# First Presbyterian Church, Lincoln, Nebraska

## CHURCH FACILITIES USE POLICIES AND REGULATIONS

Approved May 22, 2025

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First Presbyterian Church wishes to assist community groups and promote our church's important Christian witness. Many organizations use our church facilities throughout the year; their cooperation is needed and appreciated. This is a House of Worship, built and maintained as a place for worship, Christian education, and appropriate social witness. It is not a public building. All groups are expected to show proper respect.

Groups requesting use of church facilities should offer community, educational, or religious services. All applications and approvals for the use of Church facilities are under the authority of the Session of First Presbyterian Church and administered by the 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. 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 *provides proof of insurance where necessary.* If it is not approved, the fee and deposit will be returned.

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 the expiration of the previous contract.

The Church reserves the right at any time to refuse the use of the building to any persons and/or organizations who do not comply with our standards of conduct or with our regulations for the use of the building. The church has the right to ask the persons and/or organizations to leave immediately.

1. Meeting times shall not conflict with church programming and services. Church facilities are generally NOT available (with the exception of weddings, funerals, and church programs):
    a. On religious holidays (such as Good Friday, Christmas Eve, etc.) and national holidays.
    b. On Sundays, which are reserved for church services and programs.

2. Space:
    a. Groups may not use additional space beyond what is approved in the Building Use Application Form (halls, rooms, Courtyard) unless approved by the Church Administrator. Additional fees may apply.
    b. Groups, when necessary, may be moved to another available space. Organizations with a long-term use arrangement will be given 30-day notice if the space is no longer available for ongoing use.
    c. 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.

d. Furniture is not to be moved from one room to another and room setups are not to be changed without the approval of the Church Administrator. Extra chairs, furniture, or equipment shall be obtained by request to the Church Administrator.
e. 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 them replaced.

3. Equipment:
    a. Groups using specific equipment for their activities are expected to bring, set up, and remove equipment. This should not involve Church employees. The equipment cannot be stored on Church property.
    b. Requests to use church electronic equipment (projectors, sound system, etc.) shall be directed to the Church Administrator. Groups are responsible for providing their own laptops and adaptors.
    c. The sanctuary organ may only be used by qualified persons who have specific permission of the Music Director, the Organist, or the Lead Pastor. The church Administrator should be informed when such permission has been granted.

4. Cleaning:
    a. It will be the discretion of the Church Administrator if a group shall meet in the building without the services of a custodian.
    b. 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.
    c. Restrooms shall be left orderly with all trash in trash receptacles.
    d. 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.

5. Children and Youth:
    a. 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.
    b. Nursery:
        i. Use shall be scheduled ahead of time. At least one adult must be present in the Nursery for every 4 children if any of the children are 18 months old or younger. If all children attending the nursery are more than 18 months old, at least one adult must be present for every 6 children. A minimum of two adults shall be present at all times.
        ii. Groups shall 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.

6. Parking: church lots (17th St, G St, F St, 18th St lots) are for functions at the Church only. Staff parking spaces, clearly marked in the G St Parking Lot, are for staff use at all times, day and night. Failure to observe parking regulations will result in a tow away, at the owner's expense.

7. Prohibited:
    a. Smoking, vaping, and use of tobacco or nicotine products are not permitted anywhere in the Church building or in the Courtyard.
    b. 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.
    c. Firearms are not permitted on the Church property.

8. Fees:
    a. Fees will be assessed according to stated policies.
    b. Groups will be held financially responsible for damage, breakage, or misuse of Church property.
    c. The Church is not responsible for any loss, damage, or injury arising out of the use of the Church.

## ADDITIONAL INFORMATION

COURTYARD (Maximum capacity: 50)

FELLOWSHIP HALL (Maximum capacity: 200; with round tables maximum of 140 people)

MAIN KITCHEN

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

GREAT HALL SPIRITUALITY CENTER

There is a walking labyrinth and multiple reading and prayer/meditation centers around the room. The setup of the room shall not be changed without permission of the pastor or church administrator.

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 church group 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 the use of the building should be addressed to the Church Administrator or Lead Pastor.

# FEES FOR USE OF CHURCH FACILITIES

Fees for groups meeting on an ongoing basis, will be considered on a case-by-case basis.

**CLEANING & DAMAGE DEPOSIT: $100**

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 a 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. (#1 cause of false alarms.)

**MEMBER FEES:**

No fees for members. A suggested donation of 50% of the non-member fee is always appreciated to help offset the cost of utilities and cleaning.

**NON-PROFIT 501(c)(3) FEES**

501(c)(3) organizations whose purpose and work is consistent with our values may use our facilities without a fee. The Lead Pastor and Building Manager are empowered to make that determination. Donations are appreciated to help offset the cost of utilities and cleaning. Damage and Alarm Deposits still apply.

**NON-MEMBER FEES:** *Unless otherwise specified, fees are for single four-hour blocks of time*

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| 1) | Classrooms, East Entrance, Library, Rousseau Room, Nursery, Courtyard: | $50 |
| 2) | Great Hall (Max Capacity 100): | $75 |
| 3) | Fellowship Hall (Max Capacity 200): | $200 |
| 4) | Sanctuary (Max Capacity 300) | $450 |
| 5) | Kitchenette by Great Hall: | $30 |
| 6) | Kitchen in Fellowship Hall: | $50 |
| 7) | Gym: 2 hours one time use | $25 |
| 8) | Excessive room or area set-up (tables, chairs, etc.) | $50 |
| 9) | Use of mounted projectors: | $75 |
| 10) | Use of sound system (Great Hall, Sanctuary or Fellowship Hall): | $50 |

CONTACT INFORMATION:


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