

# **FIRST PRESBYTERIAN CHURCH**

2001 W. Kennewick Avenue  
Kennewick, WA 99336

## **Policy and Requirements for Facility Use**

**Policy:** It is the policy of the First Presbyterian Church of Kennewick that the church building facilities may be used by church members and by non members for events and meetings appropriate to the standards, theology, and mission of the church and its members. The Session of the First Presbyterian Church of Kennewick establishes the standards and is the final authority in all questions regarding facility use.

**Authority:** The Facilities Team of Session is charged with the responsibility for implementing and monitoring this policy.

**Priority:**

- 1) The church facilities are primarily for scheduled services and regular church activities. Scheduled services and regular church activities are events that are under the sponsorship of one of the Session teams; Deacons; women's ministry (e.g., Presbyterian Women); men's ministry; or Presbytery/Synod.
- 2) When not used for those purposes, the facilities are available to First Presbyterian Church members and organizations, and to connected groups and organizations (including Presbytery, approved mission outreach programs, etc.) for use. The **fee schedule** may apply based on the use or event.
- 3) **Non-First Presbyterian** groups may use the facilities when available according to the following requirements and **fee schedule**. Non-First Presbyterian events and meetings include civic and non-profit organizations that are appropriate to the standards, theology, and mission of the church and its members.

**Sanctuary:** The Sanctuary and Garden Sanctuary may be used for events, ceremonies, and meetings consistent with the policy statement. Specific application or concerns can be clarified by the Facilities Team or the Session.

**Requirements:** An active First Presbyterian Church member, 21 years or older, shall be in attendance during the event or on the premises.

- This may be a member of the group desiring to use the facility or a church member that is recruited for the event.
- This member is responsible for opening and securing the building.
- This member is responsible for ensuring that the event personnel are informed of the standards in this policy.

**Ticket sales or for profit making events are not permitted with use of the Sanctuary.** Events accepting free-will contributions or other contributions are acceptable. Event fees or fund raising use of the remaining facility spaces is acceptable.

Each activity must be scheduled through the First Presbyterian Church office, consistent with the Priority statement.

A Facility Use Application shall be submitted by the member sponsor for approval.

The responsible adult for the group or activity is charged with:

- Maintaining order and for leaving the premises in an acceptable condition.
- Any damage or loss to the church facility.
- Returning or restoring all church facilities and property to their original place and in the condition in which they were found.

Only the rooms and facilities requested and approved on the Facility Use Application may be used by the requesting group or organization. Designated areas of the church shall be used for their designed purposes only.

Liability insurance coverage is required. See Insurance statement.

Fees as described in the Fees section.

General Use: Smoking in the buildings or use of alcoholic beverages on the church grounds is **not** permitted.

Children and youth must be supervised at all times.

Any problems that occur with plumbing, power outages, door or window damage, or any damage causing a security breakdown or damage to carpet, etc., must be reported promptly to the maintenance staff or to the responsible member sponsoring the group or activity.

**Fire exits are not to be blocked**, e.g., by the arrangement of tables or displays. Decorations must meet local fire codes.

Masking tape may be used for hanging decorations or signs. Scotch tape or poster putty shall **not** be used on any surfaces. Thumbtacks or nails shall **not** be used on plaster walls or wood surfaces.

Proper conduct, good sportsmanship, and appropriate behavior are required at all times. Running up and down the stairs or in the mezzanine area of the First Pres Center is not acceptable.

Prudence and caution must be exercised on all carpeted surfaces. Proper shoes and attire for the activity must be worn. Outside sport shoes (cleats) are not acceptable. Bare feet are not permitted.

Carrying food and beverages throughout the facility (especially by children) is to be minimized. **Serving red punch is not permitted because of the staining to the carpets.**

All large furniture will be moved under the supervision of maintenance staff.

