

Facility Use Policy

Purpose:

The purpose of Faith's building, grounds and equipment is to service its membership, its neighborhood, and the community by providing for maximum use for the greatest service. This policy statement is published to provide guidelines for requesting the use of any part of the building or property of Faith Presbyterian Church.

General Guidelines:

1. Faith's facilities are available free of charge for all activities sponsored by the church.
2. Some facilities are available as appropriate for use by other community groups, but only at times when such facilities are not needed for church-sponsored meetings and when approved by Session.
3. Any individual, group, party or organization requesting such usage must be a non-profit organization.
4. Any outside group, party or organization requesting such usage and involving children, must agree in writing to comply with The Child Safeguard Policy of Faith Presbyterian Church.
5. All requests for church facilities and equipment use must be made through the church office. The Administrative Assistant will provide the appropriate forms. Completed forms are to be provided to the Property Committee Moderator at least seven days prior to usage for Committee approval. Only approved commitments will be honored.
6. Members of Faith may borrow folding tables and plastic chairs for their own use, provided arrangements for this are made through the church office and they are returned promptly. Any other equipment borrowed must have prior approval by the appropriate committee. Any damages will be the responsibility of the party borrowing the furniture/equipment.
7. Both the wedding policy and the funeral/memorial policy are separate documents not included here but must be followed where appropriate.
8. Furnishings and equipment other than Fellowship Hall tables and chairs are not to be rearranged without permission of church staff. Furniture in the Fellowship Hall must be returned to its original placement unless instructed otherwise.

Guidelines for use by Church Organizations:

Church committees, organizations, and other Session authorized groups may schedule use of church facilities by contacting the church office and getting it on the calendar. (First come, first served.) Groups associated with New Covenant Presbytery, or any ministry of the Presbyterian Church USA will be considered to be church organizations for the purposes of these guidelines.

Guidelines for use by Church Members:

1. A church member may request usage of church facilities for an event such as a birthday party or other type of reception for a church member or an immediate family member of a church member by contacting the church office and providing the appropriate information. (Provided there is no previously scheduled conflicting activity.)
2. A church member requesting to use the facilities for a fundraiser for a charity will need to complete the **“Request of Use of Church Facilities”** form and obtain Session approval.

Guidelines for use by Outside Groups:

1. All persons or groups wishing to use the church facilities for non-church related activities must submit a completed **“Request for Use of Church Facilities”** form to the church office not more than ninety (90) days and not less than fifteen (15) days prior to such use, unless extenuating circumstances exist. The activity will not be placed on the church calendar until it has been appropriately approved.
2. A Faith staff member or a member of Faith must be present during the entire time of use by the outside group, and will be responsible to see that the building is left in a satisfactory condition. If the outside group does not include a Faith member who is willing to be present and responsible for the outside group’s use of the facility or a volunteer Faith member is not available, Faith PC will provide a staff member or church member at a cost to be determined.
3. It is expected that the building and all items used will be left in a clean and immediately reusable condition.
4. Users of church buildings, grounds, and/or facilities for non-church activities shall assume all liability related to such use and shall hold the church harmless from any and all injury or damage to persons or property occasioned by their use of such church buildings, grounds, and/or facilities.
5. Users of church buildings, grounds, and/or facilities for non-church activities shall assume responsibility for any damage to church property and/or personal property connected with or

occurring during such use. Any damage shall be reported promptly to the church office. All such damage shall be repaired or replaced to the church's satisfaction at the user's expense.

6. All persons will be expected to conduct themselves in a respectful manner. Behavior must be above reproach at all times, and noise must be kept at a considerate level. Discipline, respect, and protection of church property will be expected from all persons and groups.
7. Tobacco products and controlled substances are not permitted on the church property.
8. The use of any alcoholic beverages must have prior written approval by Session.
9. Consumable church supplies (i.e., paper/plastic cups, plates, napkins, etc.) are not to be used for any non-church activity. If the group requests the use of church dinnerware, flatware, glassware, serving dishes, etc., prior approval and instruction is required.
10. No personal property may be intentionally left on church property; it must be removed immediately after use of the facilities has been concluded. The church shall not be responsible for loss or damage of personal property.

