

**THE FIRST PRESBYTERIAN CHURCH
OF HATTIESBURG, INC.
Facility Use Policy**

I. FACILITY USE PURPOSE

It is the desire of First Presbyterian Church (FPC) that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We want these properties and facilities to experience maximum use for the greatest service according to our core values and goals.

For further clarification concerning wedding plans, please refer to the Wedding Policy guidelines regarding facility use and fees.

II. FACILITY USE PRIORITIES

The use of FPC facilities, grounds, and equipment is available for rental and use by organizations, groups, and/or individuals. A management team, appointed by the FPC diaconate will be responsible for the review/approval of all applications for use. The FPC Session reserves the right to make final approval for usage of any of the facilities at FPC. Priority will always be given to activities sponsored by FPC and its members.

First Priority Activities: FPC sponsored activities, planned by the church and its members, primarily for the congregation or outreach.

Second Priority Activities: FPC member activities, planned by members of the congregation, but not planned primarily for the people of the church. Presbyterian Christian School activities are included as a second priority to the church.

Third Priority Activities: Other Churches' and Christian Organization's Christian activities, planned by and for the participants of, other Christian Churches or organizations.

Fourth Priority Activities: Community services activities involving no specific Christian affiliation, but which do not conflict with the principles of FPC.

III. SCHEDULING AND PAYMENT PROCEDURES

Scheduling Procedures

Policies, procedures, and guidelines are administered by a designated member of the church staff in conjunction with the session. Facilities are available based on the FPC's priorities listed previously.

All requests for facility use must be submitted on an Application for use of Facilities form before final approval. This form may be obtained from, and returned to, the



church office at least thirty days prior to the date of use. The application will be reviewed by the designated church staff member, and in consultation with the session when appropriate. The applicant will then be informed of the decision. The date on which the form is received will establish the priority of the request when there is more than one request for the same space at the same time.

Insurance

Organization activities classified under the third and fourth priority above are required to have a liability insurance policy with a minimum of one million dollars in liability coverage. Submission of a **Certificate of Insurance** and the signing of a **Hold Harmless Agreement** are required. Organization failing to do either will not be permitted to use church property.

Payment Guidelines

1. Use of the facilities by a member of FPC for personal events such as wedding showers, baby showers, anniversary celebrations, etc.
 - No Fee
 - Donations not greater than 50% of the non-member fees will be accepted
 - FPC member using a facility is responsible for set up and clean up. If church staff is required for set up, take down or clean up, a minimum of \$50.00 will be charged.

2. Use of a facility by anyone who is NOT a member of FPC

Refundable Fee:

- Security Deposit - \$100.00 due with application (will be returned within 1 week after event if no damage is noted or additional clean up is required)

Non-Refundable Fees

- Fellowship Hall - \$100.00
- Kitchen (next to fellowship hall) – if used for food prep of any kind including ovens for warming - \$150.00
- McIntosh Hall - \$150.00
- McIntosh Hall Kitchen – if used for food prep of any kind including ovens or warming drawers for warming - \$150.00
- Currie Hall - \$100.00
- Audio/Visual Equipment Usage - \$100.00 (includes a fee of \$75.00 to staff a person to run the equipment)
- Custodial fee for opening and closing of facility - \$75.00
- Kitchen cleaning fee - \$75.00
- Fee for use of all other not previously specified rooms will be determined by the session at the time of application for use

IV. GENERAL FACILITY USE GUIDELINES

Respect For Facility: The church facility should be treated with respect at all times and every effort made to leave it in as good or better shape than it was found. Rooms must be returned to their original arrangement.



Offices and Supplies: Participants shall not enter the church or school offices or use church or school supplies, phones, fax machine, copy machine, computers or any other church or school equipment not noted on the Application for use of Facilities form or without expressed permission of the person in charge.

Partisan Political Events: No partisan political events will be scheduled.

Liability: FPC liability for unforeseen circumstances which require it to cancel use of its facilities shall be limited to fees/donations made. Damages to the facility or its contents by users of the facility are the responsibility of the users and may exceed security deposits.

Use of Audio-Visual Equipment: Audio-visual equipment may only be used by a trained technician, and with prior arrangements as designated on the Application for use of Facilities form.

Loaning of Equipment: The loaning of equipment (chairs, tables, table cloths, coffee pots, etc.) is discouraged. If an item is to be borrowed, it must be approved and checked out by an appointed staff member or a designated responsible member of a ministry team.

Smoking, Drugs and Alcohol: The use of alcohol, drugs or tobacco is not permitted anywhere on church property.

Food Use: Approval to serve food must be granted on the Application for use of Facilities form. No food or drink is permitted in the sanctuary unless as an approved part of a worship service. No food or drink is permitted in the parlor at any time.

Facility Event Supervision: All facility use activities must be well supervised in order to ensure participant safety and proper treatment and care of the facility. The individual named in charge on the Application for use of Facilities form will be responsible for proper behavior of the group, care of the facilities, and for lock-up of the facility if needed. Priority groups three and four are required to have a designated church or staff member in the facility during all activities. This person will be responsible to ensure proper care and security of the facility.

Time Limitation: Use of the church after 10:30 p.m. must be requested and approved through the application process.

Safety: Safety and respect for the facility are very important. Running or any rowdy activity is not appropriate at any time unless it is part of an organized and approved activity. Any activities that may be potentially harmful or unsafe are also not allowed. Exit signs must remain visible at all times. Capacity limits for each room must be followed in order to comply with fire code.

V. USE OF THE KITCHEN:

Serving of prepared foods is allowed with no such donation/fee but use of ovens or warming drawers for the warming of foods is considered food preparation. Guidelines for use of this space will be provided to each group approved and will also be posted in the kitchen. A member of the Kitchen Committee will be appointed to serve on the



management team and will be available to provide training and assistance to groups requesting use of the kitchen facility.

VI. FACILITY LOCK-UP AND SECURITY:

A lock-up and security checklist will be provided to the identified responsible person at the time of application approval. A custodian or other authorized church representative must be present and responsible for securing the building for all third and fourth priority activities.

Any or all persons requesting use of part or all of these facilities agree to all the rules and regulations set out in this policy. If you have questions about this Facility Use Policy please contact the church office at 601-268-0303.

The First Presbyterian Church of Hattiesburg, Inc., a Mississippi non-profit corporation
4901 Hardy Street
Hattiesburg, MS 39402
(601) 268-0303
(601) 268-0778
E-mail: first@fpcpca.net

