

## **FACILITIES USE POLICIES**

### **FIRST PRESBYTERIAN CHURCH**

**1100 Carter Creek Parkway**

**Bryan TX 77802**

**Phone: 979-823-8073**

**Fax: 979-822-7063**

**www.fpcbryan.org**

#### **I. PURPOSE**

The building and property of First Presbyterian Church, Bryan, Texas are dedicated to purposes which glorify God. This policy establishes specific requirements for use of church facilities. It is recommended that use of these facilities by non-profit community service groups outside the church organization be encouraged. The church's mission dictates involvement and participation in a broad range of community affairs.

#### **II. GENERAL POLICY**

The **Facilities Use Committee** is a subcommittee of the **Property Committee** and will report to the Session through that Committee. The subcommittee should consist of representatives of the main groups involved in the use of the church (e.g. Session, Diaconate, Presbyterian Women, Worship Committee, Educational Ministries, Pastors).

The subcommittee approves/disapproves requests to use the building subject to the guidelines contained in this policy statement. The subcommittee reserves the right to adjust fees.

Requests shall be made in writing on forms for this purpose, including a diagram of desired furniture arrangement (if needed).

Programs described as profit-making projects will not be permitted in any of the church facilities unless approved by the Session.

No intoxicating beverages, no tobacco products, or games of chance will be permitted. Event capacity will not exceed the capacity for which the room was designed.

The applicant must assume financial responsibility for any damage to any and all facilities such as careless attachment of decorations, breakage of equipment or utensils and other abnormal wear or damage.

#### **The priorities of use of church facilities are:**

1. Organized activities of the congregation
2. Private use by members of the congregation
3. Use by any non-profit community service group
4. Other uses as approved by the Session

All requests for use of the church facilities must be submitted to the **Facilities Use Committee** for consideration.

### III. REQUESTS FOR SPECIFIC CHURCH FACILITIES BUILDING USE AND RULES FOR USE OF FACILITIES FOR NON-CHURCH RELATED ACTIVITY

1. All requests for use of the facilities by a member or a non-member for a non-church related activity must be submitted to the Facilities Use Committee for approval.
2. Requests for a reservation must be made personally by the person requesting use of the facility. This same person is responsible for all charges and the enforcement of all rules.
3. The reservation must be made at least six (6) weeks in advance of the day the facility is to be used.
4. All charges must be paid at the time the application is made.
5. The Administrative Clerk will check the church calendar to verify that the date requested is open for organized activities.
6. Nothing may be nailed, tacked or painted on any surface in any building.
7. Any damage is the responsibility of the reserving party.
8. No alcoholic beverages are permitted anywhere on the church premises.
9. No tobacco products are permitted anywhere on the church premises.
10. Emergency situations may be approved by the Pastor and a member of the Facilities Use Committee.
11. The church properties must be left in the condition in which they were found.

### IV. FACILITIES USE COMMITTEE TASKS

The **Facilities Use Coordinator**, in cooperation with the **Facilities Use Committee** will:

1. Open the requested facility, and ensure it is secure after the event.
2. Turn on and turn off all utilities for the event.
3. Inspect the facility after the event to determine if it has been properly cleaned restored and furniture returned to their specified arrangement.
4. Approve return of deposits only after the above inspection has been satisfactorily completed.
5. If damage has been incurred, the Property Committee will determine appropriate charges to be paid by the responsible party.

### V. SPECIFIC CHURCH FACILITIES

#### GENERAL

Regular hours that the First Presbyterian Church building is open are 8:30 a.m. - 10:00 p.m., Monday through Friday, weekends, by special arrangement.

1. SANCTUARY

The Sanctuary is used for worship, weddings, funerals, meetings of Presbytery or Synod, and similar events which conform to acceptable standards. Other acceptable uses of the Sanctuary are organ recitals, musical programs and similar programs which are dignified and respectful of Christian principles. Requests for use of the pipe organ should conform to the requirements of the Section of Music Facilities and in the event of a recital or program, the committee would review the nature of the musical program, including titles and composers of selections. Decorations within the Sanctuary are not usually required. If used, they must be dignified and not damage in any way the furniture or the building. Furniture in the sanctuary may not be moved (e.g. communion table, etc.) unless approved by the **Facilities Use Coordinator**.

