

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. Pews are to be secured to the floor wherever they are placed. This is per KFPC Insurance Policy and City of Kennewick Fire Department. Pews can only be removed with written permission from the Operations Manager.

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 either 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. This includes Pews secured to the floor in accordance with the International Fire Code.

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, signs and extinguishers are not to be blocked, e.g., by the arrangement of tables, displays or anything else. 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 Operations Manager.

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.

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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)

Custodial Service

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

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

Main Sanctuary \$150 / event

Garden Sanctuary \$125 / event

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

First Pres Center \$75 / meeting or event

First Pres Center Kitchen

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

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

Cleaning/Housekeeping Fee \$60/ event

Notes:

- 1) The Facilities Team may authorize exceptions or adjustments to these fees.
- 2) The deposit minus \$50 will be returned if nothing is damaged. Otherwise, the Extra Services Custodial 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: _____

Updated August 27th, 2017

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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 Custodial 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.

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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 Operations Manager 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) _____