

POLICY REGARDING USE OF FIRST PRESBYTERIAN BUILDING AND EQUIPMENT
As adopted by the Session on 2.18.14

1. *By Church Members for Church Event or Ongoing Activity*

- A church event or ongoing activity must have a sponsor, to be responsible for complying with this policy and for making all arrangements necessary for the event or activity, including, without limitation, opening and closing the church building and cleaning up¹ after the event or activity. The sponsor may be a committee or one or more church members.
- Before submitting an Event and Building Use Request Form, the sponsor should check the Church calendar to make sure the event or activity doesn't conflict with other events or activities already scheduled for the same date/time/location, or in the same general time frame as the proposed event or activity.
- The sponsor should complete and submit an Event and Building Use Request Form [the form is available on the FPC website].
- The sponsor should describe how the event or activity relates to the mission of the committee (if the sponsor is a committee) or to the mission of FPC as a whole.
- An event or activity must be approved as follows: The Session's prior approval is required for a one-time event or activity that is not sponsored by a committee.
- Once the event or activity has been approved, as described in the Event and Building Use Request Form, the event or activity should be listed on the Church calendar.
- Once the event or activity has been approved, as described in the Event and Building Use Request Form, information about the event or activity should be made available to members and church goers through such means as the Sunday bulletins, announcements projected on Sunday mornings, First Family, signs, weekly emails, etc.

2. *Use by Church Members for Private Events or Activities, such as Anniversary Parties, Showers, etc.*

- The church member requesting the use for a private event or activity should indicate that the event is private on the Event and Building Use Request Form.

¹ Cleaning up includes (1) washing and drying church dishes, utensils, pitchers, coffee pots, teapots, etc. and returning them to their usual storage place, (2) washing any dirty tables, (3) picking up clutter, (4) throwing trash in a trash bag, (5) putting full trash bags in the dumpster, (6) returning tables and chairs to where they were before the event or activity, and (7) generally leaving the space as you found it.

- The church member requesting the use must either agree to be responsible for, or provide the name and contact information for another church member, who will be responsible for making all arrangements necessary for the event or activity, including, without limitation, opening and closing the church building and cleaning up [see Footnote 1] after the event or activity. The responsible church member should have enough knowledge of the church facility to be able to do those tasks. If the church member requesting the use does not have that knowledge, or does not have someone with that knowledge, the church member should ask the Property Committee if it can, and is willing to, provide assistance. The church member requesting the use should not assume that Stan Johnson, Jason Sentas or any other church staff member will be available to help.
- Before submitting an Event and Building Use Request Form, the member seeking to use the Church should check the Church calendar to make sure the event or activity doesn't conflict with other events.
- The member seeking to use the Church should complete and submit an Event and Building Use Request Form [the form is available on the FPC website].
- Once the event or activity has been approved, as described in the Event and Building Use Request Form, the event or activity should be listed on the Church calendar.
- Information about the event should not be made generally available to members and church goers through such means as the Sunday bulletins, announcements projected on Sunday mornings, First Family, signs, etc., but should only be provided to those specifically invited to the event or activity.

3. Use of FPC Building for non-FPC Events or Ongoing Activity

Such uses may be approved on a case-by-case basis, subject to the following requirements and considerations:

- FPC is a church facility, not a rental hall available for all uses. If FPC does allow use of the FPC building for non-FPC events or ongoing activities, FPC may charge fees to help cover the cost of such use.
- At least one member of FPC should be involved in and responsible for the event or ongoing activity.
- The nature of the event or ongoing activity should be consistent with FPC's mission statement.
- The event or ongoing activity should offer opportunities for others to become familiar with FPC through seeing information about FPC and FPC activities.

- The event or activity must be approved as follows:
 - a one-time event or activity must be approved by the office manager in consultation with the chair of the Property Committee.
 - An ongoing event or activity must be approved by the Session.

4. Use of FPC Parking Lot for non-FPC Events or Ongoing Activity

Such uses by people in the immediate area of FPC may be approved by the office manager on a case-by-case basis, subject to the following requirements and considerations:

- Any such use is on a short-term basis.
- Such use does not conflict with any FPC or Young Sang worship, event or activity.

5. Use of FPC Materials (tables, chairs, etc.) for non-FPC Events or Ongoing Activity

Such uses by people in the immediate area of FPC may be approved by the office manager on a case-by-case basis, subject to the following requirements and considerations:

- The persons using the materials shall be responsible for picking them up at FPC and returning them to FPC promptly and at a time when the FPC building is open.
- The materials shall be returned in good order and repair, or replaced.
- Such use does not conflict with any FPC or Young Sang worship, event or activity.