

POLICY REGARDING USE OF CHURCH PROPERTIES

First Presbyterian Church of Mooresville, NC

I. Church Properties. The properties of the church are dedicated to the glory of God for the ministry of the church of Christ. The facilities are primarily available for the worship, educational and service programs of First Presbyterian Church and its sponsored organizations as approved by the church Session. Other use of the church facilities is limited to church members and their immediate families. When not in use for the purposes listed above, the facilities may occasionally be made available to other persons and organizations for certain approved uses, but always subject to the guidelines listed below and must be approved by church staff.

The staff will function on behalf of the Session which ultimately is responsible for the use of all church properties and the policies related to them, and shall decide matters related to the use of the facilities, including users, activities, charges, etc. When questions of ambiguity arise, the staff will have the final interpretation of this policy.

In order to promote good stewardship, the following rules are set forth for the use of the First Presbyterian Church facilities:

1. Church property can only be used by church members or by non-profit groups that are compatible with the mission statement of First Presbyterian Church (FPC). The facilities **may not** be used by groups whose purpose for gathering is fundraising or partisan political campaigns or causes.
2. User agrees to hold harmless, indemnify and defend FPC and its officers, staff, or members from any and all liability, which may result from claims of any persons related to the use of the facility under this agreement.
3. User agrees to pay church hostess or a staff person acting on her behalf a minimum of \$75 per event. User shall notify the church hostess in advance of their plans for the kitchen use. A church hostess is required at all non-member events and must be compensated the day of the event. (see fee schedule)
4. Reservations for the non-church use of the facility will not be made more than sixty days in advance of the anticipated usage and **are always subject to change at the discretion of the Session.**
5. In the event that the facilities are needed for a member's funeral or memorial service, a standing reservation may be rescinded or modified to accommodate the family. This applies to both church and non-church groups.
6. Applications for use of any facilities must be submitted to the church staff in writing with an agreement signed by the user to abide by the rules set forth in this policy, to agree to make payment for any injury or loss which may result from such use.
7. No alcoholic beverages or illegal drugs shall be permitted on the church premises. No smoking shall be permitted in the church building.
8. No decorations may be used which are attached by nails, masking and/or duct tape, staples, or other means which will damage the facilities. Decorations must be removed following the use of the facilities. The facilities and equipment shall be left in as good as or better condition than when they became available for use.

9. Users shall occupy only those areas of the building reserved in their application. All lights and heat/air conditioning shall be turned off (including lights in rest rooms), and all doors shall be locked following use.
10. Please make a note of the room before you rearrange tables and chairs for your event. You are required to reset the room as you found it before leaving.
11. No church equipment or supplies shall be available for use at non-church event. This includes audio/visual equipment, table linens and paper products. It is the responsibility of the visiting group to supply public address equipment, projector/screen, linens and paper products for their event.
12. If you are renting the fellowship hall, please note the stage area may not be used. Musical instruments are set up for Sunday worship and must not be touched. Children must be supervised and not allowed to play onstage.
13. The church sexton is not responsible for setting up for non-church functions. If the sexton's services are needed, the user will compensate the sexton (see fee schedule).
14. Users shall insure the kitchen is left clean and orderly. The church hostess shall provide instruction for the use of kitchen equipment. Users shall compensate her for her services (see fee schedule).

Fee Schedule

	Members (non-church functions)	Non-Members
Fellowship Hall food and/or beverages served at the event	n/a	\$250
Fellowship Hall (as meeting space only)	n/a	\$200
Sanctuary	n/a	\$200
Parlor	n/a	\$200
Classrooms	n/a	\$50
Custodial Support	\$75 (plus an additional \$25/hour if time exceeds 3 hours)	\$75 (plus an additional \$25/hour if time exceeds 3 hours)
Church Hostess	\$75 (plus an additional \$25/hour if time exceeds 3 hours)	\$75 (plus an additional \$25/hour if time exceeds 3 hours)

AGREEMENT FOR THE USE OF FACILITIES

This agreement by and between First Presbyterian Church (FPC), 249 W. McLelland Avenue, Mooresville, North Carolina and

(name of individual or group requesting use of space)

(address of person/group)

(telephone)

(email)

FPC grants permission to allow the above party/parties use of the church facilities:

room(s) to be used: _____

on this date(s) and time(s): _____

for the purpose of: _____

In the event that an unforeseen church need arises (i.e. funeral) the church can withdraw this agreement with limited notice.

- User agrees to pay First Presbyterian Church \$ _____ for the use of the church building.
- User understands that a church hostess is required to be on the premises at every non-member event and agrees to compensate church hostess per the fee schedule on the day of the event. The church hostess is available to answer questions and enforce the building policy. User must provide kitchen staff for the event.
- User promises and warrants that they carry liability and medical insurance for themselves
- User acknowledges that they received and agree to the Building Use Policy set forth by the staff of FPC and promises to comply will all rules outlined in the policy
- User acknowledges they must compensate the church if any damages to church property result in their use of the facility

Signature of User

Date

Signature of FPC Staff Member

Date

BUILDING CLOSING AND LOCK-UP CHECKLIST

First Presbyterian Church
249 West McLelland Avenue
Mooresville, North Carolina 28115
704-664-5275

Group name: _____

Responsible person: _____

Telephone number: _____ Email: _____

Date: _____ Room Used: _____

Please check off as completed and sign and date this checklist.

Leave checklist with the Church Hostess.

- Using notes you made prior to rearranging tables and chairs, reset the room to its original set up.
- When cleaning the fellowship hall, do not take the tables down and do not stack chairs on the tables. Folding tables incorrectly results in permanent damage to the table.
- Please clean the areas of the kitchen that were used. Wipe tables. Sweep and/or mop if necessary. The church hostess will let you know where tools and supplies are stored.
- Dispose of all trash in wastebaskets. Please remove garbage from building. A dumpster is located near the McLelland Avenue entrance to the church parking lot.
- Turn off all lights – including restrooms, hallways, kitchen, stairwells, entry, courtyard, and outside lights
- Check room for personal belongings, supplies and decorations. FPC is not responsible for items left behind
- Pay Church Hostess

Sign when all items on the check list are completed.

(name)

(date)