

Church members may request to use the Fellowship Hall for single time events at half the regular rate (\$250)

Individuals or groups desiring to use church facilities should contact the church to inquire if date(s) requested are available. If the date(s) and group are satisfactory, a Facility Use Request Form with furniture set-up sketch must be completed and returned to the church office.

If catering services are required, the Operations Manager can suggest caterers, or you may supply your own. All caterers must provide proof of insurance.

Groups must designate one person as the point person who will serve as the primary contact and complete the Facility Use Request Form that includes the name of the group and its point person's, contact information, a description of the activity, the dates and duration of the activity and other relevant information.

The point person can arrange to pick up a key to the facility from the Operations Manager if it is deemed helpful to have access to the facility outside normal business hours. Groups must enter and leave the facility within the time frame of the agreement. This includes set-up and clean-up. 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 times be under the direction of its own adult leadership. There must be at least one adult per 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, and must provide a certificate of insurance.
2. Each outside group or organization (and any other group, if deemed necessary by FPC) is required to complete and sign, Facility Use Request Form to the church 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. FPC events will take precedent, and can occur without notice, as in the case of a memorial service. If a conflict should develop in scheduling facilities, a group or organization may be required to

move to a different room or location or asked to cancel their function. Every attempt will be made to avoid conflicts.

4. If private security is required, it is the full responsibility of the renter.

Arrival/Departure

A member of the church staff will be available to unlock at the time specified on your facilities request form, occasionally a loner key will be granted to the point person. An assigned representative is responsible and 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, your final schedule should be discussed and approved by the operations manager.

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 (except for approved candles) may be used. Sterno for catering is ok.
3. No signs, posters, banners, flags, streamers, or other items are to be attached or hung within or outside the building.
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 to be made fire-retardant.

SMOKING IS NOT ALLOWED in any church facility and is prohibited on the entire church grounds, smoking is permitting only 50 feet from the church property, including parking lot.

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. Preference will be given to groups that are a non-profit organization whose purposes and activities contribute to the welfare of the community.
2. 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.
3. 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.
4. FPC reserves the right to schedule other activities and events in other parts of the facility while your event is happening.
5. 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 facility has been inspected for damage and cleanliness, the deposit will be refunded, or deducted from rental fees.
6. No group or organization (whether or not a 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 and vision statement of FPC.
7. 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 event or as may otherwise be expressly approved in writing by FPC.
 - The church session has the authority to revoke this rental 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 of Sarasota facilities agree to release, protect, defend, indemnify and hold harmless First Presbyterian Church of Sarasota 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 of Sarasota facilities. In the event of damage to First Presbyterian Church of Sarasota, those using the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by First Presbyterian Church of Sarasota's trustees or their designee and shall pay First Presbyterian Church of Sarasota for such repair and replacement costs upon request.

I have read the Facility Use Policy

Signature

Print Name

Date