

FACILITY USE POLICY

First Presbyterian Church
Stillwater, Oklahoma
Updated March 2017

I. Statement of Purpose

The purpose of the facilities of the First Presbyterian Church is to provide a place for the worship of God, for the education and development of Christian disciples, for the social fellowship of the congregation and for the congregation's hospitality for community and university groups as provided by this policy.

II. Authority of the Session to Regulate Facilities

The Session is empowered by the Book of Order of the Presbyterian Church (USA) to regulate the use of its buildings and facilities (G-10.0102 (o)).

III. Permitted Uses

The following uses of the Church's facilities shall be permitted:

- A. Worship of God and Jesus Christ in accordance with the Directory for Worship – Presbyterian Church (USA).
- B. Congregational functions as planned by the Session and/or its committees and/or the staff.
- C. Session, Deacon, Trustees, Presbytery, Synod and related Presbyterian Church (USA) meetings.
- D. Individual member use approved by Session or senior staff.
- E. Non-profit, community or university supported groups or individuals which are recommended by an Active Member (G-5.0202) of the Congregation.

IV. Prohibited Uses

The following uses of the Church's facilities shall be prohibited:

- A. All individuals or groups who openly promote policies which are in conflict with the Mission Statement of the First Presbyterian Church. ***“First Presbyterian Church is called to be a faith witness to God’s redeeming Grace. We accomplish this mission by: glorifying God through worship; growing in Christ through study and prayer; glimpsing and affirming the Spirit’s healing touch in personal and social brokenness; generating a common-unity of individuals in Christ; giving of ourselves and our resources; going into society and creation as servants and as a community of reconciliation. We gratefully respond as a part of the holy universal Church.”***

- B. All individuals or groups wishing to change local, state or federal government(s) through unlawful or violent means; who intend to use the facilities for illegal activities; or any group promoting a political candidate.
- C. All individuals or groups who openly advocate the abuse of alcohol, drugs, or other substances.
- D. All individuals or groups wishing to promote violence, hatred or ill-will toward humankind.
- E. Profit-making events other than church related fundraising except as approved by Session.

V. Wedding Use Policy

The use of church facilities for a wedding ceremony is subject to a separate policy. A copy of the Wedding brochure is available at the Church Office or on the website.

VI. Grand Piano Use

FPC welcomes the use of its Kawai Grand Piano in recitals, collaborative concerts, and other artistic events, as well as for wedding receptions or other group entertainment that is consistent with "Permitted Uses" under section III.

Any use of the Kawai Grand Piano must be scheduled and facilitated through the church office and approved by the Organist/Director of Music or other senior staff. This includes moving and unlocking the piano.

FPC has the piano tuned several times per year. If a user requests a special additional tuning, the user is responsible for paying the cost for the extra tuning (currently \$110). Tuning will be done by FPC's regular piano technician and facilitated by the FPC Organist/Dir. of Music and office staff.

Users are responsible for making sure that nothing is ever placed on top of the grand piano, regardless of whether it is open or covered; care must also be taken to keep anything from rubbing against the body of the piano, particularly when moving it.

Unless prearranged otherwise, the piano is to be returned to its storage position against the east wall of FH, and locked.

VII. Church Facilities Use Calendar

The Church Office shall keep a facilities use calendar which will maintain a schedule of events. A first-come-first-served priority shall be used in scheduling the Church's facilities unless other restrictions have been established. In the rare case of "ties", preferences shall be given to primary Church-related missions and activities.

VIII. Smoking or Alcohol Usage

Use of tobacco products including smoking and chewing shall not be permitted in or on Church property. Consumption of alcoholic beverages shall not be permitted in or on Church property except as approved by the Session.

IX. General Hours of Use

Each individual and/or group using the facilities shall coordinate with the Church Office the times for meetings and provisions for access and departure prior to the event(s). Additional time past scheduled departure time will result in overtime charges.

X. Proper Use of Facilities

The Church strives to make its facilities and surrounding grounds hazard-free, safe and conducive for usage. All individuals or groups are to be respectful to others using the facilities and responsible for the proper use of the facilities and equipment. The Session may terminate an individual's or group's use of the facilities at any time it deems appropriate and/or necessary and will notify the individual and/or group of its action and its reason(s). Persons violating any provision of this policy may be subject to restriction from future use or evicted from the premises.

The Building Supervisor reserves the right to contact the Police Department in the event of illegal behavior, disorderly conduct, or deliberate violations of this facility use policy.

XI. Liability

When a contract is signed for room usage at First Presbyterian Church, the person whose name appears on the contract accepts all civil liability for any such damage or injuries that are sustained as a result of the use of the space.

