

First Presbyterian Church of Petaluma

Facility Use Policy

Adopted by Session on January 20, 2011

The purpose of this policy is to provide for the orderly and proper use of all facilities operated by the First Presbyterian Church of Petaluma.

1. Ongoing Repeating Uses.

- 1.1. Church related use (includes Happy Day): approved by Session (in accordance with section VI.C. of the Standing Rules of Session)
 - 1.1.1. Program approval required by Session.
 - 1.1.2. Facilities Commission review and approval required for use of facility. Prospective users may appeal FC decision to Session.
 - 1.1.3. Facility needs/use calendared on the church website by the Office Coordinator.
 - 1.1.4. No fee is required. No form is required.
 - 1.1.5. Set up, cleanup, tear down, open-up, and lock-up the responsibility of the user group (unless the proposed use falls within the routine duties of the Facilities Coordinator).
 - 1.1.6. Session informed of approved use by FC.
- 1.2. Church related use: not approved by Session.
Not allowed.
- 1.3. Non-Church related use: Nonprofit Organizations.
(e.g. Scouts, AA)
 - 1.3.1. Facilities Commission review and approval required.
 - 1.3.2. Completed form is required.
 - 1.3.3. Fee for set up, clean up, tear down, utilities, open-up, lock-up.
Case by case basis as decided by the Facilities Commission.
 - 1.3.4. Insurance is required. See section 4.
 - 1.3.5. Session informed of approved use by FC.
- 1.4. Non-Church related use: For-Profit Organizations.
 - 1.4.1. Will be considered on a case by case basis by FC.
 - 1.4.2. Session approval is required.
- 1.5. Hope Counseling
In accordance with written use agreement by and between Hope Counseling, Session, and Presbytery of the Redwoods.

2. Individual One-Time Uses.

- 2.1. Must be approved by either the Facilities Coordinator or the Facilities Commission Chair (except as noted below).
- 2.2. Whoever approves the use is responsible for getting it on the church calendar through the Office Coordinator.
- 2.3. Facilities Commission informed of use. FC will resolve any conflicts in use.

2.4. FPCP Members.

- 2.4.1. No form is required.
- 2.4.2. No fee is required (except as noted below).

2.5. Non-FPCP Members.

Includes friends of the church, friends of members, staff, total strangers, etc.

- 2.5.1. Completed form is required.
- 2.5.2. Fee is required (specified below)
- 2.5.3. May be appealed to Session.

2.6. Happy Day Functions.

- 2.6.1. No form is required.
- 2.6.2. No fee is required.

2.7. Memorial service.

- 2.7.1. Approved and calendared by the Pastor (in consultation with the Deacon Moderator and the Facilities Coordinator).
- 2.7.2. See separate brochure for details of memorial service planning.
- 2.7.3. Fees

	<u>Member</u>	<u>Non-Member</u>
Refundable Damage Deposit	\$200	\$200
Sanctuary & Koinonia Hall	waived	\$200
Deacon's Fund	waived	\$100
Facilities Coordinator	\$150	\$150
Organist (optional)	\$125	\$125
Sound Tech (optional)	\$75	\$75
Pastor Honorarium	\$200 (voluntary)	\$200 (voluntary)

2.8. Wedding.

- 2.8.1. Approved and calendared by the Pastor (in consultation with the Wedding Coordinator and the Facilities Coordinator).
- 2.8.2. See separate brochure for details of wedding planning.
- 2.8.3. Fees

	<u>Member</u>	<u>Non-Member</u>
Refundable damage deposit	\$200	\$200
Sanctuary & Fireside Room	waived	\$300
Kitchen, Koinonia, CE Wing	waived	\$250
Facilities Coordinator	\$150	\$150
Wedding Coordinator	\$150	\$150
Organist (optional)	\$125	\$125
Sound Tech (optional)	\$75	\$75
Pastor	Negotiated with Pastor	Negotiated with Pastor

2.9. Other Occasions.

- (e.g. Eagle Scout ceremony)
- Fee for set up, clean up, tear down, utilities, open-up, lock-up.
- Case by case basis as decided by the Facilities Commission.

