

## Faith Presbyterian Church (FPC) Use of Facilities (UF) Policy

**Mission Statement** – Use of Building and Grounds of Faith Presbyterian Church, Emmaus, PA:

*In faithful stewardship, we will offer the gifts of our time, our building and our grounds to our neighbors in love and to those with whom God calls us into partnership for the purposes of God's work.*

### **PHILOSOPHY:**

*We listen for God's guidance as we pray for God's will to be done in and through us. As we discover God's calling upon us within Emmaus, **we will be faithful even if that calling is surprising, unconventional, and carries an element of risk.** Thus, we [Faith Presbyterian Church] will join hands in love of neighbor and in partnership with other individuals and organizations **whose nature, purpose and practice is consistent with God's call upon our congregation and God's work within Emmaus.***

### **POLICY:**

#### I. USE BY FPC CONGREGATION FOR CHURCH-RELATED ACTIVITY:

**A.** Congregation groups and members may use the church building and grounds for **church related activity** without special approval. Events involving fund-raising must have Session approval.

1. If space is available at the time needed, it is the responsibility of the group/member of the church to reserve the time and space on the website calendar. This is handled through a committee chair or the church secretary.
2. The **Church website calendar is the official schedule**. Chair or person in charge of each church committee/group is responsible for placing the event on the website calendar.
3. Space is reserved on the website calendar on a first-come, first-served basis. Time or space conflicts should be resolved by the church committees/groups involved.
4. **Every group is responsible for setting up their own event and then leaving the space as they found it**, (returning it to the normative set-up for the regularly scheduled church functions), unless other arrangements are made.

**B. Non-church related activity by members** is considered "Occasional-Event Usage."  
Please see **II. A.** below.

## II. USE BY INDIVIDUALS/COMMUNITY ORGANIZATIONS:

**Faith Presbyterian Church is committed to sharing its building and grounds with others, while respecting the traditional and scheduled church group functions. All reasonable options will be considered to accommodate conflicting requests!**

### A. OCCASIONAL - EVENT USAGE Requirements:

1. **“APPLICATION FOR OCCASIONAL USE OF FACILITIES” must be completed** and submitted to the *Use of Facilities Committee (UFC)*.
2. **Occasional Use of Facility is approved by the UFC when:**
  - a. **A Group** provides a Certificate of Insurance, which evidences liability insurance coverage in the amount of no less than \$500,000 bodily injury, and property damage limit in the amount of no less than \$500,000 or, alternatively, no less than \$1,000,000 of bodily injury and property damage if liability is combined under a single limit. In addition, Faith Presbyterian Church shall be named as an “additional insured” and the evidence of insurance shall stipulate no less than a 30-day notice of cancellation when renting the facilities.
  - b. **An individual** is not required to provide evidence of liability insurance. User and all participants shall be required to sign an activity “Hold Harmless Agreement”. If the participants are minors, the User will obtain the signature of at least one parent or legal guardian per each minor participating in the activity on the “Hold Harmless Agreement.”
  - c. Personal contact shall be made by the Facilities Use Committee in order to discern benefits and risks according to the Guidelines for Facilities Use Committee Responsibilities.
  - d. The event is a “closed” group with defined members (i.e. party by invitation; non-church committees)
  - e. No money is exchanged
  - f. Background Clearance forms are provided as per FPC Child Protection Policy (if applicable)
3. **Occasional Use of Facility requires Session approval when:**
  - a. Certificate of Insurance is not provided by a group; OR
  - b. The event is “open” (an open invitation being extended to the community); OR
  - c. There is an exchange of monies.
    - i. Groups or individuals who collect monies that further the mission or operation of churches or nonprofit organizations can be approved.
4. **No security deposit is required.** The application, signed by the individual or organization, specifies that the individual or organization is responsible for damages.
5. **Every group is responsible** for setting up their own event and then leaving the space as they found it, (returning it to the normative set-up for the regularly scheduled church functions), unless other arrangements are made.

**6. Occasional/One-Time Usage Fees.**

- a. Events that are related to the Worship or Mission of Faith Presbyterian Church (as determined by the FPC Session or UFC) will not be charged a fee. Donations are welcome.
- b. All fees/donations are to be given to the Church office, clearly marked FPC - "Facilities Use", where they will be turned over to the Financial Secretary for deposit.
- c. Required Fees (for usage that is NOT related to FPC Worship and Mission):
  - i. Sanctuary
    - 1. Half Day (4 hours or less): \$100
    - 2. Full Day (more than 4 hours): \$150
  - ii. Fellowship Hall
    - 1. Half Day (4 hours or less): \$100
    - 2. Full Day (more than 4 hours): \$150
    - 3. Kitchen use: \$50 in addition to Half or Full Day F.H. Fee
  - iii. Parlor/Classroom
    - 1. Half Day (4 hours or less): \$10
    - 2. Full Day (more than 4 hours): \$15
  - iv. FPC Grounds – negotiable as applicable

**B. PARTNERSHIP for LONG-TERM USE :**

**Community groups who wish to use our facilities on a regular basis (once a week, once a month, etc.) will enter into a partnership agreement with the church, as outlined below.**

- 1. **"APPLICATION FOR PARTNERSHIP USE OF FACILITIES" must be completed** and submitted to the **Use of Facilities Committee**.
- 2. **Session approves all Partnership Agreements.** Session approval could take 4-6 weeks.
- 3. **Individual or group provides a Certificate of Insurance**, which evidences liability insurance coverage in the amount of no less than \$500,000 bodily injury, and property damage limit in the amount of no less than \$500,000 or, alternatively, no less than \$1,000,000 of bodily injury and property damage if liability is combined under a single limit. In addition, Faith Presbyterian Church shall be named as an "additional insured" and the evidence of insurance shall stipulate no less than a 30-day notice of cancellation when renting the facilities.
- 4. **No security deposit is required.** The application, signed by the partnering group, specifies that the partnering group is responsible for damages.
- 5. **Background Clearance forms** (if applicable)
- 6. **Child Abuse clearance forms for adult leaders** are required if children are *expected to be part of the group*.

7. **The Use of Facilities Committee must negotiate and complete** a partnership agreement with the nonmember individual or group.
  - a. The donation/fee per contract time is decided after consideration of church usage, mission of the group, and benefits to the church and community.
  - b. Partnership review/renewal is required every 12 months. Reviews can be conducted at any time if requested by either party.
  - c. Procedure for notification of emergency changes
    - i. Known church holidays or events that may pose conflicts will be listed in the agreement each year. (i.e., Christmas Eve, Ash Wed., Wednesday s during Lent, Good Friday, Maundy Thursday, VBS, Yard Sale preparation.)
    - ii. If a proposed church activity conflicts with the partnership agreement area, the partner will be contacted immediately and attempts will be made to accommodate all parties.
8. After Partnership Agreement is signed, either party shall be able to **terminate the agreement with written notice.**
9. **Every group is responsible** for setting up their own event and then leaving the space as they found it (returning it to the normative set-up for the regularly scheduled church functions), unless other arrangements are made.

**III. MATERIALS TO BE GIVEN TO APPLICANTS (current revisions dated 4/09/2013):**

1. Application form
2. Hospitality and Housekeeping Guidelines
3. Facility Emergency/Safety Information
4. FPC "Hold Harmless Agreement" as applicable
5. Chart of the "Normative Setup" for area used