

# **First Presbyterian's Facility Usage Policies w/Fee Schedule**

## *Introduction*

First Presbyterian Church, FPC, may be reserved for special events by members and non-members. The FPC Events Coordinator will schedule all events and may approve events in areas except the Sanctuary and Chapel. Use of the Sanctuary and Chapel requires approval by the church session. Session may approve monthly, quarterly or other recurring events on a yearly basis. Events may be scheduled only by the FPC Events Coordinator. No church member or staff member may schedule events that are not part of the normal church calendar without following the procedures in this policy.

Regular Church events or programs and activities that have prior Session approval will have priority but must be scheduled on the Event Calendar well in advance to ensure that no conflicts will occur.

Members of FPC, Morristown, can reserve areas of the Church for a non-church activity up to one year in advance of the event date. Non-members can reserve the church up to six months in advance of the event date. Reservations are taken on a first come-first served basis.

## *Scheduling Procedure*

A person/group or member desiring to use space at FPC must complete a **Facility Use Request Form** and submit it to the FPC Events Coordinator. If it is an event that the FPC Events Coordinator may schedule without Session approval, the event may be scheduled by the FPC Events Coordinator, but the FPC Events Coordinator will report to Session monthly all events approved by the FPC Events Coordinator.

Once approved, each event will be posted on a common calendar and printed in the bulletin and church newsletter.

All outside groups/individuals and members using church facilities must have a completed Request Form on file in the church office and must be re-approved annually.

## General Usage Guidelines

It is the intent of FPC that its facilities be used for the enrichment of the lives of church members and the community at large. While religious activities form a central part of the mission of the Church, it is also recognized that recreational and fellowship activities enrich the lives of Church members and the community. While for-profit enterprises may utilize the facilities, it is the intent that Church facilities not be used as the main or central location of a business activity.

Events must end so that the custodial staff has adequate time to clean before regular Church functions begin. (No later than 11pm on Saturday nights)

Fireworks are not permitted in any part of the church building or on church grounds.

No smoking will be allowed in any part of the building.

The use of alcoholic beverages is prohibited.

No tape, pins, nails, tacks or other items which could cause damage, shall be used in any part of the church, including on the furniture, equipment, walls or finish trim. Only wrapped wire or ribbon, that will not mar or stain, shall be used to attach decorations. Existing decorations in any area of the Church may not be moved or removed.

No furniture from the Sanctuary or Chapel or other parts of the building may be moved without prior permission of the FPC Event Coordinator. The communion table is to be kept in the center of the worship area, and other symbols of the church (baptismal font, pulpit) are not to be moved or rearranged.

The use of floral arrangements, candles and greenery in the worship area should be kept to a minimum. Any candelabra placed on the chancel should use non-drip candles and special inserts that minimize dripping. Any wax candles used elsewhere in the sanctuary or other areas of the Church should be of such quality that dripping is minimal, and must have wax catching saucers beneath them. Hurricane globes must be used on any candelabra outside the chancel area.

No floral arrangements are to be placed on the communion table or on any piano in any part of the building.

All groups and members using any part of the Church building for a non-church-sponsored program will designate one person to be their representative/contact person who will be responsible for the event and will be in attendance at the event as the Church's main contact with the group. The representative will be briefed on the procedures and guidelines for use of the facilities and will be responsible for seeing that all members of the group are advised of the guidelines for use of the facilities and that such guidelines are followed.

The representative/contact person is responsible for all personal items brought to the church. If rented or borrowed property is used, it is the sole responsibility of the individuals to see that it is returned immediately after the event. The representative/contact person will be responsible for having someone at the church to receive any deliveries. The church does not accept any responsibility, nor will it be liable, for items delivered to the church.

The church will not be liable for any items lost, stolen or damaged while at the church.

Representatives/contact persons must sign a waiver of liability.

If additional rooms/resources are used which were not originally requested, the applicable fees will be charged for such rooms/resources as well as applicable cleaning fees. If the use is a non-fee use, the Church may deny the organization/person future use of the building. The representative/contact person is responsible for informing the guests which rooms have been approved for the group to use.

Any damage or loss to FPC's property caused by the event will be the responsibility of the representative/contact person along with the renting group.

Individuals must be 21 years of age to reserve the Church.

Adequate supervision must be provided for children and youth. The person/organization using FPC facilities are responsible for keeping the participants in the areas of FPC which have been reserved. If there are others present (e.g. children of supervisors, siblings of participants, etc.) they must be supervised as well. The number of adults required to supervise children is to follow accepted ratios determined by the age and number of children present (ratio of 6 to 1 for those 5<sup>th</sup> grade and under and 8 to 1 for those 6<sup>th</sup> grade and older). The FPC Event Coordinator will discuss adequate supervision with the designated representative/contact person of the group or organization.

