

# FIRST PRESBYTERIAN CHURCH

## FACILITY & BUILDING USE POLICY & FACILITY REQUEST FORM





# MISSION STATEMENT

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First Presbyterian Church of Salisbury, NC is a faith community “Where God’s Love is Alive for Mission.” Our property and facilities are dedicated to the glory of God and a gift for those whose mission aligns with our mission priorities of Holy Spirit Centered Discipleship, Hand-On Local Mission, Friendships Along Differences, and Embracing the Unchurched.

Thanks to the stewardship of previous generations, First Presbyterian Church of Salisbury, NC, has a beautiful campus. Just as God blessed Abram in Genesis 12, saying, “I will bless you so that you will be a blessing,” we believe this campus is a blessing given to us in order to bless others in our community. We are happy to work with you to provide your family gathering or non-profit event space. We are happy to work with members and non-profits in offering a gathering or event space. As you plan, please remember that our gift to you is a beautiful space, but you are the host of the event. Because we are a church and not a professional event venue, we cannot plan, coordinate, promote, or clean up for your event. We hope this document will be helpful to you in navigating how to bring your wonderful event to life here at First Presbyterian Church.

# IS FIRST PRES A GOOD FIT FOR YOUR EVENT?

## Purpose

- Church events and programming will take priority over all other requests.
- Programs and events must align with the First Presbyterian mission priorities.
- Facility and property use will NOT be permitted for political activities or for groups that infringe on the rights of others.
- First Presbyterian facilities and property shall not be used by for-profit groups.

## Process

- Requests for facility use must be made at least 60 days in advance but no more than a year in advance. Events that need Session approval require a minimum of 60 days by submitting the online Facility and Property Use Request Form or turning in a hard copy to the Office Administrator.
- Any event may require Session approval.
- All deposits and fees must be received at least 2 weeks prior to the event.

## Use

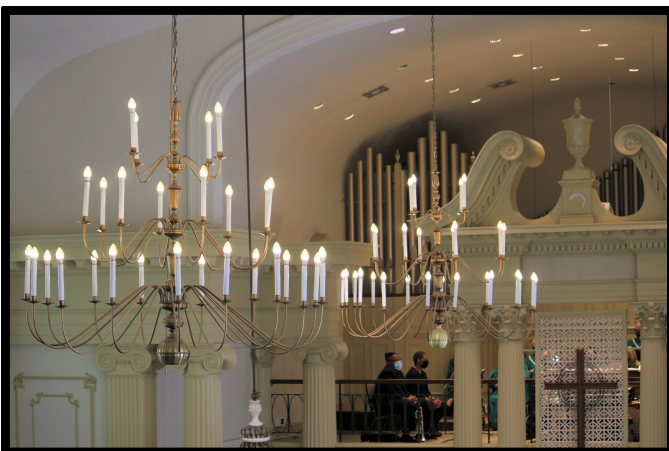
- All events must not exceed 4 hours and must conclude by 10:00 p.m. unless otherwise granted permission.
- Caterers using First Pres kitchen equipment must have prior approval and be trained for kitchen use by the First Presbyterian Maintenance Supervisor.
- Upon request, your event will be advertised in the church bulletin two weeks in advance of the event. No other advertising will be provided unless it is for church programming. All requests for publication must be submitted to the Office Administrator through the online Communication, Publicity, & Publication Request Form.
- No smoking or alcohol is permitted on the premises.

## Decor

- No permanent changes may be made to the facilities or property.
- Displays are welcome, but nothing may be adhered to walls, tables, or doors.

## Liability

- A Proof of Liability certificate prior to the event is required for non-profit groups.
- All events involving children/youth must be supervised at all times, before, during, and after the event by at least 2 adult leaders.
- On a case-by-case basis, an off-duty Police Officer may be required at the expense of the Sponsor/Group.





