

FIRST PRESBYTERIAN CHURCH
PROPERTY MANAGEMENT COMMITTEE
FACILITIES USE POLICY

General Guidelines: Facilities use shall be in accordance with rules and regulations as established herein.

Use of church facilities shall be limited to active church members, church groups, church-sponsored groups or other non-profit charitable organizations.

All outside organizations shall be subject to use fees as established by the First Presbyterian Church - Facilities Use Fee Schedule (Page 4). It will be the organization's responsibility to make full payment of applicable fees at the Church Office a minimum of one week prior to the approved facilities use period. Organizations not making payment in full will not have access to the requested facilities.

The Sanctuary of the Church is used by the people of the Church and for certain functions as approved by the Pastor.

- Church programs, activities, and organizations shall receive first priority.
- A Responsible Adult Sponsor shall supervise groups using facilities at all times. Organizations and the Responsible Adult Sponsor will be held accountable for any damages incurred while using the facilities.
- Kitchens in the church and Westminster Hall are under the direction of the Church Office and shall not be used without specific approval from the Pastor and/or the Administrative Assistant. Instructions and rules of kitchen use must be followed.
- Telephone usage during the approved facilities use period will be limited for emergency calls only. Should the use of a telephone be required in the event of an emergency or as the result of a transportation problem, the Responsible Adult Sponsor shall notify the Church Office. If the need is after hours or on the weekend then notify the custodian to provide access to a telephone.
- Use of facilities and equipment for profit-making activities is prohibited.
- First Presbyterian Church and Westminster Hall are smoke, drug and alcohol free facilities including the outside property.
- All approved people (organizations) must comply with the instructions for security of the building.
- Use of Fellowship Hall as a gym will be restricted to First Presbyterian Church sponsored and related groups. People using the gym (Fellowship Hall) for games (basketball, etc.) must comply with the guidelines indicated for footwear, type of equipment and appropriate use of equipment.
- Night meetings must be concluded by 10:45 p.m. so that the night adult supervisor can close and secure the building at that time.
- PCDC may use the Fellowship Hall during the weekdays between 9am and 5pm.
- PCDC may use the Sanctuary for approved events (e.g. graduation ceremony). Supervision of children by their staff is required for the safety of the children. The sanctuary liturgical items, piano, and chancel area are off limits to the children.

Fund Raising:

The following guidelines shall apply to all fund raising activities:

- Church facilities shall not be used for profit-making activities.
- Any fees being charged for events or performances must accompany the Facilities Use Application and receive prior approval from the Session at its monthly meeting.

PROCEDURES

Short term, Single use:

Application for short-term, single-use of church facilities shall be made through the Church Office during regular office hours as soon as possible, or a minimum of seven working days in advance of the approved facilities use date. The Administrative Assistant and/or Pastor shall have the authority to approve or disapprove a short-term, single-use request, and to establish specific terms (if any) under which the request should be granted. Decisions must follow the stipulations of this policy.

Long term, multiple uses:

Application for long-term, multiple use of facilities shall be made through the Church Office during regular office hours sufficiently in advance of the initial requested facilities use date to permit review and approval by Session. (Note: This review and approval process will generally take 6 to 8 weeks.) Action by the Property Management Committee regarding the request for long-term, multiple use of facilities will be communicated to the requester by the Administrative Assistant.

FACILITIES USE APPLICATIONS

Facilities Use Applications can be obtained in the Church Office 8:30 a.m. - 4:00 p.m., Monday through Friday. Applications will include a copy of the Facilities Use Policy.

Applications from all outside organizations shall include a copy of a rider or certificate of liability insurance as verification of adequate insurance coverage.

Applications for on-going, long-term or multiple use of facilities by outside organizations will require that First Presbyterian Church be named as an insured on the organization's certificate of insurance. A copy of a certificate of insurance indicating First Presbyterian Church as an insured shall accompany the Facilities Use application.

The Administrative Assistant will be responsible for notifying the applicant of the status of a Facilities Use application. Following approval of the Facilities Use Application, the Administrative Assistant will review the First Presbyterian Church Facilities Use Policy and Fee Schedule with the applicant as appropriate.

Organizations using facilities on an on-going long-term, or multiple use basis at the time these regulations are adopted will be notified of new requirements and will be given not less than 30 calendar days to provide documentation of insurance and to remit unpaid fees.

RESPONSIBLE ADULT SPONSOR

The Administrative Assistant and/or Pastor in advance of the approved facilities use date define a Responsible Adult Sponsor as an individual of at least 21 years of age who is a church member, serving on a church committee, or participating in the weekly life of the congregation. All organizations using facilities must be under the supervision of a Responsible Adult Sponsor at all times.

