

First Presbyterian Church
Morganton, NC

Facility Use Policy

The buildings of the church are provided and maintained to facilitate ministry in the name of Jesus Christ. The following guidelines are in place to ensure that this function and purpose of the facilities are maintained.

- The buildings are available to all church-related groups (Presbyterian Women, Youth, Sunday School, etc.). Schedules are to be coordinated through the church office.
- The buildings are available to any member of the church for non-profit use contingent upon the approval of the Session. All requests should be made through the church office and require a Facility Use Request Form.
- Requests for the use of the facility by outside groups (AA, Scouts, etc.) for non-profit use are to be in keeping with the role and function of the church. All requests must be made through the church office and require a Facility Use Request Form. There must be one designated person in charge.
- Approval may be revoked or accommodations may be modified at any time by the church if the facilities are needed for a church function; e.g. funeral and special events. (In the rare case an event needs to be changed, the church will make every reasonable effort to reschedule or rearrange plans to accommodate all event needs.)
- Facility use approval will be automatically renewed annually with each outside group but may be revoked at the discretion of the Session. A new request form may be required for church records. Also, if there are changes to the original request at any time, an updated request form must be submitted for approval.
- All normal, repeat use, or non-controversial requests will be brought to the church staff for approval; approved requests will be reported to the Clerk of Session for informational purposes. If the church staff feels there is reason for the Session to decide upon the request, the request will be forwarded to the Clerk and brought to Session at its next meeting.
- The buildings are available to the Presbytery of Western North Carolina as needed. Schedules are coordinated through the church office.
- There will be no fee, rent, or charges for facility use except in the case of non-member wedding fees, which are stated in the church Wedding Policy.
- All groups and individuals using the facilities are responsible for opening and closing the buildings (as needed), lights, and clean up. The request form must include sufficient time for set up and clean up. Arrangements are to be made with the church office for all facility use matters of concern.
- It is advised that facility users secure the building by locking all doors while they are meeting.
- A checklist is attached. Use of this checklist by groups and individuals requesting the facility will ensure a successful event.

KITCHEN USE POLICY FOR FIRST PRESBYTERIAN CHURCH GROUPS

All individuals and groups using the kitchen are subject to these guidelines:

- A. There is a place for everything and everything goes in its place!"
 - 1. Always wash and dry dirty dishes, pots, utensils, etc.
 - 2. Please launder all dish towels/linens and return within 3 days.
 - 3. Return washed items to their proper place.
 - 4. Return any other items used (foil, staples, etc.) to their proper place.
- B. A sign-out sheet will remain in the kitchen at all times.
 - 1. When it is necessary to borrow kitchen equipment (coffee pot, knife, bowl, etc.) sign name or group, item, date borrowed, and date returned.
 - 2. Large items such as punch bowls or glass plates to be used off church grounds must be checked out with the church office.
- C. Refrigerator/freezer space must be kept tidy.
 - 1. Groups leaving items in the refrigerator or freezer must label and date all items.
 - 2. Items will discarded after **4 weeks in the refrigerator** and **6 months in the freezer** or **immediately if they are not labeled.**
- D. Follow guidelines and instructions posted in the kitchen for operation of stove or other appliances and for general cleanup.
- E. Person in charge must have received instruction in the use of all requested appliances. **This individual must be in attendance while kitchen is in use.**

KITCHEN USE POLICY FOR NON-FIRST PRESBYTERIAN CHURCH GROUPS

All individuals and groups using the kitchen are subject to these guidelines. A custodial fee of \$25.00 per hour will be charged when necessary due to non-compliance.

- A. "There is a place for everything and everything goes in its place!"
 - 1. Always wash and dry dirty dishes, pots, utensils, etc.
 - 2. Please launder all dish towels/linens and return within 3 days.
 - 3. Return washed items to their proper place.
 - 4. Return any other items used (foil, staples, etc.) to their proper place.
 - 5. Remove all non-FPC equipment, appliances, dishes, etc. immediately after the function.
- B. Refrigerator/freezer space must be kept tidy.
 - 1. No food or beverages may be stored in the refrigerator longer than one day prior to the event at which they will be consumed. Groups leaving items in the refrigerator or freezer must label and date all items.
 - 2. No food or beverages may be left in the refrigerator or freezer after the scheduled event. Items will be discarded as necessary.
- C. Follow guidelines and instructions posted in the kitchen for operation of stove, or other appliances and for general cleanup.
- D. Person in charge must have received instruction in the use of all requested appliances. **This individual must be in attendance while kitchen is in use.**

Group Using Kitchen

Signature of Individual Responsible

Date

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Checklist for Facility Use Requests

Use of this checklist by groups and individuals requesting the facility will ensure a successful event.

- ___ Confirm that the facility is available on date(s) requested.
- ___ Read Facility Use Policy and Kitchen Use Policy.
- ___ Complete and sign the Facility Use Request Form.
- ___ Submit form to the church office for approval. The church administrator will contact you once your request has been approved or declined.
- ___ Meet with the church staff for instructions regarding building use. Depending on the event, you will need to discuss:
 - Building access
 - Parking lot
 - Security system
 - Lighting
 - Equipment such as tables, chairs, audio/visual, etc.
 - Set up and clean up
- ___ Get key(s) from the church office the week prior to the event, if needed.
- ___ Leave the facility as you found it, clean, neat, lights off, doors secure, and trash in dumpster.
- ___ Return key(s) to church office.

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Facility Use Request Form

The facilities of First Presbyterian Church lend themselves to use not only by church groups and groups sponsored by this church but also to organizations serving the needs of the community. In order to avoid conflicts, the Session asks that each group/organization fill out a Facility Use Request Form.

Date: _____

Group Name: _____

Contact Person: _____

Phone(s): _____

Address: _____

Email: _____

Date Use of Facility Requested: _____

Room(s) Requested: _____

Hours Requested: From: _____ am/pm To: _____ am/pm

Expected Number in Attendance: _____

Description of Activities: _____

Equipment and Set Up Needed: _____

Requested by (Signature): _____

For Office Use Only

Approved by Church Staff: yes/no Date: _____

Session Approval Required: yes/no (If not required, notify Clerk of Session for information only.)

Approval by Session: _____ Date: _____
Clerk of Session

Contact Person Notified of Approval/Denial: yes/no Date: _____

Additional Notes: _____