

FIRST PRESBYTERIAN CHURCH – HASTINGS, NE.
FACILITIES USE GUIDELINES & PROCEDURES

First Presbyterian Church's mission is: "To glorify God as we share the hope, joy, and promise we are given through Jesus Christ".

We will welcome everyone as we would welcome Christ.

- Goals:
 - To use this space in a God-honoring way.
 - To treat visitors as honored guests.

The priority of use shall be as follows:

- 1) **Recognized Groups:** groups within the church holding FPC-sponsored events. Examples include church services and worship, Sunday school, adult education, committee meetings, small group meetings (i.e. Presbyterian Women luncheons, Celebrate Band, Quilters) and youth activities (i.e. Wednesday Night Live).
- 2) **Church Related Activity Groups:** other non- or not-for-profit groups who provide service or otherwise contribute to the local community (i.e. Boy Scouts, Red Cross, Hastings College music department).
- 3) **Church Member Special Events:** (i.e. anniversaries, receptions, and showers).
- 4) **Outside Group Activities:** activities that the church recognizes as keeping with building-use philosophy embraced by FPC (i.e. PEO). ***For profit events will not be allowed.***

Church Member Special Events and Outside Group Activities are Non-FPC Sponsored Events and require the attached application.

A Facility Use Request Application must be completed by all members or non-members and submitted with the deposit (if applicable) to the church Administrative Specialist at least 15 days in advance of the activity. The form is required for every area of the church and annex.

Upon receipt of the application and deposit (if applicable), the Administrative Specialist will be responsible to schedule review of the request with the appropriate church board and/or staff. If applicable, approval may include review by Trustees and/or Session.

Deposit Policy:

Deposits will be accepted with application submission and returned if the application is denied or held until the event is completed and facilities used have been inspected. ***Deposits will only be required for Non-Member sponsored events.***

Usage and Fees:

Usage and fees will be separated into two categories: *Member Sponsored* and *Non-Member Sponsored*.

Member Sponsored requires an FPC member to make the application and attend the event(s). That member assumes responsibility for the event(s) and ensures no facilities damage occurs and proper cleanup is completed. *No for profit activities will be allowed.*

The Church rooms will only be available for FPC and Member Sponsored Events. The Annex will be available to both Member and Non-Member Sponsored Events.

The **Fee Schedule** is as follows:

'Base' rate will include up to 2 hours of usage. 'Additional' will be for each additional hour.

FEE SCHEDULE:

Church - Member Sponsored (Only)

	Base	Additional
Kitchen	\$50	\$25
Fellowship Hall	\$100	\$50
Kitchen & Fellowship Hall	\$120	\$60
(Please Note: Food storage does not require kitchen rental)		
Parlor	\$30	\$15
Classrooms (ea.)	\$30	\$15
Conference Room:		
(Anderson, Kessler, et.al.)	\$ 40	\$20
Memorial Room	\$100	\$50
Chapel	\$100	\$50

Sanctuary use is available at an hourly rate of \$100 and requires an additional agreement that the organ is not to be played without express consent of both Pastor and Ashley Ehrich, church organist. Celebrate Band equipment is not to be used. The sound system is to be operated by FPC music or staff member only; services may be quoted on an as-needed basis.

General Building Use Regulations:

1. All facilities must be vacated by 10:30 p.m. unless arranged otherwise in advance.
2. Sufficient supervision shall be provided by the party using the facility to ensure good order and protection of property, and prevention of persons wandering around the building.
 - a. All children's or youth activities shall be supervised by a minimum of (2) adults over the age of twenty-one (21).
 - b. When children are in attendance they must be under the control of parents or adults at all times and are not permitted to roam freely throughout the building or on the grounds.
3. Individuals using any church property agree to be personally responsible for any damage to the property other than ordinary wear and tear, and shall hold the church harmless* from liability that may result in injury or as a result of the use of church facilities.

**Refer to Use, Indemnification and Hold Harmless agreement signed when request granted.*
4. Responsibilities of all groups using the facilities:
 - a. Doors unlocked and locked.
 - b. Lights turned on and off; be sure all windows are closed and latched.
 - c. Tables & chairs set up and returned to required arrangement.
 - d. Building is secured during event.
 - e. Rooms are left clean.
 - f. Trash is bagged and taken to dumpster.
5. No fixtures or equipment shall be moved unless agreed upon at the time of signing the use request form.
6. No hard soled shoes, or soles, which leave marks, will be permitted on gym floors.
7. Special instructions that require movement of equipment and or furniture shall be submitted no later than five days prior to use.
8. Not allowed on church property:
 - a. Weapons, alcohol, any tobacco products, controlled substances/drugs.
 - b. Bicycles, skateboards, and roller skates/blades.
9. Problems are to be reported immediately to the office and/or janitor via contact information provided at time of rental.