

**First Presbyterian Church**  
2050 Oak Street  
Sarasota, FL 34237  
Phone (941) 955-8119 Fax (941) 957-1782

<b>Facility Use Policy</b>
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We at First Presbyterian Church believe that our lovely church facility and grounds are a gift from God. Our desire is to use this gift in a way that glorifies God and serves the church and the community. In order to be fair, and in order to meet all the needs of Church members who use our facility, please follow the guidelines below. For meeting or other events that are not part of the ministry of FPC, certain fees have been established for usage of the facilities. Even if sponsored or endorsed by a ministry area of FPC, the Session may deem it necessary to require certain usage fees.

Below are general guidelines for using FPC facilities; please contact the Operations Manager at [administration@firstpressarasota.org](mailto:administration@firstpressarasota.org) or 941-955-8119 x 102 for further information and to make reservations. FPC is handicapped accessible.

The areas of First Presbyterian Church which are available and fees for rental, are:

- |                                 |   |
|---------------------------------|---|
| • Fellowship Hall*              | \$500 per day,<br>add \$200 if the kitchen is used. |
| • The Forum*                    | \$150   |
| • Several multi-purpose classes | \$50  |
| • The Parlor (up to 20 people)  | \$150   |
| • Chapel                        | \$300   |
| • Sanctuary                     | \$500   |

*\* food and/or non alcoholic beverages may be served only in these rooms*

Individuals or groups desiring to use church facilities should contact the Church to ascertain if the date(s) desired is available. If the date(s) and group are satisfactory, an application form with furniture set-up sketch must be completed and returned to the Church Office.

If catering services are required, the Church Kitchen Coordinator can be contacted to see if she is available. The church office will have her fee schedule. If the Kitchen Coordinator is not available, the Operations Manager can suggest other caterers within the church or you may supply your own. The Church Kitchen Coordinator will need to be aware of the activity, kitchen use, the dates, etc.

In general, groups must designate one person as its agent who will serve as the primary point of contact and complete an application that includes the name of the group and its agent, contact information, a description of the activity, the dates and duration of the activity and other relevant information.

The holder of the approved rental permit should pick up a key to the facility from the Church just prior to the time of the function. Groups must enter and leave the facility within the time frame of the agreement. This includes set-up and clean-up. Failure to remove equipment or belongings will be assessed extra charges. Use of the facility before or after the agreed upon time frame is grounds for forfeiture of deposit or an increase in the rental fee. Keys must be returned to the church immediately after facility usage

When minors use the facility, the group must at all time be under the direction of its own adult leadership. There must be at least one adult for each twenty (20) minors in attendance.

#### General Guidelines and Requirements

1. Every group or organization is required to abide by all FPC guidelines, requirements and restrictions regarding usage of the facilities.
2. Each outside group or organization (and any other group, if deemed necessary by FPC) is required to complete, sign and deliver a Facilities Request Form to the FPC office. The office will process the request and compute all applicable fees and charges. All fees must be paid seven (7) days in advance of the meeting or other event.
3. If a conflict should develop in scheduling usage of FPC facilities, a group or organization may be required to move to a different room or asked to cancel their function.
4. If private security is required, it is the responsibility of the renter.

#### Approval Process

1. Complete a "Facilities Request Form" and return it to the FPC office.
2. The completed form will be reviewed using the following consideration priorities:
  - A. Church-wide activities
  - B. Church Ministry activities
  - C. Member activities
    - a. Weddings
    - b. Funerals
  - D. Partnering Ministries (i.e. support groups) with an established relationship with FPC

#### E. Other Groups and Individuals

3. Once approved, the event will be scheduled on the FPC calendar and you will be contacted. Please try to request use of the facility at least 60 days in advance.
4. Once a group or organization is approved, it is strictly prohibited to pass that permission on to any other group or organization.

