



FIRST PRESBYTERIAN CHURCH

840 South 17th Street
Lincoln, Nebraska 68508
(402) 477-6037

POLICIES AND REGULATIONS FOR USE OF CHURCH FACILITIES

First Presbyterian Church wishes to provide assistance to community groups and to promote the important Christian witness of our church. Many organizations use our church facilities throughout the year and their cooperation is both needed and appreciated.

Groups receiving permission to hold meetings or gatherings in the church facilities should be non-profit and offer community, educational, or religious services.

This is a House of Worship. It is built and maintained by Christian people as a place of worship, Christian education, and appropriate social witness. It is not a public building. All groups are expected to show proper respect.

All applications and approvals for use of Church facilities are under the authority of the Session of First Presbyterian Church and administered by Church Administrator.

Building Use Application Forms may be obtained from the Church Administrator. A representative of the organization must sign and return the form to the church office with the fee and deposit where required. The signed contract will be approved or disapproved by Session. Sufficient time should be allowed for processing the application. The representative signing the contract accepts responsibility for the group conforming to the following regulations and where necessary provides proof of insurance. If it is not approved, the fee and deposit will be returned.

1. Meeting times shall not conflict with church programming and services.
2. Church facilities are generally NOT available (exceptions are weddings, funerals, and church programs):
 - a. After 11:30 AM on Saturdays.
 - b. On religious holidays (such as Good Friday, Christmas Eve, etc.) and national holidays.
 - c. On Sundays, which are reserved for church services and programs.
3. Room fees will be assessed according to stated policies.
4. Groups that use specific equipment for their activities are expected to bring, set up and remove equipment themselves. This should not involve Church custodians. The equipment cannot be stored on Church property.
5. Groups will be held financially responsible for damage or breakage of Church property or for the misuse of Church property. See fee schedule for the amount of cleaning and damage deposit to be paid in advance of the event and to be returned following the event if no cleaning is needed or damage has occurred.
6. Youth and children-must be properly supervised and chaperoned by someone 18 or older, 1 adult for every 6 children under the age of 12 with a minimum of 2 adults.
7. Groups may not use additional space (halls, rooms, Courtyard), unless contracted with the church office
8. Groups, when necessary, may be moved to another available space. Organizations with a long-term use arrangement will be given a 30-day notice if the space is no longer available for ongoing use.
9. The Church is not responsible for any loss, damage, or injury arising out of use of the Church.
10. Smoking is not permitted anywhere in the Church building or in the Courtyard.
11. No alcoholic beverages of any kind shall be used or served at any function, or by any individual on the Church property. This includes the parking lots.
12. Firearms are not permitted on the Church property.

13. Parking in church lots (West, North, and East) is for functions at the Church only. Staff parking spaces, clearly marked, are for staff use at all times, day and night. Failure to observe parking regulations will result in tow away, at the owner's expense.
14. Use of the Nursery shall be scheduled ahead of time. At least one adult must be present in the Nursery for every four children attending the Nursery if any of the children are eighteen (18) months old or younger. If all children attending the nursery are more than eighteen (18) months old, at least one adult must be present in the Nursery for every 6 children. However, a minimum of two adults shall be present at all times.

Groups are expected to supply their own facial tissues, diapers, and special equipment. Play equipment shall be put away neatly after use, and shall be replaced or repaired if broken. All equipment used should be wiped down with a sanitizer that we can provide.
15. It will be the discretion of Property Committee if a group shall meet in the building without the services of a custodian. Furniture is not to be moved from one room to another. Extra chairs, furniture, or equipment shall be obtained by request to the Church Administrator.
16. Rooms shall be left in a clean and orderly condition after meetings, and rooms shall be left set up as they were when the group arrived. Rest rooms shall be left orderly with all trash in trash receptacles. Any food or drink spilled on carpets should be cleaned immediately and the Church Administrator notified to prevent permanent staining or damage. NO DECAF COFFEE is to be served.
17. Groups are expected to pursue the most direct routes to meeting rooms and should be aware of proper, nearest exits. Those attending events in the Church are expected to remain with their groups and not be wandering outside of approved spaces.
18. If equipment and/or furnishings in the sanctuary need to be moved to accommodate your function you will need to complete an additional form entitled "Guidelines for Moving Chancel Furnishings." Only approved representatives shall move equipment and/or furnishings and make arrangements to have it replaced.
19. All building use approvals shall have a time limit of no more than one year. If continued use of facilities is desired, the organization/group shall re-apply for approval at least 2 months prior to expiration of previous contract.
20. The Church reserves the right at any time to refuse use of the building to any persons and/or organizations who do not comply with our standards of conduct or with our regulations for use of the building. The church has the right to ask the persons and/or organizations to leave immediately.