Children under the age of 18 must be supervised by a parent or an adult member when using the facility.

Members, their guests, and members of the community may use the gym and fitness facilities during open-use time and during regular church programming without obtaining permission of the FPC Event Coordinator or Session. All FPC members and guests should sign-in and sign-out when using the facility, unless they are with a scheduled group.

All guests must act and dress in a manner appropriate to their surroundings while using the facilities.

Groups using the sound system, organ, kitchen facilities, or theater must use a church representative trained in the use of such equipment and pay the church representative the fee established by the Session.

Groups renting the kitchen are expected to leave the kitchen clean, with all equipment and appliances turned off and in their assigned place. Any additional clean-up that is required will be billed accordingly.

All trash must be taken to the FPC dumpster or taken off-site by the renting group. Any trash left in FPC will incur additional clean-up fees that will be billed accordingly.

The FPC Session, in consultation with the Buildings and Grounds Committee, will establish a fee for the use of each area of the Church, as well as a fee for sound technicians and kitchen/event staff, and will review the fees at least annually. The facility use fees may not be waived for any for-profit enterprises.

The Building and Grounds Committee will establish and post a maximum occupancy for each area, and no event will be scheduled for an area where the anticipated number of participants exceeds the established occupancy.

## *Fee Policies and Procedures*

### Wavier of Fees

The FPC Events Coordinator may not waive any fees. Session may waive fees for non-profit agencies, but may not waive fees for for-profit enterprises.

### Payment of Fees

Individuals having private events at the church are required to pay all remaining fees either prior to the event or at the very beginning of the event.

Corporations and organizations are required to pay all fees within 30 days of the specified event.

Members are responsible for paying cleaning, set-up, and kitchen/event host fees during any non-church/private sponsored event.

FPC accepts only cash or checks, made payable to First Presbyterian Church.

See attached Fee Schedule for specific facility and resource usage.

*Fee Schedule For Facilities and Resources*

**SANCTUARY (525 PEOPLE)**.....\$500  
**CUSTODIAL FEE**..... \$200

The Sanctuary is reserved for events of a worshipful nature and requires Session approval.  
 No fees can be charged or profits made by groups using the Sanctuary.

**CHAPEL (70 PEOPLE)**..... \$250  
**CUSTODIAL FEE**..... \$50

The Chapel can accommodate approximately 70 people.

**GYM (609 PEOPLE MAX)**..... \$350  
**CUSTODIAL FEES:**  
 SMALL GROUP (75 PERSONS OR LESS)..... \$75  
 LARGE GROUP (75 PERSONS AND UP)..... \$120

**FELLOWSHIP HALL (120 PEOPLE MAX)**.....\$150  
**CUSTODIAL FEE**..... \$50

**MAIN KITCHEN**.....\$300  
**CUSTODIAL FEE**.....\$ 75  
 Kitchen Coordinator (Required)..... \$13.50/hr

**CHAPEL KITCHEN** (fee included with Chapel and Sanctuary)

**NURSERY**  
 2 NURSERY ATTENDANTS (UP TO FOUR HOURS).....\$108  
 AFTER 4 HOURS, FEE IS \$27 PER HOUR  
**CUSTODIAL FEE PER ROOM**..... \$25

**THEATER (65 PEOPLE MAX)**..... \$50 FOR 1ST HOUR  
 AFTER 1 HOUR, FEE IS \$10 PER HOUR  
**TECH FEE**.....\$50  
**CUSTODIAL FEE**..... \$25

**NON-PROFITS USE OF GYM, FELLOWSHIP HALL, KITCHEN, & THEATER**.....  
 .....\$25/ROOM + APPLICABLE CUSTODIAL FEE

**WALKING TRACK** - No Fee

**CLASSROOMS**..... \$30/Room  
**CUSTODIAL FEE**..... \$25/Room

Note: Some classrooms are not available for outside use. See Event Coordinator for available rooms.

**EVENT HOST**..... \$13.50/hr  
 An Event Host is required to be at all events scheduled outside of normal church business hours.  
 (Normal church hours are Monday-Friday 8am-4:30pm)