The Responsible Adult Sponsor shall remain in the building at all times during the approved facilities use period and shall be the last person to exit the building.

The Responsible Adult Sponsor shall agree to accept responsibility for general cleaning and securing of facilities as required including but not limited to: removal of all materials and equipment not owned by First Presbyterian Church; trash removal; cleaning tables/chairs; sweeping/vacuuming floors; turning off lights; returning church equipment to proper storage; and securing facilities. The church custodian may be retained to fulfill these custodial duties at a \$75 remuneration for reasonable duties.

The Responsible Adult Sponsor shall report his/her departure to the Church Office during normal work hours.

Two authorized groups, AA and NA, will have a designated space for a supply cupboard. FPC is not responsible for its content, damages or theft.

FEES

It will be the organization's responsibility to make full payment of applicable fees at the Church Office when reserving the date of use. Organizations not making payment in full will not have a reservation for the requested facilities.

The fee schedule is established as a means to defray the added costs associated with the use of church facilities including but not limited to utilities, supplies, custodial help, wear on the facility, etc. The fees indicated are not to be considered as rent or a means of generating revenue.

FACILITY USE POLICY DEFINITIONS

Church (sponsored) Use:

Church use refers to functions and activities that are central to the mission of the First Presbyterian Church. Some examples are worship services, Christian educational programs including library, youth and adult fellowship, choir practice, FPC-sponsored Day-Care Center (PCDC), FPC meetings (e.g., Session, Deacons, Presbyterian Women, Stephen Ministry, various committees, etc.), funerals and marriages of members, and Presbytery and Synod meetings. A Session-recognized athletic group (FPC-youth basketball team, FPC adult basketball team, choir, and hand-bells are acceptable uses.

Church Related Use:

Church related use refers to functions and activities related through mission to First Presbyterian Church. Some examples are Campus Ministry, Ministerial or Interfaith Associations, Habitat for Humanity, and Lenten Ecumenical Luncheons. Non-profit charitable organizations with which FPC has entered into a covenant relationship qualify as church-related. Church (sponsored activities) will receive priority over long-term-use-scheduling privileges when they conflict with church-related activities. However, once the date is established, the scheduled contract will be honored, unless there is an emergency, or a major conflict arises.

FPC-Active Member(s) Use:

FPC-Active Member(s) use can qualify as church-related when strictly for social use (birthday party for family member, pick-up basketball practice with FPC members, etc.). Under such uses a financial donation is appropriate to be determined by the size of the event and type of use. Consult with the Pastor and/or Administrative Assistant.

Basketball games by active FPC members involving non-members will be considered use by an outside group for purposes of scheduling priorities. However, once the date is established, the scheduled contract will be honored, unless there is an emergency or a major conflict arises.

Outside Group Use:

Outside group use refers to non-profit organizations without a covenant relationship with FPC. The use fee must be paid in full before the space will be reserved.

Weddings –members and non-members: See the *Wedding Planner* for policy, procedures and fees.

FACILITIES USE FEE SCHEDULE

SANCTUARY

Church sponsored groups	no charge
Church related groups	no charge
FPC Active Member Use involving non-members	donation
Outside groups	\$125 .00 per hour

MEETING ROOMS

Church sponsored groups	no charge
Church related groups	no charge
FPC Active Member Use involving non-members	donation
Outside groups	\$35.00 per hour

FELLOWSHIP HALL

Church sponsored groups	no charge
Church related groups	no charge
FPC Active Member Use involving non-members	donation
Outside group	\$125 per hour with a two hour minimum

KITCHEN FACILITIES (Fellowship Hall)

Church sponsored groups	no charge
Church related groups	no charge
FPC Active Member Use involving non-members	donation
Outside groups	\$235.00 per day
Damage Deposit (to be returned if no damage)	\$500.00

KITCHENETTE (Parlor)

Church sponsored groups	no charge
Church related groups	no charge
FPC Active Member Use involving non-members	donation
Outside groups	\$35.00 per day

NOTE: Fees may be reduced or waived as a mission contribution by the Pastor (one-time events) or by Session (Long-term or multiple use events) as deemed appropriate. In the case of a one-time event when the Pastor is absent, Session may reduce or waive fees as a mission contribution.

ADVISORY COMMITTEE FOR SHORT -TERM SINGLE USE POLICY DECISIONS

The Administrative Assistant will be able to determine the proper response to applications for facility use. For questionable situations, an advisory committee consisting of the pastor, clerk of session, and chairperson of the Property Management Committee may assist in an interpretation of the facility-use policy. Consultation with at least one member of the advisory committee is recommended.

