

First Presbyterian Church of Salisbury, NC **Facility and Property Use Policy**

Mission Statement: First Presbyterian Church of Salisbury, NC is a faith community “Where God’s Love is Alive for Mission.” Our property and facilities are dedicated to the glory of God and a gift for those whose mission aligns with our mission statement.

Thanks to the stewardship of previous generations, First Presbyterian Church of Salisbury, NC has a beautiful campus. Just as God blessed Abram in Genesis 12 saying, “I will bless you so that you will be a blessing,” we believe this campus is a blessing given to us in order to bless others in our community. We are happy to work with you to provide a space for your family gathering or non-profit event. As you plan, please remember that our gift to you is a beautiful space, but you are the host of the event. Because we are a church and not a professional event venue, we cannot plan, coordinate, advertise, or clean-up for your event. We hope this document will be helpful to you in navigating how to bring your wonderful event to life here at First Presbyterian Church.

Facility and Property Use:

- Programs and events must align with the First Presbyterian mission statement.
- Church events and programming will take priority over personal and non-member use.
- Facility and property use will NOT be permitted for political activities or for groups that infringe on the rights of others.
- First Presbyterian facilities and property use is for non-profit purposes only.
- All non-profit groups must have a church member or church staff sponsor.
- Requests for Facility use must be made at least 30 days in advance but no more than a year in advance. Events that need Session approval require a minimum of 60 days.
- All deposits and fees must be received at least 2 weeks prior to the event.
- No smoking or alcohol is permitted on premises.
- The following require Session approval:
 - Fundraising requests or free-will offerings
 - Sale of merchandise
 - Admission fees are not encouraged, but may be allowed

Note: The Session meets monthly on the 3rd Monday except July.

Facility and Property Use Requests fall into two groups:

Group 1: Church members making a request for a family event and approved non-profit groups such as RHM, Meals on Wheels, Habitat for Humanity, Community Care Clinic, Family Crisis Council, Parkinson’s Support, and Church Women United.

These groups may use the Facility once a year for events with no usage fee.

The cleaning fee will still apply for each event.

Group 2: All other non-profit groups. These groups require a church member or church staff sponsor.

Planning Process for Group 1

- A group representative must contact the Office Administrator to acquire a *Facility and Property Use Request Form* at least 30 days prior to the event. *If your event involves fundraising, ticket sales, or sales of any other kind, it requires Session approval. Please see Group 2 procedure for Session approval.*
- Upon receipt of a completed *Facility and Property Use Form* by the Office Administrator, the request will then be presented to staff within 8 days.
- If the event is approved, the Office Administrator will inform the sponsor.
- Turn in all deposits to the Business Administrator in order to secure date, time, and space. Reservations will not be made until deposits have been received.
- If microphones, music, or screens are needed contact the Technology Coordinator as early as possible.
- Upon request, your event will be advertised in the church bulletin two weeks in advance of the event. No other advertising will be provided.
- One month prior to event: get child protection training if applicable.
- Two weeks prior to the event, all fees must be paid in full to the Business Administrator.
- One day before your event, pick up a temporary Access Card from the Office Administrator. This requires a refundable \$20 deposit.

Planning Process for Group 2

- All other non-profit groups require a church member or church staff sponsor.
- The sponsor must contact the Office Administrator to acquire a *Facility and Property Use Request Form* at least 60 days prior to the event.
- Upon receipt of a completed *Facility and Property Use Form* by the Office Administrator, the request will be presented at the next Session meeting.
- We encourage the sponsor to attend the Session meeting in order to present the request and answer questions about the event. The sponsor will be invited to temporarily leave the room while the Session deliberates and votes.
- If present, the Session will immediately inform the sponsor of the decision. If not present, the Office Administrator will inform the sponsor.
- Turn in all deposits to the Business Administrator in order to secure date, time, and space. Reservations will not be made until deposits have been received.
- If microphones, music, or screens are needed, contact the Technology Coordinator as early as possible.
- Upon request, your event will be advertised in the church bulletin two weeks in advance of the event. No other advertising will be provided.
- One month prior to event: get child protection training if applicable.
- Two weeks prior to the event, all fees must be paid in full to the Business Administrator.