# USER RESPONSIBILITY

## RESPONSIBILITY OF THE CHURCH

Users agree and understand that they are using First Presbyterian facilities and property voluntarily and that they have received no warranty or guarantee from any party acting on behalf of First Pres. Further, the user agrees that First Pres assumes no responsibility for accidents or injuries that may occur to anyone while on the premises. First Pres assumes no responsibility for personal items that are damaged or stolen from church premises. First Pres is not responsible for providing security officers or other personnel to guard and assist before, during, or after the event. First Pres is not responsible for providing pastors, staff, or advertising for the event.

## USER AGREEMENT

A signed Facility Use Request Form represents an agreement between the church and the sponsor of the event. All responsibility for the use of the facilities or property is vested in the sponsor. All costs for repair or replacement of church property will be billed to the sponsor. The use of classroom supplies, day-to-day kitchen supplies, paper goods, utensils, table cloths, craft supplies, musical instruments, and printing materials are for First Presbyterian Church Programming and Events only. Damage or use of these amenities will be billed to the sponsor.

## USER RESPONSIBILITY

Event planners are responsible for:

- Reading and following the procedures described in this policy.
- Tidying rooms after an event. This includes:
  - Bathrooms to be checked/cleaned and trash removed
  - Removal of all decorations
  - Wiping down used surfaces, including chalkboards and whiteboards
  - Turning off all lights and securing all doors
  - Powering down all equipment, if used
  - Resetting classrooms
  - Resetting of Lewis Hall and Fellowship Hall for Sunday services/events with directions received from the First Pres Maintenance Supervisor.
  - Contacting the First Pres Technology Coordinator as soon as the event is scheduled if technology is needed
  - Check all doors to ensure they are locked before leaving
- Reporting to the Office Administrator any damage or breakage.
- Implementing and maintaining adequate security, access control, and child protection procedures on the church premises.
- Advertising and promoting your event.
- Paying all deposits and fees on time.

Failure to fulfill these responsibilities may lead to denial of future requests for the building.

# PLANNING PROCESS

## STEP BY STEP:

1. Submit a Facility and Property Use Request Form to the Office Administrator at least 60 days prior to the event. For adequate preparation time before the event, 90 days lead time is recommended.
2. Upon receipt of a completed Facility and Property Use Form by the Office Administrator, the request will then be presented to staff within 8 days. Staff may send any request to Session for approval. Session only meets on the third Monday of each month, so adequate planning time is essential.
3. If the event is approved, turn in all deposits to the Business Administrator to secure the date, time, and space. Your Proof of Liability Insurance form should also be turned in at this time. Reservations will not be made until the deposit and the Proof of Liability have been received.
4. Schedule a meeting with the Office Administrator and Maintenance Supervisor to discuss:
  - a. Set up and clean up for the event
  - b. AV needs if using Lewis Hall
  - c. Caterer approval, responsibilities, and training if needed
  - d. Access to the Facility prior to the event for decorating and/or specialty set-up
  - e. Child Protection Training
  - f. Security
5. If microphones, music, PowerPoint, or screens are needed, contact the Technology Coordinator asap. Additional fees may apply.
6. Two weeks prior to the event: all checks must be given to the Business Administrator.
7. One day before your event: pick up a temporary Access Card from the Office Administrator. This requires a refundable \$20 deposit.
8. Entrance points will be limited and greeters at those locations are required while doors are open.

## SESSION APPROVAL

Session is First Presbyterian Church's governing board of elders.

- Session only meets on the third Monday of the month.
- All events involving fundraising, ticket sales, or sales of any other kind require Session approval.
- Any event may be sent to Session for approval at the discretion of the staff.
- If your event is sent to Session for approval, it is recommended that your event sponsor/planner be present to answer questions that may arise.