BUILDING AND KEY RESPONSIBILITIES

Key Policy

Only Outside door keys will be given out by the Administrative Assistant or the secretary. Your signature is required and a \$50 deposit by nonmembers, which will be returned upon return of the key to the Church Office. You must make arrangements to pick up the key during business hours, which are between 8 a.m. and- 4 p.m., Monday through Friday.

Responsibilities when the Adult Sponsor is given a key for building use:

- Please open only the door that you need. Relock door when your organization has arrived.
- Heat and air-conditioners in the parlor and sanctuary are preset – do not adjust.
- The Adult Sponsor must return the key to the office Administrative Assistant or Secretary the next business day.

When leaving building please do the following:

- Leave rooms neat and clean
- Return all chairs and tables where found.
- Replace any materials used in the classrooms used.
- If FPC coffeepots were used, rinse and return to kitchen.
- Empty all trash and set in hallway for pick-up (extra trash bags will be supplied if requested).
- If there are spills, a vacuum and cleaning supplies are found in custodian closet.
- Close all windows and lock.
- Lower all blinds, except where instructions provide specific information (e.g. Room 3).
- Turn off all lights throughout building including bathrooms. Some hall lights are safety lights and cannot be turned off.
- If you are the last group to exit the building, please check all doors to see that they are locked, particularly the main entrance glass doors (must be locked from the inside), and the brown doors to Westminster Hall.
- Thank you for your cooperation!

After hours emergency contacts:

Reggie Underwood, Custodian	304-685-2878
Noel Hoffman, Property Committee	304-288-8875
Sharon Portaro, Director of Day Care Center	304-594-0806

POLICY ON THE USE OF THE ORGAN AND PIANO

- The church organist has priority to use the organ and piano at all times.
- The organ or piano may only be used when there is a staff member present in the building. Requests for use at any other time must be cleared directly through the church organist.
- The organ must be left locked with the pistons unchanged.
- The piano must be left with the hood closed and keyboard covered.
- Financial arrangements for extended practice times must be made through the church organist.
- Any request for use of the instrument in public performance must be cleared through the church organist and the Worship Committee of the Session. The policies and practices for Sanctuary Use according to the categories stipulated in this policy must apply.
- Those using the instruments are asked to sign in with the Administrative Assistant in the church office.

**FIRST PRESBYTERIAN CHURCH -- MORGANTOWN
APPLICATION FOR USE OF CHURCH BUILDING**

Date of Request _____

Name of Organization _____

Adult Sponsor _____

Address _____

Phone Number _____

This request for Building Use is for: (check **one** box below . . .)

- | | |
|---|--|
| <input type="checkbox"/> Church (sponsored) Use | <input type="checkbox"/> Outside Group Use |
| <input type="checkbox"/> Church Related Use | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> FPC-Active Member(s) Use | |

Purpose of Facilities Use _____

Arrival: Date / Time _____

Departure: Date / Time _____

Certificate of Insurance Attached: Yes _____ No _____

Area(s) Desired:

Sanctuary _____	Meeting Room _____	Parlor _____
Kitchenette (Parlor) _____	Fellowship Hall _____	Kitchen _____

Fees:

No fees will be charged for facility use by church-sponsored and church-related groups. When use is by active members for activities involving nonmembers a donation is suggested. Use by an Outside Group will require the fees listed adjacent to the area(s) requested:

Sanctuary \$125 per hour **Kitchenette** (Parlor) \$35 per day

Fellowship Hall \$125 per hour **Meeting Room** \$35 per hour

Kitchen \$235 per day (plus a Damage Deposit of \$500, which may be remitted by personal or company check and shall be returned in the event of no damage to facility or equipment)

Groups may use only those areas indicated above.

Equipment desired:

Number of tables _____ Number of chairs _____ Extra Trash Bags _____ Other _____

Please complete both sides of this application after reading the Morgantown First Presbyterian Church FACILITIES USE POLICY. Thank you for your interest.

**FIRST PRESBYTERIAN CHURCH -- MORGANTOWN
APPLICATION FOR USE OF CHURCH BUILDING**

Note: It will be the organization's responsibility to make full payment of applicable fees at the Church Office a minimum of one week prior to the approved facilities use period.
Organizations not making payment in full will not have access to the requested facilities.

I hereby acknowledge that I have read and understand the guidelines and regulations as set forth in the First Presbyterian Church, Facilities Use Policy. I agree to take full responsibility for this group/organization while we are using the Facilities of First Presbyterian Church.

Signature of Adult Sponsor

Date

Signature of Church Representative

Date

Remarks:

Approved by Property Committee: June 22, 2016
Approved by Session: June 26, 2016, Revised January 21, 2018

Please complete both sides of this application after reading the Morgantown First Presbyterian Church FACILITIES USE POLICY. Thank you for your interest.