Fees and Deposits:

Group 1: Session approval not required

- Deposit: none
- Maintenance Fee:¹
 - Classrooms: \$5 (only if food, drink, or crafting is involved)
 - Fellowship Hall: \$25
 - Lewis Hall: \$75
- Technology/Sound:
 - \$40 per hour with a 2 hour minimum
 - Fee is paid directly to the Technology/Sound Engineer

Group 2: Session Approval Required

- Deposit: \$50 non-refundable for Lewis Hall and Fellowship Hall
- Maintenance Fee:¹
 - Classrooms: \$5 each
 - Fellowship Hall: \$25
 - Lewis Hall: \$100
- Technology/Sound:
 - \$40 per hour with a 2 hour minimum
 - fee is paid directly to the Technology/Sound Engineer
- Caterer Use of FPC Kitchen Goods²: \$50
All caterers must be trained to use FPC kitchens by Maintenance Supervisor.

Access to the Facilities and Property:

The Office Administrator will provide the sponsor up to 2 Access Cards for the facilities the day before your event. A \$20 deposit for each Access Card is required and will be refunded on the return of the Access Cards. Access Cards must be returned within 5 days of the event.

¹ Maintenance Fee: This pays for long term wear and tear on items used. Event clean up, including dish washing, resetting the room, and taking out trash is your responsibility.

² Kitchen goods: equipment, dishes, glasses, utensils, etc. Table cloths are not available.

The Sponsor and Group agrees:

- Reset rooms to the standard set-up. See Office Administrator for instructions.
- Remove all trash from the rooms and place in dumpster located in the S Jackson St access driveway between the buildings.
- Kitchens must be cleaned and left ready for use.
- All events must conclude by 10:00 p.m. unless otherwise granted permission by the church staff.
- Turn off all lights and secure all doors.
- Power down all equipment, if any is used.
- No alcohol or smoking is permitted on premises.
- Any damage or breakage must be reported to the Office Administrator.
- Caterers must have prior approval and be trained for FPC kitchen use.
- A Proof of Liability certificate prior to the event is required for non-profit groups.
- All events involving children/youth must be supervised at all times, before, during, and after, by at least 2 adult leaders with Child Protection Training.

Responsibility of the Church:

Users agree and understand that they are using First Presbyterian facilities and property voluntarily, and that they have received no warranty or guarantee from any party acting on behalf of First Presbyterian. Further, the user agrees that First Presbyterian assumes no responsibility for accidents or injuries that may occur to anyone while on the premises. First Presbyterian assumes no responsibility for personal items that are damaged or stolen from church premises. First Presbyterian is not responsible for providing security officers or other personnel to guard and assist before, during, or after the event. First Presbyterian is not responsible for providing pastors and staff or advertising for the event.

User Responsibility:

A signed *Facility Use Request Form* represents an agreement between the church and the sponsor of the event. All responsibility for the use of the facilities or property is vested in the sponsor. All costs for repair or replacement of church property will be billed to the sponsor. The use of classroom supplies, kitchen dishes/utensils, expendable church supplies such as coffee, lemonade, paper goods, utensils, table cloths, craft supplies, musical instruments, printing materials will NOT be permitted. Damage or use of these amenities will be billed to the sponsor.

Implementing and maintaining adequate security, access control, and child protection procedures on the church premises are the responsibility of the sponsor. The adequacy of the security, access control, and child protection procedures by the sponsor must have prior approval by the church staff.

Additional Information:

- Events can be no longer than 4 hours and must conclude by 10:00 p.m. This does not include clean-up time.
- Access to the facility prior to the event for decorating and/or specialty set-up needs to be arranged with the Office Administrator.
- All items brought in for the event must be removed by the end of the event.
- *Approved caterers can use the kitchens and *kitchen goods with the fee waived
- Security: On a case-by-case basis, an off-duty Police Officer may be required at the expense of the Sponsor/Group.
- Contact the Office Administrator for the list of approved caterers. Caterers not on the list will need Session Approval.
- No permanent decorations or changes may be made to the Facilities or Property.
- Displays are welcome, but nothing may be adhered to walls, tables, or doors.
- Care must be used in regard to the worship elements, such as floor cross, communion table, baptismal font, etc., as to not damage them.
- Upon request, the Office Administrator will advertise your event in the church bulletin two weeks prior to your event.
- Please note: pastors need to focus their time and energy on the main functions of their office: preaching, teaching, leading, and pastoral care. Therefore they may not attend your event.
- If you would like a representative of First Presbyterian to welcome and pray, our Office Administrator can put you in touch with church elders.

Contact Info:

- ❖ Office Administrator:
Christine Mowery cmowery@salisburyfirstpres.org 704-636-1321
- ❖ Business Administrator:
Christina Lewis clewis@salisburyfirstpres.org 704-636-1321
- ❖ Technology Coordinator:
Jan Kichefski j.h.kichefski@gmail.com 704-637-5043
- ❖ Maintenance Supervisor:
Archie Tucker atucker@salisburyfirstpres.org 704-636-1321