Other Resources

**STAGE**..... \$50  
Staging is available for \$50.00 per section (sections measure 8' x 4' w/included steps)

**MICROPHONES**..... \$5 each  
Wired and wireless available

**MIXER BOARD**..... \$30  
Mixer boards will handle up to 16 lines

**DELL 2400MP (SMALL PROJECTOR)**..... \$20/hr

- There is a \$100 maximum a day for use of the projector  
All cabling and connectors included with use of Dell projector
- Bright 3,000 ANSI Lumens (Max)<sup>1</sup>
  - Excellent high contrast ratio of 2100:1 (Full on/Full off)
  - 5.5 lbs. (2.5kg) and only 4" (101mm) high
  - Integrated zoom lenses and automatic vertical keystone correction
  - DLPTM LVDS technology from Texas Instruments
  - Native XGA (1024 x 768) resolution with auto synchronization to UXGA (1600 x 1200)
  - Eco-mode option for quiet operation and extended lamp life<sup>2</sup> (up to 2500 hours)
  - Full connectivity — Supports PC, S-video, composite video, component video via VGA and RS-232 connectors
  - Supports full range of television and video standards, including NTSC, NTSC 4.43, PAL, PAL-N, PAL M, SECAM and HDTV (480i/P, 576i/P, 720P, 1080i)

**DELL 7609 WU DLP (LARGE PROJECTOR)**..... \$40/hr

- There is a \$200 maximum a day for use of the projector  
All cabling and connectors included with use of Dell projector
- DLP® and BrilliantColor™ technology – Advanced processing and millions of tiny mirrors deliver riveting still images and lightning-fast response time for fluid, fast-action videos.
  - 1920 x 1200 WUXGA Native Resolution – Project a breathtaking, high-resolution picture across large boardrooms and auditoriums with up to 56.7% more pixels than SXGA+ (1400 x 1050).
  - Superior 2700:1 typical (Full On/Full Off) – Make a great impression with consistent high-contrast images and razor-sharp text.
  - Optimal Brightness of 3850 ANSI Lumens (Max.) – Lights-on presentations in large rooms have never been this clear and bright.
  - Comprehensive Connectivity - Get ultimate flexibility with network management control via RJ45, DC jack 12V output for motorized projection screen, DC jack 5V output for powering external devices such as wireless module, Dual VGA, Dual HDMI, DisplayPort, S-Video, Composite Video, RS232 and Audio-in/Audio-Out.
  - Audio Capable - Dual 5W speakers provide a crisp soundtrack for any multimedia presentation.
  - Flexible Usage - Offers desktop or ceiling mountable options, each with front and rear projection capabilities.
  - Full-Featured Remote Control - Navigate your presentation with ease and call out the details using the built-in laser pointer.
  - Long Lamp Life<sup>1</sup> - Help protect the planet and your bottom line with an efficient 300W user replaceable lamp and a long lamp life of up to 2000 hours (normal mode)/2500 hours (eco mode).
  - Eco Friendly - Use Eco-Mode for quieter, more efficient operation and increased lamp life<sup>1</sup> up to 2500 hours.

**LAPTOP COMPUTERS**..... \$30  
Available for Powerpoint presentations

*There will be a \$13.50 per hour min. per person charge for room or gym set-up and take-down.  
Members using the building will pay the custodial fee and set-up and take-down fees.*

First Presbyterian Church  
600 West Main Street  
Morristown, Tennessee 37814  
423-586-4281

**FACILITY USE REQUEST FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax-exempt organization? (Circle) Yes / No *Please include a copy of your Driver's license.*

Name and address of contact person: \_\_\_\_\_

\_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Rooms requested: \_\_\_\_\_

\_\_\_\_\_

Date and time of event: \_\_\_\_\_ Length of time: \_\_\_\_\_

Description of event: \_\_\_\_\_

Will a fee be charged to participants? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Equipment needed:

Fixtures	Quantity	Microphones	Quantity	Electronics	Quantity
Stage (8' x 4') (1)		Wired Microphone (8)		Laptop Computer (1)	
Tables (6ft rectangle - seats 8) (50)		Wireless Microphone (Lapel) (1)		Projector (Large) (1)	
Tables (6ft round - seats 10) (50)		Wireless Microphone (Headset) (2)		Projector (Small) (1)	
Chairs (450)					

Number of expected participants: \_\_\_\_\_ Adult, children (ages)? \_\_\_\_\_

Childcare/Nursery Requested (Circle) Yes / No If yes, expected number of children \_\_\_\_\_

Do you have liability insurance? \_\_\_\_\_ Coverage limits? \_\_\_\_\_

By submitting this application, the undersigned represents that the information provided is true and accurate. If the request is granted, the person/organization will be responsible for any damage to the premises of First Presbyterian Church. Changes to equipment needs must be made 1 week in advance of the event in order to avoid being invoiced for initial equipment requests. I have read and agree to abide by the policies contained in the First Presbyterian Facility Usage Policy, including the schedule of fees.

Agreed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

**FOR OFFICE USE ONLY:**

Approved: \_\_\_\_\_ Fee Estimate: \_\_\_\_\_ Host: \_\_\_\_\_ Set-up/Take-down/Clean-up: \_\_\_\_\_