2. THE CARTER CREEK FOYER and FELLOWSHIP HALL

The Carter Creek Foyer and Fellowship Hall are used for any appropriate purpose which is in good taste and does not reflect discredit upon the church.

If use of the kitchen is desired, requirements of section, Carter Creek Kitchen Facilities, must be met.

Decorations may be used, if in good taste, but must be removed immediately after use. Decorations must not be attached with nails or other means which mar or damage any surfaces.

3. CARTER CREEK KITCHEN FACILITIES

The kitchen will be used only in connection with church functions and the Children's Center. These groups using the kitchen assume the responsibility for cleaning after use. Only persons oriented in the use of the commercial dishwasher by the Kitchen Committee should attempt to operate the dishwasher. Outside groups may use kitchens only on a very limited basis, (i.e., preparing light refreshments.) Outside groups will not be allowed to cook or use dishwasher. In the event that one desires the services of an outside caterer to be used for any function, one must submit a request in writing to the Facilities Use Committee for consideration.

4. CHURCH PARLOR

The parlor is the social room of the church, meant for activities such as receptions, small weddings, church parties, church meetings, teas, discussion groups and similar events. If the kitchenette adjoining the parlor is to be used, the applicant must comply with the requirements of the section, Carter Creek Kitchen Facilities, where applicable. Decorations may be used, if in good taste, but must not mar any surface and must be removed immediately after use.

5. OTHER ROOMS AND CLASSROOMS

Use of any rooms such as the library/conference room, nursery or classrooms must conform to the general policy for church facilities.

6. MUSIC FACILITIES

The supervision of the church organ program is one of the duties of the Director of Music. The Director shall be governed by policies of the Worship Committee and properly approved by the Facilities Use Committee.

Requests for use of either of the organs must be reviewed by both the Worship and Facilities Use Committees prior to approval. All scheduling for use of the organs must be coordinated with the church organist. All organists will be given appropriate orientation by the church organist or the Director of Music before being permitted to play. Pre-set registrations must not be altered without approval of the organist. Normally, organ playing will be done when the church building is open. The organ pipe room shall not be entered except with the permission of the pastor or the Director of Music.

The priorities for use of the church organ are:

1. The church organist or substitute organist scheduled for the church service,
2. Any capable organist who has agreed to substitute for the church organist at services or programs when necessary,
3. Students of the organ, with preference given to members of this congregation, and
4. Others who have sufficient training.

The organ will not be used by persons not proficient in the care and use of the instrument. Lessons will NOT be given on the instrument except by members of the church staff.

## 7 FIRST PRESBYTERIAN CHILDREN'S CENTER FACILITIES

As sponsor of this program to nurture and educate children, the church will give support to the program by providing the facilities and overseeing the program through the Christian Education committee. The Center is expected to be self supporting. Rooms are assigned to the program and any desire to use other rooms on the church property must be approved through the church office. The Carter Creek Foyer and Fellowship Hall are not assigned to the Center. The Center may use the Carter Creek Foyer and Fellowship Hall but will vacate when other events are scheduled.

The halls are to be kept clear of all obstacles that would obstruct the flow of traffic.

Any damage to rooms or church owned equipment by activities of the Children's Center will be repaired at the expense of the Center. Any general repairs needed to be made to church property will be reported to the business manager and repairs will be made.

## 8. STORAGE

Storage room is at a premium in the church. The contents of the closets are monitored by the Custodial Supervisor. All items to be stored must be clearly marked and must meet fire marshal regulations. There will be an annual inspection of all storage space by the **Property Committee**.

No outside groups may have storage space at the church, unless it is approved by the **Facilities Use Committee** and the **Property Committee**.

The church will not be responsible for any items that are stored at the church.

## VI. SCHEDULE OF CHARGES

(refer to: **Member** or **Non-Member 'Application for Use of Church Facilities'** for applicable charges)

#### GENERAL

Guidelines for use of the **First Presbyterian Church, Bryan** building are intended for (one-time use' functions. Requests for **recurring** functions/events will be considered by the **Facilities Use Committee**.

All **FACILITIES USE** fees (from **members**) and all **RENTAL** fees (from **non-members**) will be placed in the **MAINTENANCE ENDOWMENT FUND**. These funds will be used for refurbishing.