ADDITIONAL INFORMATION

COURTYARD (Maximum capacity: 50)

Finger foods may be served, with non-member groups providing their own paper plates, cups, and napkins.

FELLOWSHIP HALL (Maximum capacity: 200)

We have round tables that can seat a maximum of 140 people.

MAIN KITCHEN

Place settings for 200 are available for use. Arrangements for use of the kitchen and all serving of food must be arranged for in advance with the Church Administrator. Non-Member groups must provide their own paper products.

GREAT HALL (Maximum capacity: 100)

There are 8 ft long tables that may be used, however this significantly cuts down the number that may be served.

KITCHENETTE

Due to the small preparation area, the type of food served should be limited to cake, cookies, or finger foods. There are approximately 100 luncheon plates with cups available for use. Non-Member groups must provide their own paper products.

These rules are established for the welfare, safety, and pleasure of all who use the facilities of First Presbyterian Church. They are not intended to exclude anyone from the proper use of our Church, but are based upon the kind of Christian witness our Church makes in the City of Lincoln.

Any questions or problems about use of the building should be addressed to office personnel.

Approved



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FEES FOR USE OF CHURCH FACILITIES

Fees for groups of 100 or more persons, or for groups meeting on an ongoing basis, will be considered on a case-by-case basis by the Property Committee. There is a charge for use of equipment in addition to any room charge.

CLEANING & DAMAGE DEPOSIT: \$60

All groups will pay a cleaning and damage deposit. This pays for any cleaning, damage or maintenance needed after the building has been used. If the cost exceeds the amount of the deposit, the user agrees to pay for any excess cost. Groups are expected to empty trash containers. There is a dumpster by the East Entrance.

Should the church determine additional cleaning is needed, **a fee of \$60 for two hour blocks of cleaning or portion thereof will be charged.**

ALARM DEPOSIT: \$250

Groups using the gym and any group using the church after normal office hours and on weekends or holidays will pay an alarm deposit, which will be returned if no alarms are set off as a result of the group's activity.

EMERGENCY EXIT DOORS are ONLY to be used in emergencies. This is the number one cause for false alarms.

NON-MEMBER FEES:

Unless otherwise specified, fees are for single four-hour blocks of time

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| 1) Classrooms, East Entrance, Library, Parlor, Rousseau Room, Nursery, Courtyard: | \$40 |
| 2) Great Hall (Max Capacity 100): | |
| a) 1-50 people | \$70 |
| b) 51-100 people | \$90 |
| 3) Fellowship Hall (Max Capacity 200): | |
| a) 1-50 people | \$70 |
| b) 51-100 people | \$90 |
| c) 101-150 people | \$100 |
| d) 151-200 people | \$135 |
| 4) Kitchenette by Great Hall: | \$30 |
| 5) Kitchen in Fellowship Hall: | \$50 |
| 6) Gym: | |
| a) 1.5 hour periods weekly, once a week Sept. – May | \$750 |
| b) 1.5 hour periods weekly, once a week - per month | \$100 |
| c) 1.5 hours one time use | \$25 |
| 7) Excessive room or area set-up (tables, chairs, etc.) | \$30 |

MEMBER FEES:

A suggested donation is 50% of the non-member fee. It is up to the discretion of the member if they feel moved to pay this amount.

Approved 5/2017