

## **First Presbyterian Church of Petaluma**

### **Facility Use Policy**

*adopted by Session on January 20, 2011*

*amended August 16, 2012*

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

<b>Memorial service fee schedule</b>	<b>Member</b>	<b>Non-member</b>
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

<b>Weddings fee schedule</b>	<b>Member</b>	<b>Non-member</b>
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, 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.

**6. Receptions in the Sanctuary**

Session acted on August 16, 2012 as follows: MSC to approve updating the FPCP "Facility Use Policy" to incorporate the banning of receptions in the Sanctuary for non-church sponsored events. This includes weddings; memorials; anniversary & birthday parties. Facilities Commission authorized to determine application of this policy.

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 Rm, bathrooms.

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

Name of person in charge (print): \_\_\_\_\_

Address:\_\_\_\_\_ Phone number:\_\_\_\_\_ Email 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, 2010.

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 \_\_\_\_\_

