

Facility and Building use Policy

First Presbyterian Church of York, Pa

The vision of FPC is *Following Jesus, Everywhere. Into the Feast (Worship), into the Sacred Story (Discipleship), into the Neighborhood (Mission), into the Shared Joy and Sorrow (Fellowship) and into Everyday Conversations (Evangelism).*

Members of FPC vision is "Following Jesus, Everywhere". It is the basis for our everyday life. This is accomplished through Worship, Discipleship, Mission, Fellowship and Evangelism. Opening our facilities to help others is one way we can foster our vision. The facilities may be used as outlined in this policy. FPC regards non-members use as part of the church's vision. The church secretary reserves the right to consult with the Buildings and Grounds committee as to whether a group may use the facility.

FPC Facility Use Policy

Any requests for the use of FPC church facilities will be directed to and always scheduled through the church secretary.

This policy will outline who may use the facility, fees and deposits for facility use, and rules for the use of the facility. Additional references and background information may be requested.

Any exception to this policy in any manner, will require session approval.

1. Who may use the church facility, (in order of priority).

a. FPC members or church groups using the facilities as part of the ministry of the church. Including those sponsored through the Session, Deacons, Sunday school classes, FPC committees, and Presbytery meetings. No charge

b. Groups which come as invited guests of the congregation of First Presbyterian Church of York. No charge

c. Service and charitable organizations will be considered for use without charge for short-term use only.

d. Outside social, civic, educational, and non-service groups, or individuals using FPC facilities for activities may be charged a facility usage fee, custodial service fee. (See Fees & Charges attached.) Fees and charges for non-member groups may be waived or reduced at the discretion of Buildings and Grounds committee.

e. FPC members may reserve church facilities per the approval process.

2. Who may not use the church facilities

- a. Partisan political groups
- b. Groups operating for commercial gain
- c. Organizations whose activities are in conflict with the vision of the church and the doctrine of First Presbyterian Church of York.

3. Procedures and Guidelines for Scheduling Church Facilities

- a. Anyone or groups wishing to use church facilities should contact the church office at (717) 843-8041 for a use of facility packet. Review and submit the packet to the church office.
- b. Scheduled meetings of FPC will take precedence over all other requests.
- c. The Building and Grounds Committee through the church secretary in consultation with buildings and grounds resource team will approve requests for facility use consistent with this policy. Those approved for facility use will need to submit the Use of Facilities Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when applicable.
- d. Responsible adult supervision must always be with the group when facilities are in use.
- e. All minor children must be supervised by an adult.
- f. Smoking and non-prescriptive drugs are prohibited in the facilities.
- g. Alcoholic beverages will not be permitted on church grounds.
- h. Liability insurance (minimum \$1 million) will be required for non-members:
 - I To conduct business unrelated to FPC on church property
 - II Engaged in group activities where fall or injury hazards are a risk

4. Kitchen Use

- a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying.
- b. Every group is expected to leave the kitchen and its equipment clean and in place as it was found.
- c. Individual member or responsible organizations within the church should be responsible for tablecloths, dishes, etc. Dishes, utensils, and glasses should be cleaned and

returned to the appropriate storage before leaving the facility after the event. Tablecloths are to be properly cleaned, pressed, and returned within 2 days. (members only)

d. Nonmembers are responsible for providing their own tablecloths.

e. The Facilities Manager or their designee must inspect the kitchen following use for cleanliness and damage, Only then will they approve the release of the deposit to be returned.

5. Use of Equipment

a. Any use of audio-visual equipment requires a member of the audio-visual team from FPC.

b. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Church Custodial staff and Facilities Manager.

d. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

Fees:

1. For nonmembers and organizations, a refundable \$500.00/\$250.00 building damage deposit will be required when facility is reserved, depending on the rental location. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.

2. Fees to defray cost of building maintenance and operation will be as follows: Member funerals are exempt from the following fees.

use of the Sanctuary	Members <u>\$200.00</u>	Non-Member <u>\$400.00</u>
use of the Chapel	Members <u>\$200.00</u>	Non-Member <u>\$400.00</u>
use of Christine Thomas Hall	Members <u>\$150.00</u>	Non-Member <u>\$250.00</u>

3. For nonmembers and organizations, the fees for the use of the rest of the building will have a flat fee for the first four (4) hours. (\$75.00) Additional time will result in an extra cost of Twenty (\$20) per hour.

Use of the Sanctuary and or Chapel will depend on the discretion of the Buildings and Ground Committee, with the approval of the Session.

4. All fees for use shall be paid in advance to First Presbyterian Church of York. Some fees may be waived or reduced at the discretion of the Facility Manager and/or the Building and Grounds committee.
5. Fees will be refunded if the facilities are not available or the reservation is cancelled twenty-four (24) hours prior to scheduled usage.
6. Food and drink should not be consumed or permitted in the Sanctuary or Chapel.

**PROPERTY USE AGREEMENT and RELEASE FORM for
First Presbyterian Church of York**

Name of Group or Event: _____
Responsible Person: _____
Address: _____
Contact Person's Name: _____ Day Phone: _____
Fax: _____ Email: _____ Cell Phone: _____
Date(s) Requested: _____ Start Time: _____ End Time: _____
Frequency: ___ One Time Only ___ Weekly ___ Monthly ___ Other
Which day of the week: ___ Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

General Information

Describe IN DETAIL the type of event you will be bringing to our facility, including estimated number of participants.

Will tickets be sold, or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

Yes ___ No ___

If yes, how will the net proceeds of this event be used?

Is your group a Nonprofit 501(c)(3) organization?

Yes: ___ No: ___

Nonprofit Tax ID Number: _____

Rooms Requested:

___ Sanctuary ___ Nursery

___ Catherine Thomas Hall

___ Kitchen ___ Parking Lot

___ Youth Room

___ Gathering Place

___ Classroom ___ Other: _____

Will food or drink be consumed? ___ Yes ___ No

Special Needs or Requests:

**Release and Indemnity Agreement
Hold Harmless Agreement**

This Release and Indemnity Agreement is between _____
(organization or individual) and First Presbyterian Church of York, Pa (for use of the
property describe above for meetings and other activities.)

NOW, THEREFORE, in consideration of permitting the organization or individual(s) to
use the property described herein, the organization or individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and
discharges First Presbyterian Church of York, and its staff, directors, agents, officers,
members, volunteers, and/or employees, from any and all liability, claims, demands,
losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the
activity for which this application is being made, and for any damage beyond normal
wear and tear which may occur as a result of this activity. I/We will remove all signs
posted by my/our group after the meeting has ended. I/We further agree that the church
property will be used in accordance with the Rules and Regulations of the congregation
(a copy Property Use Resources including the Rules has been received) and I/We
hereby

consent to the Release and Indemnity Agreement.

Name of Organization: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Church Coordination Team Member

_____ Request Approved _____ Request Denied

Signature _____ Date _____