

The First Presbyterian Church of Everett

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Facility Use Policies

It shall be the policy of the First Presbyterian Church of Everett to permit use of available church space by approved outside users, providing they meet conditions listed below. All users will either have or be provided a point of contact for effective communication with the church office.

Facility Use Contract

This document, including the **Facility Use Request Form and Facility Use Fee Schedule** appended hereto, will constitute a contract when signed by the requester and an authorized representative of the First Presbyterian Church of Everett (FPCE).

Definition of Users and Groups

- FPCE Members, Presbytery, and those affiliated with direct PCUSA Mission
- Outside groups and non-profit groups that have a ministry affiliation or focus to their activities
- Civic groups with no ministry affiliation or focus
- **Weddings and Funeral/Memorial Services fall under separate policy guidelines.**

Spaces Available (see Facility Use Fee Schedule)

- Sanctuary, including Choir loft
- Chapel
- Westminster Hall
- Calvin Lounge
- Stocker Hall
- Westminster Kitchen
- Calvin Kitchen
- Stocker Kitchen
- Library/Meeting Room

Reservations

- FPCE activities and events take precedence in all cases where scheduling cannot accommodate both church and outside user needs. FPCE retains the right to cancel any scheduled facility use if those facilities are deemed necessary for the church to carry out its ministry. Therefore, all events will be scheduled around regular FPCE events, rehearsals and services.
- Reservations must include times needed for set-up, clean up, and the event. (see Facility Use Request Form)
- Reservations can be made up to a year in advance. Reservations further out cannot be solidified, but we will attempt to hold a date, if requested.
- All required Facility Use Request Forms must be submitted a minimum of 30 day in advance of the event. Approval will be communicated through the Church office or Facilities Committee member.
- On special occasions, the Church office can approve reservations within 5 business days, if space is available.
- A \$50 DEPOSIT is required at time of reservation. Deposit can be applied to the total cost of the event. If the event causes damage, then please refer to **Damage** section.
- If event is approved, organizers will be notified, a copy of this contract will be kept with the Church office, the event will be added to the Master Church Calendar (which can be found online), and access to the building will be clarified with the group contact.

User Responsibilities and Conditions

Church Property

- Appoint a single representative to communicate with our staff.
- Only use the room(s) you are assigned to use or are paying to use.
- Be aware that other groups may be using the church, in other areas, during your event. Be respectful of all common areas (hallways, bathrooms, etc.).
- You are responsible for the set-up and clean up for your event.
- If you require furniture to be moved, you must receive prior approval and outline this request on the form or with a diagram turned with the room reservation form.
- Church décor may not be removed or changed without prior approval.
- Check the restrooms before leaving.
- Make sure all lights have been turned off.
- If you are the last one out of the building, make sure all doors are locked and fully shut.
- If you have a large gathering, take your trash to the dumpster in the alley behind the church.
- No smoking, vaping, consumption of alcoholic beverages, drug use, weapons, gambling, or pets are allowed on the premises.

- No food or drink, other than bottled water is allowed in the Sanctuary or Chapel.
- No decorations may be hung from the ceiling, curtains, or light fixtures. Any materials used for meetings or events may be affixed to the walls only with blue painter's tape.
- If audio or visual equipment is requested for your event, an A/V Facilitator will be assigned to the event. Additional fees will apply.
- To avoid additional fees, all groups are expected to stay within the times that they request on the Facility Use Request Form.
- Children of users must be supervised at all times.

Damage of FPCE Facilities

- Damage or loss to the church property will be the financial responsibility of the user. FPCE will note damage after event and contact the group. FPCE will repair or replace damage and bill the responsible group for payment. No further room use will be allowed by the group until the bill is paid in full.

General Expectation of Kitchen Use

- All equipment and utensils will remain on the premises and in the kitchen where they belong.
- Grease should not be drained into any sink. Place in a disposable container.
- All dishes and utensils will be washed and returned to their location.
- Countertops and equipment wiped clean.
- Garbage taken out to the dumpster in the alley.
- Before leaving all equipment and lights are turned off.
- In general, leave the kitchen in the condition you found it.
- Fees will be assessed on **Light** or **Heavy** use. **Light use** - outside food brought in, no onsite food prep. **Heavy use** – onsite food preparation, use of church kitchen equipment, utensils and serve ware.

Personal Property

- FPCE is not liable or responsible for loss of personal property due to fire, theft, abuse, misuse, or acts of God while it is being stored or used on the premises.
- Do not leave personal property unsecured or unattended.
- The church will attempt to contact you if any items are left behind. The items will be kept in the church office for 1 week. If no contact can be made, then items will be donated or discarded.

Publicity

- Do not imply that FPCE endorses your activity unless it is cleared with the Session or Church office.
- Posted advertising within the church is subject to review by the Church office. It must be submitted before being posted. If advertising is posted without Church office knowledge, then it will be removed. No notice of removal will be given.

Custodial Services

- Custodial Services are provided Wednesday through Sunday between the hours of 8am and 5pm. These services are time dependent, but **may** include help with set-up and take down of tables, chairs, cleaning of restrooms, door security, etc. The Custodian works for FPCE and is not contracted to work events unless otherwise approved by the Head of Staff. Custodial services are not available after business hours.

Insurance Policy

- FPCE cannot assume liability arising from the use of its facility.
- Members of FPCE and groups whose purpose is in keeping with the mission of the church will generally not be required to provide proof of insurance coverage.
- Outside groups or first-time users will be required to provide proof of insurance.
- When proof of insurance is required, the user shall provide a Certificate of Insurance in the minimum amount of \$1,000,000 and shall add FPCE to their policy as an additional insured.