# GROUP CATEGORIES

## REQUESTS FALL INTO THE FOLLOWING GROUPS:

### First Presbyterian Church Programming/Team Events:

Events organized by First Presbyterian teams or staff. The events may or may not need Session approval, but requests should be made with adequate time for approval. Day-to-day church supplies may be used if needed, but any specialty items required will need to be purchased by the group/team. All clean-up will be the responsibility of the group/team. Groups/teams must contact the Technology Coordinator to arrange volunteers if technology is needed. Technology fees may apply.

### First Presbyterian Member Personal Event Usage:

Events organized by a member for personal use, e.g., birthday parties, family reunions, etc. These events may or may not need Session approval, but requests should be made with adequate time for approval. These groups may NOT use church supplies. All set-up and clean-up are the responsibility of the group. The member must contact the Technology Coordinator to arrange volunteers if technology is needed. Technology fees may apply.

### First Presbyterian Partner Non-Profit:

Events organized by approved non-profit groups such as Rowan Helping Ministries, Meals on Wheels, Habitat for Humanity, CommunityCare Clinic, FamilyCrisis Council, Parkinson's Support, Church Women United, and Rowan-Salisbury Schools. These groups may use the facility once a year for events with no usage fee. These groups may NOT use church supplies. All set-up and clean-up are the responsibility of the group. The First Presbyterian Partner Non-Profit must contact the Technology Coordinator to arrange volunteers if technology is needed. Technology fees may apply.

### Other Non-Profit:

Events organized by non-profits. Usage fees and requirements apply. These groups may NOT use church supplies. All set-up and clean-up are the responsibility of the group. If technology is needed, the Non-Profit must contact the Technology Coordinator to arrange volunteers. Technology fees apply.

Responsibilities of this category are broken down into two categories.

1. Non-profits with a First Presbyterian church member sponsor. E.g., Community Choir with member sponsor.
2. Non-profits without a church member sponsor. E.g., Receptions hosted by other churches.

# FEES & DEPOSITS

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## FIRST PRES CHURCH PROGRAMMING/TEAM EVENTS

- Deposit: waived
- Access card refundable deposit: \$20
- Usage Fee: waived
- Specialty supplies need to be purchased by the committee. Day-to-day supplies are free to use.
- AV in Lewis Hall: Fees may apply.

## FIRST PRES MEMBER PERSONAL EVENT

- Deposit: waived
- Access card refundable deposit: \$20
- Usage Fee: 1
  - Fellowship Hall: \$25
  - Fellowship Hall Kitchen: \$25
  - Fellowship Hall & Kitchen: \$40
  - Sanctuary: \$50
  - Lewis Hall: \$50
  - Lewis Hall Kitchen: \$50 & needs First Pres training from the Maintenance Supervisor
  - Lewis Hall & Kitchen: \$75 & needs First Pres training from the Maintenance Supervisor
  - Courtyard: \$25

AV in Lewis Hall or Sanctuary:

- \$40 per hour/per person with a 2-hour minimum. Depending on the complexity and systems requested, more than one technology person may be required.

1 Usage Fee: This pays for long-term wear and tear on items used. Event clean-up, including dishwashing, resetting the room, and taking out trash is the group's responsibility.

## FIRST PRES PARTNER NON-PROFIT

- Deposit: waived
- Access card refundable deposit: \$20
- Usage Fee:
  - Classrooms: \$5
  - Fellowship Hall: \$25
  - Fellowship Hall Kitchen: \$25
  - Fellowship Hall & Kitchen: \$40
  - Sanctuary: \$50
  - Lewis Hall: \$50
  - Lewis Hall Kitchen: \$50 & needs First Pres training from the Maintenance Supervisor
  - Lewis Hall & Kitchen: \$75 & needs First Pres training by the Maintenance Supervisor
  - Courtyard: \$25
- AV in Lewis Hall or Sanctuary:
  - \$40 per hour/per person with a 2-hour minimum. Depending on the complexity and systems requested, more than one technology person may be required.

