

BUILDING USE POLICY
(Adopted on June 25, 2014)

PREFACE

The Presbyterian Church is a connectional church. All property of First Presbyterian Church is held in trust for the use and benefit of the Presbyterian Church (U.S.A.). (G-4.0203)

The Session is responsible for the mission and government of the particular church. It therefore, in conjunction with the Board of Trustees, has the responsibility and power to provide for the management of the property of the church, including determination of the appropriate use of church buildings and facilities. (G-4.0101)

VISION

Stewardship of our building is informed by the Book of Order, G-4.0201:

“The property of the Presbyterian Church (USA), of its councils and entities, and of its congregations, is a tool for the accomplishment of the mission of Jesus Christ in the world.”

In the Great Ends of the Church, Christ’s mission includes proclaiming the good news, sheltering and nurturing the children of God, promoting social righteousness, and exhibiting the kingdom of heaven to the world. As an expression of hospitality in Christ’s name, the building is open to:

- Worship, weddings, funerals, and events scheduled by the committees and groups of First Presbyterian with accountability to session.
- Personal celebrations held by church members.
- Non-profit and other group events sponsored by organizations whose values and goals align with Christ’s mission.

A SUMMARY OF POLICIES AND REGULATIONS
REGARDING USE OF CHURCH FACILITIES

Priority of Use

The Priority of Use Shall Be As Follows:

1. First Presbyterian and Recognized Groups Within the Church:
 1. Church Services (i.e., worship services), Sunday School, Adult Education Classes
 2. Regularly scheduled church activities (e.g., Ministry meetings, choir and hand bell rehearsals)
 3. Weddings, Funeral and Memorial Services, and associated receptions
 4. Church related activities (e.g., the Scout troop sponsored by the church)
 5. Recognized Presbyterian Groups
2. Church Members and Friends:
 1. Life Celebrations: Individual Parties and Special Events (birthday or anniversary parties)
 2. Music Programs (not including private recitals for students)
 3. Other Informal Church Member requests

3. Community Not-for-Profit Groups:

1. Meetings or events that benefit our community such as music rehearsals or events, meetings of community groups or clubs, and caregivers' support events
2. No fundraising or profit making activities
3. Applications for building usage by outside groups/organizations will be considered when they are in harmony with the mission of the church
4. Must submit an application 2 months in advance

BUILDING USE GUIDELINES

Topic	Notes
Alcohol	Alcoholic beverages, illegal substances, inappropriate language or gambling are NOT permitted on the property of First Presbyterian Church (FPC reserves the right to cancel any agreement due to non-compliances with these issues)
Beverages and Condiments	User will provide their own beverages and condiments
Cancellations	Inform the church office of cancellations at least 2 weeks in advance to avoid fees.
Candles	No open flames or candles may be used.
Children and Youth	Children and youth must be supervised by adults all the time.
Cleanup, closing, lights, moving furniture	Survey the room(s) and make certain the space you used is in the same condition as when you arrived: <ul style="list-style-type: none"> • Pick up trash and place in the dumpster. • Return furniture to its place. • Close windows. • If you used the nursery, put away toys. • If you used the kitchen: Turn off all appliances. Clean and put away all dishes. • Take any leftover food with you. • Turn off all lights - security lights will remain on in some areas.
Conflicts in scheduling	In the event of a funeral we may have to cancel your reservations, although we will do the best to accommodate your event.
Damages	Please report any damage to the building supervisor. Extra fees may apply.

Topic	Notes
Dishes, silver, glassware, platters, dishwasher	If using items as noted, the building supervisor will instruct on how and what to use.
Food and Beverages	Food and beverages are restricted to the Fellowship Hall and Kitchen.
Fundraising or Profit-making Events	Fundraising events are limited to church groups with session permission. Otherwise, events for the purpose of raising money or profit-making are not allowed.
Gambling	No games of chance involving the winning of cash/goods (bingo, auctions, raffles, etc.) are permitted.
Group size	Fellowship Hall – 200, Parlor – 20, Chapel – 55, Sanctuary – 500
Insurance requirements	A certificate of insurance must be provided with a limit of \$1,000,000 bodily injury and property damage and a clause adding First Presbyterian Church of Batavia as additional insured. Groups without insurance shall sign a hold harmless agreement.
Moving Furniture	The pianos are not to be moved unless prior approval from the director of music is obtained.
Paper Products	If using paper goods, users must provide their own plates, plastic silverware, etc.
Pets/animals	Service animals only.
Political events	No political events will be hosted on the church premises.
Putting up Signs	Posters, visual displays, etc. may not be affixed to walls. No use of tacks, attachments, taping, or staples.
Restrictions on areas used	Your group is only allowed to use your reserved area/space. If you have an event that extends for more than one day, make sure that the space is useable for the time when you are not there.
Smoking	No smoking in the building or on Church grounds.
Sound system	Available upon request. Special arrangements need to be made. (fees may apply)
Sports activities	No sports are allowed inside our building.

Topic	Notes
Time to end activities	10 pm
Weapons	No firearms or other weapons will be allowed on the premises with the exception of law enforcement officials.

Building Supervisor:

A paid building supervisor will be present at events of outside groups to unlock and lock up the building. He/She will also provide an orientation to the reserved building area and explain our expectations for safety and proper handling of equipment and spaces. He/She will try to respond to your specific needs.

The supervisor will:

- unlock and lock doors for the group involved
- remain onsite when outside groups are involved
- attend to any minor last minute walk obstructions (snow) (ice) to ensure safety
- adjust the heat levels in the reserved portions of the building
- turn lights on and off
- closely oversee the activities in the rooms involved and firmly enforce the rules set forth by the Church
- be especially aware of safety issues in the kitchen area
- carefully instruct someone in the proper use of the dishwasher
- oversee the use of the sound system in the Chapel or Fellowship Hall (extra charge)
- may need to do some light cleaning, restocking of paper supplies, and tidying up

For a large event, an additional supervisor may be needed.

The supervisor will be paid a flat amount of \$30 for the first 2 hours, extra fees for sound system usage, and an hourly amount of \$15 over the first two hours.

The supervisor will be considered an independent contractor.

The supervisor will arrive 15 minutes or more before the group renting, leave only after everyone is gone, leave a written report on the event, such as numbers attending, any incidents which occurred, and what condition the area was left in.