#### I. DEPOSITS

Deposits must be paid before a calendar date is confirmed. Deductions will be made from the paid deposit for any of the following: stains, loss or breakage and excessive time required for cleaning and caretaking. Both members and non-members who reserve the building facility are responsible for the damage or clean up over and above the amount of the paid deposit.

2. FACILITY USE FEES and RENTAL FEES are per four (4) consecutive hours. (considered 1/2 day)

3. If additional staff is required, a \$25.00 per hour fee will be assessed.

#### 4. CLEANING CHARGES

Janitorial services are required for all facilities. Members and non-members a-re expected to pay a refundable cleaning deposit prior to using any of the facilities. This deposit will be refunded when the cleaning (done by the user) meets the approval of the **Facilities Use Coordinator**. This is in addition to 'facilities use fees' and/or rental fees.'

## VII. PROCEDURES FOR USE OF CHURCH FACILITIES

### 1. SANCTUARY

- a. The chancel area was designed for flexibility and most furniture is movable. Furniture will be moved only under the direction and supervision of the **Facilities Use Coordinator**.
- b. The church's pipe organ, piano and harpsichord are available for use by experienced musicians. Requests to use instruments must be approved by the Facilities Use Committee, in consultation with the Director of Music.
- c. Microphones and an excellent sound system are available to amplify the spoken word in the sanctuary. Requests to use these must be discussed with the **Facilities Use Coordinator**.
- d. The thermostat will not be operated by unauthorized persons.
- e. The chancel will be returned to its pre-event state.

### 2. CARTER CREEK FOYER AND/OR FELLOWSHIP HALL AND KITCHEN

Prior to use of the building, the renter and the **Building Use Coordinator** will discuss procedures concerning:

- a. Location of all cleaning supplies such as dishwashing detergent, trash bags and dumpster, disinfectants, brooms, mops, hot pads, trivets, and dish/hand towels.
- b. Hot items will not be placed directly on laminate counter tops or serving tables.
- c. **Members** must take dirty towels home and return them to their proper place within two (2) days.
- d. **Non-members** will furnish needed dishtowels.
- e. All counter tops and tables will be cleaned and wiped with soap and water or disinfectant spray cleaner.
- f. All cutting must only be done on cutting boards.
- g. Garbage disposal is for small amounts of food scraps only -- no grease or meat products!
- h. Kitchen sinks will be cleaned and dried.
- i. All kitchen utensils and equipment used will be washed, dried and returned to their proper storage area.
- j. No food will remain in the refrigerator or the freezer after the event.
- k. Paper goods will be supplied by the group using the kitchen.
- l. All trash will be removed and carried to the dumpster.
- m. Trashcan liners will be replaced.
- n. Floors will be swept and if necessary wet mopped.
- o. Ovens will be clean and turned off.
- p. Bathrooms will be clean; commodes flushed and trash emptied.
- q. Room(s) will be returned to pre-event state.

**Facilities Use Coordinator Checklist**

First Presbyterian Church | 100 Carter Creek Pkwy Bryan, TX 77802

Application Date \_\_\_\_\_ Event Date \_\_\_\_\_

Facilities Needed

- |  |  |
|--|--|
| <input type="checkbox"/> Sanctuary         | <input type="checkbox"/> Carter Creek Foyer        |
| <input type="checkbox"/> Church Parlor     | <input type="checkbox"/> Main Kitchen (No Cooking) |
| <input type="checkbox"/> Parlor Kitchen    | <input type="checkbox"/> Conference Room/Library   |
| <input type="checkbox"/> Fellowship Hall   | <input type="checkbox"/> Nursery                   |
| <input type="checkbox"/> Class Rooms _____ |  |

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Are you a Member of First Presbyterian Church, Bryan  Yes  No

Number of people attending \_\_\_\_\_ Date \_\_\_\_\_

Beginning Time \_\_\_\_\_ (including Setup)      Ending Time \_\_\_\_\_ (including Cleanup)

Purpose of Request \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need:  Pipe Organ (Sanctuary)  
 Piano (Fellowship Hall)

Will you need Audio/Visual Equipment?  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Signed  
Approved by  
Title

Date  
Total Cost \$  
Date Paid

# MEMBER

## APPLICATION FOR USE OF CHURCH FACILITIES FIRST PRESBYTERIAN CHURCH - Bryan, Texas

### FACILITIES DESIRED

### SCHEDULE OF CHARGES

(check items below which apply)

