special arrangements must be made through the church Clerk and there will be a charge.
9. All users are responsible for the safety and actions of anyone they bring onto FPC property.
10. All users are responsible for providing adequate security to ensure that unauthorized people do not gain access to Church property because of the permitted use.
11. Non-church users must provide their own paper goods, plastic silverware, coffee, lemonade, sugar, creamer and condiments. Church groups will have these items provided for their activity. The china and silverware in the kitchen is for church use only.
12. All events will be conducted in accordance with all applicable laws, regulations, and ordinances.

In general, one-time event requests cannot be made more than six months prior to the date of the event unless approved by the Session. If you will be using our building 4 hours a week or more a longer term lease would be needed. Please contact the church Clerk to discuss your need

Housekeeping:

1. Each individual or group must leave the facilities it used in a tidy, clean condition, including any hallways or bathrooms that were used.
2. Each individual or group must place all trash in trash receptacles as provided by FPC. All food or beverages need to be taken with you after your meeting or event.
3. To show courtesy to our neighbors, each event or meeting should end by 10:00 p.m. unless an exception is granted by the Session.

4. No taping of any type, adhesives, staples, nails or tacks are to be used on walls, ceilings or floors. If you need to hang something, consult with the church office administrator.
5. Users are responsible for conserving fuel, water, and electricity to the extent possible.
6. On-going storage space within the building is not readily available and is subject to the discretion of the church Clerk.

Children:

1. We welcome all children at First Presbyterian Church. However, adult group members must care for and supervise the children while your group is at FPC. For the children's safety, we ask that you confine any children associated with your group to the area of the church building you have reserved. Please do not allow children to run through the building or play in areas other than those reserved by your group. Areas used for child care must be returned to their original condition.
2. All children must be supervised at all times. Groups of children aged five years and under must have at least two responsible adults (18 years or older) for every 10 children, at all times.
3. Children are not to play on the elevator at any time.

Tasks which must be performed after your event or after each meeting:

1. Turn off all lights (halls, rooms, bathrooms and entrance ways). Please note that some emergency lights in the hall cannot be turned off.
2. Do not leave any dirty dishes or containers. Please either wash them before you leave and put them away or, if they belong to your group, take them with you.
3. Do not leave leftover food anywhere in the building.
4. If any electrical appliances were used (coffee pot, oven, stovetop, microwave e.g.), make sure they are turned off, cleaned, and unplugged.
5. Turn off water faucets in kitchen and restrooms and leave rooms tidy (no paper on the floor).
6. Close and lock all doors before leaving. Securing the premises is the users' responsibility.

**FIRST PRESBYTERIAN CHURCH
FULTON, MO**

APPLICATION FOR CHURCH BUILDING USE

This form must be filled out by and turned in to the Clerk when any person, group or organization wishes to use part or all of the First Presbyterian Church building or facilities. All requests should be submitted to Ramona Dobson at clerk@fultonpresbyterian.org to ensure there are no scheduling conflicts.

Session approval is **not** required for activities supported by the church. Any group that is not supported by the church must have Session approval.

Date of Request _____ Person/Organization Submitting the Request: _____

Contact name (if an organization): _____

Contact Address (Street, Town): _____

Phone ____ - ____ - _____

Alternate Phone ____ - ____ - _____

Area(s) of the building that will be used (Use of the Sanctuary must have the approval of the Worship Committee Moderator):

Please describe the purpose of the event/activity: _____

Date(s) and time(s) the building will be used: _____

Request approved by Session (if needed) on: _____

Property Committee Moderator's signature _____

Worship Committee Moderator's signature (if the sanctuary is being used):

In no event should this form or any statement therein be interpreted or construed to mean that the Session has yielded or that this document has, in any way, abrogated the powers of the Session to govern this church or its property.

Affiliated Court Services, A Place to Go, Fulton Alcoholics Anonymous (AA), Alzheimer's Support Group, Boy Scout Troop 53, Crop Walk, The Fulton Preschool Association, Our House, Presbyterian Manor, SERVE and The Red Cross have indefinite Session approval for use of the church facilities and building. These groups are requested to schedule use of the building through the office administrator.

Form adopted by Session on 2/19/13

**FIRST PRESBYTERIAN CHURCH
FULTON, MO**

APPLICATION FOR THE USE OF CHURCH EQUIPMENT

This form must be filled out by any person/organization desiring to use the church's property or equipment when said property or equipment is to be removed from the church building or grounds. It is the responsibility of the person making this request to insure that other scheduled church activities or events do not need the property or equipment. Please check with the church clerk: Ramona Dobson at clerk@fultonpresbyterian.org or 642-8057.

Date of Request _____

Person/Organization Submitting the Request _____

Contact name (if an organization): _____

Address (Street, Town) _____

Phone: ___ - ___ - ___ Alternate phone: ___ - ___ - ___

Description of property or equipment to be borrowed (please describe in detail).

Date(s) of use _____ Date item(s) will be returned _____

Property Committee Moderator's signature: _____

Check out and return is on the Honor System

*Property or equipment includes chairs, tables, table cloths, audio/video, kitchenware, records, archival, materials, etc. (please use the back of this form for additional comments, if needed).

Form adopted by Session on 2/19/13