

**FIRST PRESBYTERIAN CHURCH
CLINTON, SOUTH CAROLINA**

GUIDELINES FOR USE OF CHURCH PROPERTY

General

1. The Session's Property and Transportation Committee, being responsible for the maintenance of all property owned by First Presbyterian Church (FPC), determines it necessary to adopt certain guidelines concerning the use of church property and requests that these guidelines be adhered to by all parties using church property.
2. The Session designates the church secretary as the church staff member responsible for making sure the proper persons receive a copy of these guidelines. NOTE: The Church Secretary is expected to attend weekly church staff meetings and participate in church calendar review.
3. Any authorized person, organization, or group desiring to use church property shall contact the church secretary at the church office and let her know the date and time they wish to reserve the property. When the reservation has been completed, it shall be recorded on the church calendar and communicated to the church designated person overseeing the property to be used.
4. The use of church property for any non-church-related purpose must not interfere with a church program or activity.

Procedure for Applying for Use of Church Property

1. An application form for use of church property may be secured from the church secretary.
2. The application is to be made on the church form and is to be submitted in triplicate to the church secretary. To Hold a reservation the application form must be on file in the church office.
3. All copies of the application must be signed by a responsible adult authorized to represent the person, organization, or group. The identification of a "responsible adult" would be at the discretion of the property committee, or its designee(s).
4. When an application has been approved, a copy will be given to the person making the application along with applicable guidelines and a clean-up and security checklist. The person(s) responsible for the event must meet with a FPC staff person for instructions concerning the use of the building and the use of the sound system. The original application is to be kept in the secretary's office and a copy forwarded to the church-designated person who will oversee the use of the requested church property.
5. Charges in accordance with the amount shown on the application are due when the application for use has been approved and the date is placed on the church calendar. Any costs due to damages are due within 5 days following use, payable to FPC.

Fees

1. **Church members** may use church property without heating or air-conditioning for such functions as family reunions, anniversary celebrations, and other such purposes free of charge. If heating or air-conditioning is used, a standard fee of \$50.00 will be charged.
2. The Session has approved the following fees for non-member groups use of church property per day:
 - A. Sanctuary \$175.00
 - B. Fellowship Hall \$ 75.00
 - C. Chapel \$ 75.00
 - D. Christian Life Center \$175.00
Dining Room & Kitchen Only \$ 75.00
 - E. A fee of \$50.00 will be charged for the use of the sound system in the sanctuary. The fee is to be paid to the operator.
 - F. A deposit of \$50.00 will be charged for the use of the sound system in the CLC and the Fellowship Hall. If no damage is done, the deposit will be returned. An authorized person from the church will be responsible for explaining the use of the system to the operator.
 - G. These fees can be waived by the Property Committee or its designee(s), as deemed appropriate.

Use of Church Property

1. Church property may be made available to church members, community organizations, or other church groups. The church property is not available to non First Presbyterian Church individuals for personal events. No use of church property shall be permitted if the proposed activities are contrary to the best interests of the church, as determined by the church-designated person. Also, no use of church property shall be permitted for a function that presents an obvious danger to the safety of persons or property.
2. The person, organization, or group making applications shall accept full responsibility for:
 - A. The proper use of the property.
 - B. Supervision and proper conduct, all persons and activities.
 - C. Payment for all damage or breakage.
 - D. Payment of any fee.
 - E. Assuming any and all liabilities. The party(ies) using FPC property agree that FPC will not be held responsible nor liable for any accident, injury, or damages occurring to any person or group or to property of surrounding property while a facility and/or surrounding property is being used by a person, organization, or group.
3. The use of church property by First Presbyterian Church of First Presbyterian Church organizations takes precedence over all other uses. Prior reservations will take precedent.
4. The use of church property for any non-church-related purpose must not interfere with a church program or activity.

5. Church personnel shall have access to church property at all times.
6. Permission to use specific areas does not carry with it permission to use other areas, supplies, equipment, apparatus, etc. not covered in the application.
7. The applying person, organization, or group is responsible for the observance of all federal and state laws and ordinances or rules of the local community.
8. Person's", organizations, or groups desiring to bring equipment into church buildings or to erect decorations, lights, or other apparatus, must secure approval from the church-designated person. Approval and arrangements for same shall be made at the time that the application is approved.
9. Persons, organizations, or groups may not use any tape, nails, tack, or other objects designed to hold decorations or banners, etc. to the walls or other fixtures that mar or deface church property. Decorations, banners, etc. may be attached to or suspended from the building in a pre-approved manner, if prior permission is obtained from the chair/co-chair of the Property and Transportation Committee.
10. The applicant must arrange to remove all of its properties as soon as possible. This shall be done by a time specified by the church-designated person.
11. The applicant may not sell or consume popcorn, candies, drinks, etc. in connection with an activity inside of a church building without prior approval of the church-designated person.
12. No alcoholic beverages or illegal drugs are permitted on church property at any time by anyone. Persons who are impaired by alcohol or any other substance are not allowed on church property.
13. No use of tobacco products is allowed within a church building.
14. When church property is used by non-church organizations, or groups, the services of a church employee may be required. The employee's services are to be paid for by the person, organization, or group using the property.
15. FPC reserves the right to deny any request or to levy additional charges when deemed appropriate.
16. No use of church property will be permitted for personal profit.
17. There will be a case-by-case consideration of fund-raising events for charitable organizations.
18. These guidelines shall be administered by the Property Committee acting on behalf of the Session. They may not be all-inclusive and other reasonable guidelines that may have been omitted may be enforced.

Other

1. If the event or occasion involved includes the use of a caterer, the person in charge of the activity shall give to the church secretary the name of the caterer and shall be responsible for having the caterer contact the church secretary to receive a copy of the church guidelines concerning the use of church property.
2. A designated person representing the church will explain to the authorized person making an application the lighting controls so that the person will know how to turn on and off the necessary lights.
3. Both the person reserving the church property and the caterer, if one is involved, should get a clear explanation from the church secretary and/or church-designated person as to what is expected of them. The applicant shall obtain a clean-up and security checklist from the church secretary.
4. The person, organization, or group using church property shall upon completion of their activity or meeting, see that furniture that has been moved is returned to its proper place. Also, tables or chairs that have been moved are to be returned to their proper place.
5. The area(s) used shall be cleaned and the floor(s) swept and mopped if necessary.
6. All trash must be hauled away from the church by the group using the facility.
7. All kitchen utensils used shall be washed and returned to their proper place and the kitchen shall be cleaned. This applies to all appliances including the stove.
8. All lights shall be turned off and the heating and air-conditioning set according to the instructions from the church secretary or the church-designated person.
9. When all of the cleaning is completed, all doors that have been unlocked shall be locked and secured before the person in charge of the activity leaves the property.
10. The set-up, take down and cleaning of the used area shall be the sole responsibility of the person, organization, or group using the property.
11. If assistance of the church custodian is desired, the responsible person, organization, or group will contact her/him after building use is approved concerning the fee to be paid. The custodian is to be paid at the time of the activity if not prior.
12. Return the keys to the church office the next work day following use.

In the event any person, organization, or group fails to comply with these guidelines, they shall be billed for any expenses incurred by the church in cleaning up or making repairs to the property used.

Revised Rates –September 27, 2015