Hardwood surfaces (e.g., the Sanctuary stage) and other soft floor areas may need protection dependent on the activity scheduled. **Risers will require mats.**

Weddings / Funerals & Memorials These services are covered by a different policy. See Office Staff for additional details and fee information.

Personal Use Members and non-members who desire to use the facilities or equipment as an extension of their personal businesses are expected to follow the requirements within this policy, except as modified in this section.

Each activity time period must be scheduled through the First Presbyterian Church office, consistent with the Priority statement. Adequate time should be scheduled to facilitate set up, take down, and clean up.

Cleanup fees as described in the fee schedule, unless waived by the Facilities Team.

Separate usage fee schedule as negotiated with the Facilities Team.

Cleanup: All kitchen equipment and utensils shall be cleaned and returned to their proper storage places. Stoves, tables, sinks, and floors should be appropriately cleaned.

All lights should be verified out and appliances verified off. Refrigerated items shall be removed as soon as possible.

Bags with garbage and trash are to be tied shut, removed from the building, and placed in the disposal containers on the south side of the building. Trash cans shall be lined with clean liners.

If extra Maintenance Staff service is needed (to be determined by Church Personnel), a charge per hour according to the fee schedule will be assessed to the group.

Damage: The cost of repair for damage to the building, the facilities, or any equipment caused by accident or improper conduct will be assessed to the group or organization responsible. Costs for repair will be established at prevailing contractor rates for such work. Repairs

(by licensed contractor or otherwise) arranged for by the group or organization at fault must be approved by the Facilities Team.

Insurance: The First Presbyterian Church reserves the right to require liability insurance coverage by the user. The insurance level shall be equal to, or greater than, \$1,000,000 and shall name "The First Presbyterian Church of Kennewick" as the beneficiary.

Fees: A copy of the fee schedule is attached. The Facilities Team may authorize exceptions or adjustments to these fees.

Regular use: An annual application is required for groups that use the facilities on a regular basis (e.g., Scout troops and packs).

- This is to ensure that contact information is current, and that the groups have done a refresher on the policy and procedures.
- This allows the Facilities Team an opportunity to assess whether the activity went well, were there problems that need to be addressed, and if the fee structures are fair and current.

The damage deposit will be held by the Operations Manager until after the facility has been cleaned up and the Operations Manager or the custodian has determined that there is no notable damage.

Office Staff Interface: The Office Staff is charged with:

Collection of applications and interface with the applicants.

Collection of fees and deposits.

Forwarding applications for routine and customary uses of the facility to the Operations Manager for approval that is consistent with the stated priorities section.

Forwarding applications to Facilities Team for non-routine requests.

Providing coordination with the maintenance staff for events.

Approved: W.R. Thackaberry  
Chairman, Facilities Team

Date: March 1, 2012

Adopted Month Day, 2012

# FIRST PRESBYTERIAN CHURCH

2001 W. Kennewick Avenue  
Kennewick, WA 99336

## Fee Schedule

All fees will be paid in advance in the church office. (Note 1)

### Base Fees

Damage Deposit (all events) [Separate Check] \$ 200 (Note 2)

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Maintenance Staff Service (includes setup and teardown of tables, chairs, speaker system, etc.)

Maintenance Staff Service - Event \$50 / event

Maintenance Staff Service - Extra Services \$10 / hour (Note 2)

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### Usage Fees

Sound Tech (includes power point, microphones, etc.)

Sound Tech - Sanctuary \$150 / event

Sound Tech - Garden Sanctuary \$125 / event

Sound Tech - First Pres Center \$75 / event

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Main Sanctuary \$150 / event

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Garden Sanctuary \$125 / event

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Classrooms/alcoves (minimum 1 hour) \$6 / hour

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First Pres Center \$75 / meeting or event

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First Pres Center Kitchen

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Beverage Use (includes use of coffee pots, punch bowls, group provides own cups, coffee, supplies, etc.) \$25 / event

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If the complete kitchen is to be used (plates, silverware, ovens, dishwasher, etc.), arrangements must be made with the Operations Manager. \$75 / event

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Cleaning/Housekeeping Fee \$60/ event

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### Notes:

- 1) The Facilities Team may authorize exceptions or adjustments to these fees.
- 2) The deposit will be returned if nothing is damaged. Otherwise, the Extra Services Maintenance Staff fees will be charged or deducted from the original deposit. This fee is above the Per Event Maintenance Staff fee.

