

# **Forest Hill Presbyterian Church**

## **Guidelines for the Use of Forest Hill Presbyterian Church Facilities**

### I. Introduction

This document serves to establish the guidelines governing the use of the FHPC property and facilities.

### II. General

The church property and facilities are intended primarily for functions of FHPC. Use by other religious, charitable, civic, cultural, and educational organizations, as well as use by individuals, is permitted, provided such use does not interfere with normal church functions. It is intended that any use of these facilities shall be in keeping with Christian principles and respect for all people.

FHPC does not intend for its property or facilities to be used by individuals for partisan political purposes or personal financial gain.

Use by the city as a voting precinct is allowed.

The Session reserves the right to refuse any request or cancel any activity, if it, in its judgment, does not conform to these guidelines.

No furnishings or equipment shall be removed from church property without the expressed prior approval of the Chair of the Stewardship and Administration Committee.

Church office equipment is restricted to church use only, no personal use. This includes copiers and computers. No office equipment is to be used without prior approval.

Use of the kitchen and its equipment must be approved prior to any activity or event. If the kitchen is used, it must be left clean and free of trash or leftover food or beverages.

If the reserving party wants coffee, they must provide their own equipment and supplies. Church supplies (coffee makers, coffee, tea, sweeteners, cups, napkins, towels, filters, etc.) are not to be used.

No smoking or consumption of alcoholic beverages is allowed anywhere in the church facility or on its property unless given prior approval from the Chair of Stewardship and Administration Committee.

All non-church-related events must end at a reasonable hour and not later than 10:00 p.m. All use must be in compliance with zoning or other ordinances in effect at the time of use..

### III. Reservation Procedure

1. The person responsible for an activity must complete a *Reservation Request and Facility Use Agreement* (available online and in the church office) and return it to the church office no later than three weeks in advance of the requested date. Church office hours are 9:30 am to 2:00 pm Monday through Friday.
2. Church administrative staff will receive the request, check the master calendar for any conflicts, and forward the request to Stewardship Committee. After approval is obtained, responsible party will be notified.
3. In order to reserve the requested facility, the church must receive a security deposit of \$250.00 or 30% of the total fee, whichever is greater. After the security deposit is received, the event will be scheduled on the church Master Calendar. All checks must be made out to Forest Hill Presbyterian Church (FHPC).
4. The full usage fee must be received by the church no later than two weeks prior to the event to prevent the facility from being released to accommodate another event. The security deposit is not a part of the usage fee.
5. If the event is cancelled after fees are received and prior to the scheduled event, all fees are refundable provided the church has not incurred any expense. Any such expense will be deducted from the fees and/or security deposit received.
6. Normally the security deposit will be refunded within two weeks after the event minus:
  - a) the costs to repair any damages caused by the event, and
  - b) an amount equal to \$100 for each 30 minutes, or part thereof, the event exceeds the agreed upon end time.
7. Regular, recurring meetings of Forest Hill Presbyterian Church are exempt from the reservation process since they have already been approved. However, requests for extra meetings at the church and/or a location other than the group's normal meeting place and time must be approved prior to the event to insure the requested room is available.

### IV. Care of Church Property

All organizations or individuals that have arranged for use of church property shall be fully responsible for its proper use and care. Any losses or damages will be deducted from Security Deposit and any excess cost will be billed to the responsible party at the cost incurred to restore the church property to its prior condition. Failure to maintain the property or to pay fees will result in loss of privileges.

All use of church equipment for an event must be cleared in advance with the church office. Any approved equipment that is moved must be returned to its original location. Chairs and tables must be positioned in their original arrangement. ( take a picture with your phone prior to rearranging for your event.

Pins, tacks or nails shall not be used on church walls or doors.

If the kitchen is used, special instructions must be obtained from the church office prior to its use. All kitchen equipment used must be cleaned and returned to its original location. Failure to do so will result in a cleaning charge of \$100 or the actual cost if higher.

In certain instances, the Session may require that the user provide evidence of liability insurance coverage and workman's compensation insurance. FHPC should be named as co-insured for the specific event on the user's policy. FHPC does not assume any liability for personal injury or loss.

The church will provide each organization using the facilities with a "check-out sheet" to which the individual or group can refer when securing the building. All windows and doors must be locked, all lights turned off.

A church member will be assigned to the event to allow entrance to the church and assigned rooms and to orient user to the building. A church member will also be present at the end of the event to conduct a check out and to lock the building.