

POLICY FOR USE OF CHURCH PROPERTIES

First United Presbyterian Church Fayetteville, Arkansas

GENERAL

This policy governs the use of facilities of the First United Presbyterian Church (FUPC) of Fayetteville, Arkansas. The purpose is to develop building usage in such a way that it enhances the ministry and activities of the church. The Session is charged with the administration of these policies and procedures through the Properties Committee. Day-to-day implementation of this policy will be the responsibility of the Office Manager in consultation with the Food Events Coordinator. Changes or exceptions may be made in unusual cases upon recommendation through the Co-Pastors to the Outreach, Properties, or Fellowship Committees, and/or the Session.

As God has been generous with us, we in turn desire to be generous with others. The church encourages the use of the facilities by the community. However, church activities must always be allowed to take precedence over any community or personal use.

It is the policy of First United Presbyterian Church to be good stewards of the properties entrusted to us. All persons using them are asked to treat them with dignity and respect. The primary purposes for these facilities are worship, study, and fellowship. *A minimal fee to defray the cost of utilities, maintenance, staff time, and custodial services will be requested as outlined below.*

GUIDELINES

All requests to use the facilities by a member, non-member, or outside group must be presented in writing to the church office using the Building Use Request Form. This form should be submitted at least 45 days prior to the event date. Prior to Session approval, the request may be tentatively placed on the church's calendar. After receiving approval, the event will be permanently placed on the calendar. We ask that potential users not promote their event prior to Session approval in case the event cannot be scheduled as requested.

Use of the church facilities and equipment must not conflict with regularly-scheduled worship services, ministry activities and programs, or church-sponsored organizations. Church-related groups shall be given first priority and consideration and other events may, occasionally, be relocated or may have to be cancelled to accommodate church needs. In the event of an unforeseen circumstance, the Office Manager and/or Food Events Coordinator (in consultation with the Co-Pastors) shall have the authority to relocate or initiate rescheduling of an event. Discussion will occur with the person responsible for the event prior to making the final decision.

In the effort to maintain the church's flexibility for ongoing programs and activities, building use requests other than weddings are not considered more than six months in advance. Exceptions will need approval by Outreach, Properties, or Fellowship Committees; and/or Session. The use of space for regularly recurring events, organizations and church-sponsored groups, will be

reviewed on an annual basis by the Properties, Fellowship, and Outreach Committees. *A yearly custodial fee of \$200.00 is requested of recurring users.*

First United Presbyterian Church encourages the pastors and staff to become involved in the larger community. As a professional courtesy, one-time non-church events, requested by pastors or staff members, may be added to the calendar in accordance with its current scheduling policy as space is available. Session will be notified and must approve the event. *All building use fees are waived.* This privilege is subject to review and may be revoked upon any non-compliance with aspects of the approved Building Use Policy.

GENERAL RULES OF USE AND CONDUCT

The committee, group, or individual is responsible for the conduct of all individuals present during the period of use. Use of foul or improper language or actions is prohibited. Minors shall be supervised by a responsible adult at all times. For safety reasons, no children under the age of five are permitted in the Main Kitchen.

This is non-smoking, alcohol-free, and drug-free facility. No alcoholic beverages may be served or consumed on the premises. The policy of First United Presbyterian Church, Fayetteville, AR is that firearms are not permitted on the campus unless authorized by the Session.

Whenever an external group or a member of an external group using any FUPC facilities damages any church property, that group is responsible to reimburse all costs associated with the damage. This applies but is not limited to buildings (including walls, floors, doors, glass, and fixtures) as well as furnishings, equipment, toys, books, electronics, and outdoor areas including playground structures. When the person on-site and responsible during the event observes or becomes aware of any damage, that person is responsible to report it to the church office. The church will determine the cost of repairs or replacement and bill the organization appropriately. If the church discovers unreported damage, an additional \$50 will be charged to the group. The group has 30 days to reimburse the cost of damage or use of the building will be forfeited.

The posting of signs, posters, notices, etc. is limited to bulletin boards or plexiglass holders throughout the facility. If needed, materials may be temporarily taped or affixed to doors or windows by using special tape approved by the church office and available in the office or purchased at local educational stores. Signs, posters, notices, etc., on doors and windows are to be posted no more than three weeks prior to the event and removed as soon the event is over, by the group sponsoring the event.