#### Arrival/Departure

The FPC sexton will be available to unlock at the time specified on your facilities request form. The person listed on the facilities request form as the person responsible must remain for the entire time of the event. This person should be the last to leave, making sure that all lights are turned off and all doors are locked.

#### Decorations

1. No paints, tapes, glues or other substances may be used, nor carpentry, electrical or other construction work done.
2. No oil based paint; flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of approved candles on the altar table) may be used.
3. No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside
4. All scenery or props must be freestanding. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to be made fire-retardant.

**SMOKING IS NOT ALLOWED** in any church facility, and is prohibited on the entire church grounds.

The possession or consumption of any form of alcoholic beverage or illegal drugs is not permitted anywhere on church property.

Facility users are welcome to use the chairs and tables placed in each of the rooms in the building; however, no furniture may be moved out of its assigned room or brought outside. All furniture soiled by the renter must be cleaned at the end of the function.

#### Additional Requirements

1. The using group must be a non-profit organization whose purposes and activities contribute to the welfare of the community.
2. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group or church property.
3. FPC shall have the sole right to collect and have custody of all articles of property left on the premises. Any articles of property left on FPC premises must be claimed within seven (7) days. If items are not claimed, they will be deemed abandoned and shall become the property of FPC. No storage is available.
4. In no event shall FPC be responsible or liable for any loss or theft of, or any damage to, any articles of property of any group or organization or any member thereof.

5. FPC reserves the right to schedule other activities and events in other parts of the facility while your event is happening.
  6. FPC may require, in addition to any usage fees, the payment of a refundable deposit, which is to be refunded to the applicable group or organization after their event has concluded. Once the sexton has inspected the rented spaces in the facility for damage and cleanliness, the deposit will be refunded.
  7. No group or organization (whether or not an FPC member is affiliated with such organization) shall use any FPC facilities in any manner or for any purpose that is in conflict with, or contradicts, the Book of Order or the mission statement of FPC.
  8. FPC's name shall not be used by any group or organization in any manner in advertising or other publicity or any other oral or written statements that indicates or implies that FPC endorses or sanctions such group or organization or its meeting, event, mission, or principles, except for any reference to FPC solely as the location of the applicable event or as may otherwise be expressly approved in writing by FPC.
- Under extreme or emergency circumstances the church reserves the right to cancel reservations within a reasonable time prior to any scheduled event. While every effort will be made to accommodate events, factors such as group size and reasonable available alternatives will be considered and all parties will be consulted.
  - The Church Session has the authority to revoke this rental permit with any group for failure to comply with these policies. The group will forfeit all fees paid including any rental/cleaning deposits.
  - The use of facilities by any regularly scheduled group will be reviewed periodically and area assignments changed if necessary.
  - Pastors shall have the authority to waive and/or adjust any of the above fees for any group in accordance with Session Policy.
  - FPC has the right to refuse any group.

**Disclaimer** Those using First Presbyterian Church facilities agree to release, protect, defend, indemnify and hold harmless First Presbyterian Church and its trustees, leadership team, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any First Presbyterian Church facilities. In the event of damage to First Presbyterian Church, those using the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by First Presbyterian Church's trustees or their designee and shall pay First Presbyterian Church for such repair and replacement costs upon request.

## The Mission of First Presbyterian Church

As a body of Christ established over one hundred years ago for the purpose of worshiping God and studying the Holy Scripture, we believe that we are called to:

Faithfully serve the Lord Jesus Christ, giving glory to God.

- Reach into our community and our world with the redeeming love of Jesus Christ.
- Serve the spiritual and physical needs of those living in or visiting the Sarasota area.
- Recognize the diversity in our community by actively encouraging the participation of children and men and women of all ages, abilities, races, ethnic/cultural backgrounds and economic levels.
- Warmly receive all who hunger for fellowship and a personal relationship with God.

As a covenant community, we renew our dedication to God and our Lord Jesus Christ. Through strong leadership, prayer and a commitment to God, we will work to meet the challenge of the church in today's world.

April 29, 2010