Liability insurance may be required by Session. In such instances organizations and individuals shall provide and maintain comprehensive general, liability, and personal injury liability insurance against any loss or liability from damages or injuries which may result from activities at or associated with First Presbyterian Church. FPC should be listed as "additional insured" and the limits should not be less than one million dollars (\$1,000,000) per occurrence.

XII. Movable Equipment

No equipment or utensils shall be removed from church property.

XIII. Income Tax Exempt Status

No individual or group shall be permitted to use Church facilities in a manner which would jeopardize the Church's tax exempt status.

XIV. Usage Fee Schedules

The Session shall keep on file in the Church Office the current usage fee schedules. Please contact the Church Office for this schedule.

Member fees are charged when a member reserves the facility for personal use or as approved by Session.

Non-profit event fees are charged for free art/music events and community organizations for uses approved by the session.

Non-member fees are charged for all other events.

All Congregational activities are exempt from fees.

XV. Procedures for applying for the use of facilities

Application for use of the Church's facilities should be made as early as possible by contacting the Church Office and completing the **Facility Use Application**. At a minimum each individual or group is expected to provide the following information: group name, expected attendance, nature/purpose of gathering, room(s) needed, date needed, special arrangements needed, the name address and telephone number of the Active Member (G-5.0202) sponsoring the meeting, and the reservation deposit of \$300. (See XV. Deposit)

Non-profit, community, or university supported groups or individuals must have approval by Session to schedule ongoing facility use.

Any groups or individuals sponsoring activities or meetings that will include minors under the age of 18 years old shall be provided a copy of the First Presbyterian Child and Youth Protection Policy and the responsible party(s) must sign stating they have read and will agree to abide by this policy when using any church facilities or equipment.

Non church related groups may schedule an event no sooner than 3 months before the event. (for example – an event December 1 cannot be officially placed on the church calendar until September 1.) [note further details in section XVI. Deposit]

It should be understood that each individual or group is responsible for the proper use of the Church's facilities. If damages occur, the individual or group is responsible for the necessary repairs and/or replacements, as determined by the Session of the First Presbyterian Church.

XVI. Deposit

A security deposit of \$300 is required to confirm a scheduled event. Non-members can request an event date at any time, but non-member events will not be officially placed on the building use schedule until 3 months prior to the event in order to give priority to Church functions. Non-member requests are honored on a first come basis if not in conflict with a church function. Confirmation is not complete until the application and deposit have been received and an authorized representative of the organization has met with an official representative of the Church. The deposit will be fully refunded after all clean-up is completed and verification that damage has not occurred to the facility or furnishings or the deposit may be applied to final building use fees.

XVII. Cancellation Policy

Cancellations must be in writing to the Church Administrator. While the reservation deposit is refundable, the Church reserves the right to charge any costs incurred prior to the cancellation.

XVIII. Payments

All building use fee payments are due upon receipt of the invoice from the Church for your event. Payment should be mailed or delivered to:

First Presbyterian Church, 524 S. Duncan, Stillwater, OK 74074.

XIX. General rules governing usage

1. All groups are responsible for leaving the facilities clean and orderly after use and are responsible for any damages incurred. An additional cleanup charge may be assessed for areas not left in satisfactory condition, as determined by the Church staff.
2. Operation of food preparation equipment and the dishwasher shall only be operated by those who have received Building Supervisor approved instructions/training.
3. Operable walls (aka folding walls) are to be operated by FPC staff only.
4. No one other than FPC staff or service personnel is allowed in mechanical areas, custodial closets, or on the rooftops.
5. Absolutely no red or potentially carpet-staining beverages are allowed in the facility.
6. All decorations, signs, displays, and banners must be approved by the Building Supervisor 48 hours prior to the event. No temporary decorations or items shall be attached to the walls or folding doors in any manner.
7. FPC Staff will hang any decorations that require the use of a ladder. Building users may not climb ladders.
8. The use of candles is restricted to enclosed flames (e.g. votive, tea candles, or hurricane lamp with chimney). The flame must be at least one inch below the top of the container or floating in water. Additional cleaning or replacement charges will be assessed for damage to carpet or fixtures.
9. Animals are not allowed inside the Church except for those licensed to assist a person with disabilities.
10. According to the Fire Marshall, maximum occupancy of Fellowship Hall is 378.
11. The church is not responsible for lost, damaged, or stolen articles.

Exceptions to any of these policies may be made by the Session of First Presbyterian Church.

First Presbyterian Church reserves the right to change or modify this facility use policy as it deems necessary without notice to any other party. Such changes shall be binding upon the individuals and organizations using the facilities at the time of change.