When the facilities are used for fundraisers by children or youth, notifications may be made one month ahead through the FOCUS, one Sunday ahead in the bulletin announcements, and on the day of the event, two small posters may be posted on the Sanctuary doors and on the door(s) of the space being used for the event.

FEES FOR CHURCH MEMBERS, CHURCH-RELATED GROUPS AND CHURCH-SPONSORED GROUPS

No building use fee shall be charged for an event sponsored by the church, the presbytery, or any church ministry. Suggested donations or special offerings must receive Session approval prior to advertising the event.

No building use fee shall be charged for a church member requesting to use the facility for a private event. *A custodial fee or donation may be requested.*

No building use fee shall be charged for a community event which is for the common good of the church and community as determined by the Session. *A custodial fee or donation may be required to help defray the cost of the event.*

A copy of the “Wedding Fees and Honorariums” is available through the Church Office, and should be consulted prior to scheduling for a wedding and/or reception. There is no building use fee for members and their families. A nominal fee is charged for non-members. *However, custodial fees will be assessed to both members and non-members. Additional fees and honorariums are addressed in the wedding policy.*

No fees are charged for use of the Sanctuary, Activity Center, or Fellowship Hall for a funeral service and /or reception. The Office Manager is available to assist the family with the columbarium space and its fees. *A donation may be made to offset incidental and custodial expenses along with honorariums for the pastor(s), organist, and musicians.*

FEES FOR NON-CHURCH-RELATED GROUPS OR NON-MEMBER EVENTS

For non-church-related groups, *a deposit of \$100.00* shall be assessed for the use of Fellowship Hall and/or Main Kitchen involving food preparation and/or serving of food. In addition to supplying all ingredients necessary for food preparation, users shall furnish their own dishes, silverware, paper supplies, and miscellaneous supplies. *Depending on the condition of the kitchen after the event, the deposit may be refunded, minus a \$50.00 usage fee.*

For a non-church-related group or non-member event, *a fee of \$50.00 per room* shall be assessed for the use of Sanctuary, Fellowship Hall, Main Kitchen, Activity Center, and/or Youth Room.

The Library may be used by outside groups *for an additional fee of \$25.00*, but no food or drink may be brought into the Library.

A fee of \$25.00 per each room shall be assessed for the use of the classrooms, and/or outdoor areas.

If custodial assistance is requested for set up and/or clean up, a minimum custodial fee of \$50.00 shall be charged. *If the area used is not left as clean as, or cleaner than before the use, the group will be charged a minimum custodial fee of \$50.00, even if custodial assistance has not been requested.*

USE OF FURNISHINGS AND EQUIPMENT

All committees, church members, church-related groups, and church-sponsored groups as well as non-church members, and non-church-related groups are responsible for their own set up and clean up. This includes but is not limited to: setting up all tables and chairs, decorating for the event, sanitizing tables, breaking down tables and chairs, and returning them to storage, sweeping/mopping/vacuuming the floors, and returning the room(s) to the original set-up. If food is consumed, all dishes and utensils must be washed, dried thoroughly, and returned to the proper storage place.

No furniture or equipment may be moved, relocated or modified except as directed by the Properties Committee, Office Manager, or Food Events Coordinator, or other church-designated/authorized person in charge.

Audio-visual equipment, tables, chairs, silverware, tablecloths, kitchen equipment, reception dishes, etc., which are property of the church may not be moved from their present location unless approved by the Office Manager, Food Events Coordinator, or the church-designated/authorized person in charge. *Items must be returned clean, and to the original location at the conclusion of the event.*

Flowers, decorations, and equipment brought in for the scheduled event must be removed by the responsible group at the conclusion of the event. For sanitation reasons, all flower arranging and decoration preparation is done only in the Flower/Utility Room which is located in Calvin in the Galley walkway and not in the Main Kitchen.

Use of audio-visual equipment and/or sound equipment requires a trained or church-approved individual for operation. *If a trained person is required, a minimum fee of \$25/hour will be assessed. Fees are determined in advance, on a case-by-case basis.*

Tables, chairs, and limited kitchen equipment may be used away from the church for church-related events. The request must be scheduled through the Office Manager or Food Events Coordinator and items may be checked out for a 24-hour period. The requesting member assumes all responsible for security, maintenance, and prompt return of borrowed equipment.

