

## TERMS AND CONDITIONS FOR BUILDING USE

**Event Requests:** To avoid conflicts with resources and other scheduled events in the life of the church, all events involving the First Presbyterian Church are to be approved in advance, even if no church facilities are needed, i.e., off-site retreats, trips, etc. Requirements and the approval process are set forth in the *POLICY REGARDING USE OF FIRST PRESBYTERIAN BUILDING AND EQUIPMENT*, as adopted by the Session on 2.18.14 and subject to clearance with the church master calendar (Administrator).

**Room Condition:** The individual/group signing up for any room must accept responsibility for picking up all items brought to the room by that group and leaving all tables and chairs clean. Please do not use any materials found in the room unless prior approval has been given. Individual/group is responsible for normal clean-up.

**Additional Help:** The individual/group using the facilities will arrange for whatever help is needed to serve food, set and clean tables.

**Fees:** Fees will be determined by the person or committee whose approval is required for the event, and will be paid in accordance with requirements established by the approving person or committee.

**No smoking is permitted inside the church building.** The designated smoking area is located outside the east-side door on the lower level.

**No alcoholic beverages are permitted in the church building.**

**Hot coffee, drinks, or food shall not be brought into the Sanctuary, Choir Loft, or Balcony at any time. Coffee stains are almost impossible to remove from carpets.**