3. Fees.

The FPCP bookkeeper is responsible for tracking, collecting, and disbursing all fees.

4. Cancellations.

Any event cancellations must be reported to the approving official - Office Coordinator, Facilities Coordinator, and/or Facilities Chair.

5. Insurance.

All outside groups or individuals using FPCP facilities are required to provide evidence of liability insurance in the amount of \$1,000,000. A certificate of insurance naming the First Presbyterian Church, Petaluma as an additional insured and specifying the activity date and the location shall be provided to the church office at least two weeks prior to the scheduled usage.

First Presbyterian Church of Petaluma
939 B Street, Petaluma, CA 94952, 762-8269
Facility Use Request/Permit

Person/group requesting use:_____ Church sponsored program/event ___yes ___no

Activity/event name:_____ Community use ___yes ___no

First Presbyterian Church member? ___yes ___no Individual use ___yes ___no

Community users - name of organization: _____

Non-profit organization: ___yes ___no (501C non-profit tax form must be on file with us)

Estimated number of attendees: ___Adults ___Youth

Frequency of use: ___Once only ___Other _____

Date(s) of use: _____

Activity/event begins: _____am/pm (include setup). Activity ends: _____am/pm (include cleanup).

Building/rooms requested: _____

Sanctuary, Christian Ed, Koinonia Hall, Kitchen, Fireside Rm, Courtyard, Discovery Room, Bathrooms.

Any special requirements (i.e. chairs, tables, piano, audio/sound): _____

Name of person in charge (print): _____

Address:_____ Phone Number:_____ E-Mail Address: _____

General rules

- 1. The "Facility Use Request" form must be filled out and signed. Written proof of insurance coverage must be turned into the office at least two weeks prior to the date of use.
2. All use fee deposits and cleaning deposits must be paid prior to the first usage.
3. No smoking in Church buildings.
4. No alcoholic beverages are allowed unless insurance coverage is in place.
5. Room(s)/buildings(s) to be left neat and clean, and all garbage must be taken to the dumpster.
6. Food must not be left in the refrigerators.
7. Prior permission is needed before the fireplace can be used.
8. All windows and doors shall be left closed and locked.
9. Bathrooms are to left neat; lights should be turned off; and the doors locked.
10. This permit is issued in accordance with the First Presbyterian Church Facility Use Policy established by Session on January 20, 2011.

Proof of insurance

All outside groups or individuals using our facilities are required to provide evidence of liability insurance in the amount of \$1,000,000. A certificate of insurance naming the First Presbyterian Church, Petaluma as an additional insured and specifying the activity date and the location shall be provided to the church office at least two weeks prior to the scheduled usage.

The undersigned is authorized to sign this agreement on behalf of the user organization or individual user and agrees to all of the above.

Signature of person in charge:_____ Date: _____

Church use only

Approved by:_____ Position:_____ Date: _____

CHURCH OFFICE USE ONLY

DATE / CALENDAR CHECK _____

Request Approved _____

Request Denied _____

Church Sponsored Event Yes _____ No _____

(If yes, list the Commission, committee or group responsible for the event) _____

Name of Person Supervising the Event _____

Non Church Sponsored Event

Insurance Form In: Yes _____ No _____

Use Fee Wavied _____

Use Fee / Cleaning Deposit (Circle one or both) - \$ _____ received on _____ by _____

Balance of Use Fee - \$ _____ received on _____ by _____

Wedding Coordinator Required Yes _____

Music Instrument Use Yes _____

Facility Supervisor Required Yes _____

Are Keys Required Yes _____ No _____

If yes, list the keys _____

Approved by Office Manager / Pastor _____

Facilities Elder (If required) _____

Music Dept (If required) _____

CONFIRMATION DATE _____