Approved: \_\_\_\_\_  
Chairman, Facilities Team

Date: \_\_\_\_\_

Adopted Month Day, 2011

# FIRST PRESBYTERIAN CHURCH

2001 W. Kennewick Avenue  
 Kennewick, WA 99336  
 (509) 582-9537; Fax: (509) 586-2618  
 e-mail firstpres@kfpc.org or Robert.Robinson@kfpc.org

Date: \_\_\_\_\_  
 Name of Group/Organization: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Telephone \_\_\_\_\_

I request the use of the following room(s) of the First Presbyterian Church according to the established policies of the church. (See "Policy and Requirements for Facility Use" statement.)

Main Sanctuary	Conference Room (behind Main Sanctuary)	Nursery - Infant	Garden Sanctuary
Kitchen	Upstairs Rooms (9 available)	Nursery - Toddler	Fireside Room
First Pres Center (FPC)	Downstairs Rooms (3 available includes West Alcove)	Pre School Rooms (3)	Library
South Alcove off of FPC	West Alcove off of FPC		

Describe the activity the facility is being used for:

Dates and times requested: \_\_\_\_\_

Provide a sketch of the table and chair arrangement desired 7 days prior to the event.

I accept all responsibilities for:

- Charges if extra Maintenance Staff service is needed (to be determined by Church Personnel), a charge per hour according to the fee schedule will be assessed to the group.
- As described in the "Policy and Requirements for Facility Use" statement.

I acknowledge that the activities of our group are carried out with no involvement in, or supervision by, First Presbyterian Church and further acknowledge that we are voluntarily participating in these activities with knowledge of possible dangers involved, if any, and agree to accept any and all risk(s) of harm or injury to persons or properties sustained by or caused by participants in these events.

Signature of adult responsible for group/organization: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature of adult member responsible for building security and ensuring that the facility use policy will be reviewed with the group/organization: \_\_\_\_\_ Date: \_\_\_\_\_

Applications may be mailed in or brought to the church office, Monday-Friday, 9:00 a.m. to 4:00 p.m.

Adopted Month Day, 2011

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**OFFICE CHECK LIST FOR FACILITY USE**

Group/Organization using facility \_\_\_\_\_

Dates and time needed \_\_\_\_\_

Rooms requested \_\_\_\_\_

\_\_\_\_\_ Application was given the appropriate review and permission was granted by \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_ Application was cleared with the church calendar.

\_\_\_\_\_ Church Received Certificate of Insurance.

\_\_\_\_\_ User received orientation information sheet on the facility.

\_\_\_\_\_ User received diagram of room to draw in approximate placement of tables, etc. Returned to Maintenance Staff three (3) days prior to the event. See additional requirements for soft floor surfaces.

\_\_\_\_\_ Church representative responsible for opening and closing the facility is:

\_\_\_\_\_  
(Name and phone number)

\_\_\_\_\_ Kitchen representative responsible for use of equipment and supplies is:

\_\_\_\_\_  
(Name and phone number)

*(This means: dishes, dishwasher, and all equipment; kitchen rep can be different from church rep. This includes use and laundering of table linens.)*

\_\_\_\_\_ Deposit received (Separate Check, amount/date) \_\_\_\_\_

\_\_\_\_\_ Fees paid (Separate Check, amount/date) \_\_\_\_\_

\_\_\_\_\_ Deposit Refund  
(Voided Check or amount. Date if mailed) \_\_\_\_\_

\_\_\_\_\_ Verify Deposit Refund received (date) \_\_\_\_\_