MAIN KITCHEN AND SNACK KITCHEN USAGE

Prior to submitting the Building Use Request and Kitchen Use Request forms, the responsible person for the event must discuss the use of the kitchen and specific kitchen needs with the Food Events Coordinator in the Church Office. When a food-related event is placed on the church calendar, the committee or group that initiated the event is responsible for all parts of the event, including all set up, service, and clean up. The committee moderator or person responsible for the requesting group will let the Food Events Coordinator know who, specifically, is handling the food portion of the event. Committee or group members then work together to “staff” the event. Questions regarding supplies, use of equipment and kitchen guidelines should be directed to the Food Events Coordinator. Kitchen training is provided in January and February for all new committee moderators, food crews for Wednesdays Together, staff, and any other interested individuals. It is their responsibility to attend one of these trainings for safe serving guidance and equipment use. Groups who routinely use the Main Kitchen are required to attend the kitchen training. All groups and/or individuals are expected to leave the kitchen as clean, or

cleaner than before the use. *If additional clean up is required, the group and/or individuals will be charged a minimum fee of \$50.00.*

Trash is not to be left overnight in the Main Kitchen, Fellowship Hall, Upper Witherspoon, or any other area of the church. At the conclusion of the event, all trash is to be taken to the outside dumpster and plastic trash can liners replaced.

SECURING OF BUILDINGS AND KEYS

Prior to the scheduled event, the person responsible and on site during the event will arrange to meet with the Office Manager or Food Events Coordinator during regular office hours to finalize the details. At this time, a checklist will be provided including names and phone numbers in the event of an emergency. Security code and building key(s) will be issued. *Keys and security codes are not to be duplicated or given to any other person.* A responsible adult shall remain on site at all times, arriving before and remaining until the last member of the group has left. The person in charge is to assure that the room(s) and building(s) including the kitchens, if used, are left in the condition as found, ready for next use. All doors and windows must be closed and locked and all lights and electrical equipment must be turned off. Restrooms should be checked before the building is secured and cleaned if necessary. Thermostat(s) settings must be reset according to the posted instructions. Instructions for securing the building(s) and arming/disarming the alarm system will be provided. *If the person in charge is unable to follow these security requirements, and if a staff person must become involved, a fee of \$25 will be charged. If the building is left unsecured, a \$25 fee will also be charged, in addition to the costs related to any loss of property or damage to property.*

PROHIBITED USE

No commercial firm, group, or individual will be allowed to use the church facilities for consumer sales or sales promotion. No partisan political or for-profit event(s) will be permitted. The church reserves the right to refuse the use of its facilities to any group or individual for any reason.

HOLD HARMLESS PROVISION

By submitting a Building Use Request Form and subsequent use of the church facilities, the user agrees to the following:

For permission to use the church facilities and for good and valuable consideration, the user does hereby forever release, relinquish, and discharge First United Presbyterian Church of Fayetteville, Arkansas and its respective officers, elders, members, managers, employees, successors, and assignees from any and all claims, demands, damages, actions, proceedings, causes of action, and/or suits relating to or arising out of the User's use of the church facilities. This release shall be binding upon and inure to the benefit of the parties, their successors, and assigns.

ACCEPTANCE OF THIS POLICY

By submitting a Building Use Request Form, the potential user agrees unconditionally to this policy in its entirety, including payment of fees, acceptance of responsibility for all damages caused by the user, and acceptance of the Hold Harmless provision.

This policy supersedes and replaces all previous Building Use Policies of First United Presbyterian Church and shall be in effect on and after April 1, 2018.

Please sign the attached form agreeing to these terms and conditions of the Policy for the Use of Church Properties.

FUPC BUILDING AND KITCHEN USE POLICY AGREEMENT

(To be signed and submitted to the Church Office along with the Building and Kitchen Use Request forms.)

I/WE HAVE READ AND AGGREE TO THE TERMS AND CONDITIONS OF THE POLICY FOR THE USE OF CHURCH PROPERTIES.

If the contact person for the group or the event changes, I/we will notify the Church Office immediately and will return the key to the church office for reissue to the new person in charge. (The key should not be passed on from one person to another and must be issued by the Church Office.)

printed name

signature

printed name

signature

date

Policy Effective April 1, 2018