CLEANING DEPOSIT \*\*\* DAMAGE DEPOSIT \*\*\* FACILITIES USE FEE  
(per 1/2 day: 4 consecutive hours)

Sanctuary	\$100.00 _____	\$150.00 _____	\$150.00 _____
Carter Creek Foyer only	\$100.00 _____	\$50.00 _____	\$50.00 _____
Fellowship Hall only	\$100.00 _____	\$100.00 _____	\$100.00 _____
Fellowship Hall and Kitchen	\$100.00 _____	\$200.00 _____	\$200.00 _____
Carter Creek Foyer and Kitchen	\$100.00 _____	\$150.00 _____	\$150.00 _____
Carter Creek Foyer, Fellowship Hall and Kitchen	\$100.00 _____	\$225.00 _____	\$225.00 _____
Classroom Name or No., (each)	\$50.00 _____	\$ 25.00 _____	\$ 25.00 _____

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Certificate of liability insurance                      yes                      -no

Event being held \_\_\_\_\_

Remarks \_\_\_\_\_

Number of Persons Expected \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Requested: \_\_\_\_\_ Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**INDEMNITY:** For and in consideration of the use of the facilities of The First Presbyterian Church of Bryan, Texas, applicant, its/their/his/her members, agents, and employees, each hereby does AGREE and ACKNOWLEDGE to indemnify, release, and hold harmless The First Presbyterian Church of Bryan, Texas, its members, congregation, elders, trustees, employees and agents from any and all liabilities, including all losses, damages, claims, demands, causes of action or judgments, costs or expenses (including any and all attorney's fees), of every nature for injuries to persons, properties, or either or both, arising out of or occurring in or about or in any way connected with Applicant's use of the facilities of The First Presbyterian Church of Bryan, Texas.

---

Applicant

---

Facilities Use Coordinator

---

OFFICE USE

Calendar is Open      Yes \_\_\_\_\_      No \_\_\_\_\_

---

***Applicant***

---

***Facilities Use Coordinator***

---

***Facilities Use Committee***

Date \_\_\_\_\_

# NON-MEMBER

## APPLICATION FOR USE OF CHURCH FACILITIES FIRST PRESBYTERIAN CHURCH - Bryan, Texas

### FACILITIES DESIRED

### SCHEDULE OF CHARGES

(check items below which apply)

CLEANING DEPOSIT \*\*\* DAMAGE DEPOSIT \*\*\* FACILITIES USE FEE  
(per 1/2 day: 4 consecutive hours)

Sanctuary	\$100.00 _____	\$150.00 _____	\$300.00 _____
Carter Creek Foyer only	\$100.00 _____	\$100.00 _____	\$100.00 _____
Fellowship Hall only	\$100.00 _____	\$200.00 _____	\$300.00 _____
Fellowship Hall and Kitchen	\$100.00 _____	\$300.00 _____	\$400.00 _____
Carter Creek Foyer and Kitchen	\$100.00 _____	\$200.00 _____	\$200.00 _____
Carter Creek Foyer, Fellowship Hall and Kitchen	\$100.00 _____	\$350.00 _____	\$450.00 _____
Classroom Name or No., (each)	\$50.00 _____	\$ 50.00 _____	\$ 50.00 _____

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Certificate of liability insurance                      yes                      -no

Event being held \_\_\_\_\_

Remarks \_\_\_\_\_

Number of Persons Expected \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Requested: \_\_\_\_\_ Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**INDEMNITY:** For and in consideration of the use of the facilities of The First Presbyterian Church of Bryan, Texas, applicant, its/their/his/her members, agents, and employees, each hereby does AGREE and ACKNOWLEDGE to indemnify, release, and hold harmless The First Presbyterian Church of Bryan, Texas, its members, congregation, elders, trustees, employees and agents from any and all liabilities, including all losses, damages, claims, demands, causes of action or judgments, costs or expenses (including any and all attorney's fees), of every nature for injuries to persons, properties, or either or both, arising out of or occurring in or about or in any way connected with Applicant's use of the facilities of The First Presbyterian Church of Bryan, Texas.

---

Applicant

---

Facilities Use Coordinator

---

**OFFICE USE**

Calendar is Open      Yes \_\_\_\_\_      No \_\_\_\_\_

---

***Applicant***

---

***Facilities Use Coordinator***

---

***Facilities Use Committee***

Date \_\_\_\_\_