

FIRST PRESBYTERIAN CHURCH (FPC)

20 NORTH DIXIE AVENUE, COOKEVILLE, TN 38501

## POLICY FOR USE OF CHURCH FACILITIES AND PROPERTY

The policy of the Session of the First Presbyterian Church, Cookeville, Tennessee, shall be to use the church building and facilities in such a way as to best serve the mission of the church through humanitarian endeavors. Any activity held within the church building or on the grounds will be guided by this frame of reference.

1. Any staff person (pastor, deacons, elders, etc) officially associated with FPC may reserve space for a specific time by contacting the office personnel and having the church calendar marked.
2. All other individuals, organizations and groups who desire to use the church facilities shall follow the terms contained herein below.
3. Any designated church related emergency or activity (weddings, funerals, or memorial reception) will take precedence over any other request, whether made by staff or other individuals.

### SECTION A: GENERAL REQUIREMENTS:

1. Written requests for use of building space and facilities must be made to the office personnel as early as possible, but no later than two weeks in advance.
2. An official "Request for Use of Church Facilities" form will be provided for this purpose and must be completed in its entirety and returned to the church office. The office personnel will notify the Facilities Committee or the Stated Clerk. If the Facilities Committee or Stated Clerk is hesitant about approval, the Session will be asked to decide on the request.
3. The office personnel will notify the individual signing the request form of approval or disapproval in a timely manner by mail or telephone.
4. If an entry code is necessary, see Section B below.
5. The use of decorations, changing the furniture, attachment of materials to walls and items similar in nature shall be done only with the approval of the office personnel, pastor or the Facilities Committee chairperson.
6. The building may be used for meetings by other churches, organizations and groups as long as these meetings are not profit-making or political in nature and if the request is within church policy. Use of facilities shall not interfere or conflict with the regular work and activities of First Presbyterian Church and its organizations.
7. Any organization, group or individual may be required to make a maintenance deposit of \$50. All groups will be responsible to perform general cleanup following use of the facilities. The deposit will be refunded to the

organization, group or individual after the facility has been inspected and deemed acceptable by the office personnel.

8. If the organization, individual or group is using the facility for the first time, a usage fee may be charged to offset utilities and cleaning.

Standard Usage Fees:

- Cost for Fellowship Hall usage: \$125
- Cost for use of the kitchen (If cooking and /or dishwashing will be done): \$100
- Cost for an individual classroom: \$20

9. If there is no usage fee charged, a donation for these purposes will always be welcome by FPC.

10. Individuals or groups who are approved to use the facilities on a regular basis (weekly, monthly or quarterly) may be expected to pay a \$50 usage fee only once per year. Their \$50.00 deposit will remain on file until such time as approved use ceases. Exception to this may be made by the Session.

11. Groups/Individuals that use the facilities on a regular basis will be required to submit a new request for use once a year.

12. As a user of the facilities at FPC, any organization, group or individual assumes all physical, financial and legal obligations from any damage or legal action arising from the use of the church facilities.

13. Non-profit groups (such as Boy scouts/Girl Scouts/public school groups) may request exemption from usage fees and deposits, if a member of First Presbyterian Church will be present with the group.

14. No alcoholic beverages may be served or consumed on the church premises, unless specifically approved by the Session for special occasions

15. No smoking will be permitted in the church building.

16. Vehicles, except for those required by the physically handicapped, will not be allowed within the church building and will be stored in a designated area for safe keeping.

## SECTION B: ISSUANCE OF CODES FOR ENTRY AND LOCKING UP THE FACILITY

1. Digital codes for entry into the lower, south-side entrance door may be issued to individuals, groups or organizations whose approved use will be held during times that the church is not normally open. Individuals signing the "Request for Use of Church Facilities" form will be responsible for coordinating a time with the office personnel to receive a code and additional training on how to enter into and how to lock up the facility.

2. There is an understood agreement that the code will be strictly confidential and will be used only by the leader(s) of each group who use FPC facilities.

3. Members of FPC will usually know the general entry and locking codes used by most church members. The church office or the Facilities Chair should be contacted if problems entering or locking up occur.

## SECTION C: WEDDINGS

Use of church facilities for weddings is contained in the “Wedding Policies” as approved by Session in 1997.

## SECTION D: GUIDELINES FOR SPECIFIC AREAS:

1. Sanctuary: The Sanctuary of the church will be used only for worship-related activities, such as:

- Regular Sunday worship services and other religious services under the direction of and/ or authorized by the pastor.
- Weddings, funerals, special drama, musical concerts or other special occasions.
- Presbyterian or ecumenical conferences, assemblies or services ,that are free from political activities or affiliations.

2. Organ in Sanctuary: The organist will be in charge of the use of the church organ and may approve those who request to play the organ for any reason. No one is allowed to play the church organ without prior consultation with the organist. The organist will inform the pastor or office personnel of those persons who are approved for the use of the church organ.

## SECTION E: POLICY FOR THE USE OF EQUIPMENT:

1. Special or recreational equipment may be loaned to other churches, non-profit organizations and other selected, responsible groups or individuals only with the approval of the pastor and/or office personnel.

2. Selected equipment, such as coffee makers, kitchen equipment, etc. may be loaned to other churches, non-profit organizations and other selected, responsible groups or individuals only with the approval of the pastor and/or office personnel.

3. In order to keep current record of borrowed church equipment, it is necessary that all persons, church and non-church members, borrowing equipment first complete the “Request to Borrow Equipment” form. This will facilitate a complete inventory of church equipment at all times.

4. All requests for equipment will be channeled through the office personnel and must be accompanied by the completed “Request to Borrow Equipment” form, signed and dated.

5. Persons using FPC equipment will be responsible for any damage to the equipment incurred during their use and will be expected to make monetary restitution or to replace equipment as deemed necessary.

Adopted by Session on January 9, 2000

Fee Schedule revised by Session on July 14, 2003

(Revised by Facilities Chair, et al, on April 27, 2017) Adopted by Session by on May 21, 2017