Conclusion:

Session has the authority to waive any of the facility use policies, if deemed appropriate.

However, if a "for profit" group is allowed use of the building, the church insurance will not protect the church unless Session documents that the mission of the group and of this event is consistent with the mission of Faith Presbyterian Church.

The Session may also add fee requirements for such things as building monitoring, janitorial services, utilities and any other charge as might be appropriate for the particular event.

Faith Presbyterian Church of Baytown, Texas

REQUEST FOR USE OF CHURCH FACILITIES

DATE OF REQUEST _____
ORGANIZATION OR GROUP _____
ADDRESS _____
PHONE _____
PERSON MAKING ARRANGEMENTS _____
ADDRESS _____
PHONE _____ EMAIL _____
FACILITIES DESIRED TO BE USED _____
PURPOSE FOR THE USE: _____
DATE (S) OF REQUESTED USE: _____
TIME OF REQUESTED USE: FROM _____ TO _____
APPROXIMATE NUMBER OF PERSONS INVOLVED: _____
AGE GROUP OF PERSONS INVOLVED (APPROX NUMBER OF EACH):
____ ADULTS ____ TEENAGE ____ PRE-TEEN ____ CHILDREN
NAME OF CHURCH MEMBER WHO IS A MEMBER OF YOUR ORGANIZATION AND WILL BE ON SITE
FOR THE DURATION OF THE ACTIVITY: _____

IF NONE, A CHURCH STAFF OR MEMBER MUST EITHER VOLUNTEER OR BE PAID TO BE ON SITE FOR
THE DURATION OF THE ACTIVITY AT A COST TO BE DETERMINED.

CHURCH MEMBER OR STAFF WHO WILL BE ON SITE: _____

SINGLE USE FEES: (Covers Utility and Maintenance costs.)

Fellowship Hall/ Single Use:

- Non-member - \$100.00 for up to four hours ; \$25.00 / hour for each additional hour or portion thereof.
- Member - \$50.00 for first four hours; \$20.00 / hour for each additional hour.

ANY ROOM OTHER THAN FELLOWSHIP HALL : \$ 50.00 per meeting (2 hours max.)

Additional information:

- Setup/Cleanup time included in all times given.
- Additional fees will be assessed if listed event times are exceeded.
- **NO** Glitter, Confetti, or Alcohol ALLOWED on church property.

Eligibility for consideration for use of the facilities requires the user organization agrees that:

1. They are a non-profit organization whose internal mission is consistent with that of Faith Presbyterian Church
2. They have been provided a copy of and read, understand and will comply with all conditions of the current **“Facility Use Policy”** statement and will comply with all of that Policy including but not limited to the portions related to:
 - a. Reading and complying with the church’s current **“Child Safeguard Policy”**.
 - b. Leaving the facilities in a clean and orderly condition. If any alterations were allowed in writing by the church, the facilities shall be restored by the User to their original condition.
 - c. Being personally responsible for the use and care of the buildings, grounds, and/or facilities and will repair or replace any loss or damage at their expense.
 - d. Indemnifying and holding harmless the Church from and against all liability, loss or damage from any cause whatever, including the negligence of Church officers, agents or employees, arising from the use of the facilities or activities by the user or its representatives or attendees of all ages.
3. They complete a Release of Liability Form

Applicant Name PRINT	Applicant Signature SIGN	Title	Date

By my signature, I attest that I have the authority to represent the User organization named above and attest that the User organization has been given a copy of the current **“Facility Use Policy”** and will comply with all provisions of this document and the policy document.

Approval Signature	Date

Faith Presbyterian Church of Baytown, Texas

**REQUEST BY CHURCH MEMBER FOR BORROWING OF
EQUIPMENT, TABLES, CHAIRS**

Church Member's name: _____

Phone: _____

Email: _____

Number of Stacking Red Chairs Borrowed: _____

Number of Chair Dollies Borrowed: _____

Number of Folding Tables Borrowed:

6-foot tables _____

8-foot tables _____

Round tables _____

Other equipment borrowed: (Must have prior approval by the appropriate committee)

Date Borrowed: _____

Date expected to be Returned: _____

Date Actually Returned: _____

Signatures:

At time of borrowing:

Staff Member Church Member

At time of return:

Staff Member Church Member