## OTHER NON-PROFIT WITH CHURCH MEMBER SPONSOR

- Deposit: \$50 refundable
- Access card refundable deposit: \$20
- Usage Fee:
  - Classrooms: \$5
  - Fellowship Hall: \$25
  - Fellowship Hall Kitchen: \$25
  - Fellowship Hall & Kitchen: \$40
  - Sanctuary: \$75
  - Lewis Hall: \$75
  - Lewis Hall Kitchen: \$50 & needs First Pres training by the Maintenance Supervisor
  - Lewis Hall & Kitchen: \$100 & needs First Pres training by the Maintenance Supervisor
  - Courtyard: \$25
- AV in Lewis Hall or Sanctuary:
  - \$40 per hour/per person with a 2-hour minimum. Depending on the complexity and systems requested, more than one technology person may be required.

### Assistance for Cleaning

- Assistance for Cleaning/Resetting Roomfee:
  - If the event begins and ends during office hours: \$25, payable to First Presbyterian.
  - If the event takes place outside of office hours: \$25 per hour, payable to the custodian.

The group is responsible for the bulk of the cleaning and resetting of the room.

First Pres' custodian will guide and assist only. If the member-sponsor prefers to be solely responsible for cleaning/resetting the rooms, this fee may be waived.

**2 Usage Fee:** This pays for long-term wear and tear on items used. Event clean-up, including dishwashing, resetting the room, and taking out trash is the group's responsibility.



## OTHER NON-PROFIT WITHOUT CHURCH-MEMBER SPONSOR

- Deposit: \$50 refundable
- Access card refundable deposit: \$20
- Maintenance Fee:
  - Classrooms: \$5
  - Fellowship Hall: \$25
  - Fellowship Hall Kitchen: \$25
  - Fellowship Hall & Kitchen: \$50
  - Sanctuary: \$100
  - Lewis Hall: \$100
  - Lewis Hall Kitchen: \$50 & needs First Pres training by the Maintenance Supervisor
  - Lewis Hall & Kitchen: \$150 & needs First Pres training by the Maintenance Supervisor
  - Courtyard: \$25
- FPC AV in Lewis Hall or Sanctuary:
  - \$40 per hour/per person with a 2-hour minimum. Depending on the complexity and systems requested, more than one technology person may be required.
- Assistance for Cleaning/Resetting Roomfee:
  - Events that begin and end during office hours, \$25, payable to First Presbyterian.
  - Events that take place outside of office hours: \$25 per hour, payable to the custodian.

The group is responsible for the bulk of the cleaning and resetting of the room. FPC custodian will guide and assist only.

## FEE SCHEDULE

- Deposit fee is due to the Business Administrator to secure your reservation along with your Proof of Liability Insurance form.

Two weeks prior to your event:

- Usage Fee is due to the Business Administrator.
- Assistance for Cleaning/Resetting Room fee is written to the appropriate entity and given to the Business Administrator.
- FPC Technology Fee is written to the technician and given to the Business Administrator.

One day before your event:

- \$20 refundable deposit per access card due to the Office Administrator.  
Access Cards must be returned within 3 days of the event.  
Refunds will be given when cards are returned.

# ADDITIONAL NOTES

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- The Facility and Property Use Policy does not apply to Weddings. First Pres has a separate Wedding Policy.
- First Pres requires that groups have greeters placed at doors to welcome guests and give directions to rooms/events. Greeters not only enhance security when doors are unlocked or opened but help to share the welcoming presence here at First Pres.
- Pastors need to focus their time and energy on the main functions of their office: preaching, teaching, leading, and pastoral care. Therefore, they may not attend your event. If you would like a representative of First Presbyterian to welcome and pray, our Office Administrator can put you in touch with church elders.



# First Presbyterian Church

## FACILITY REQUEST FORM

Event Contact \_\_\_\_\_ Event Date \_\_\_\_\_  
 Contact's Phone \_\_\_\_\_ Event Time \_\_\_\_\_  
 Number Expected \_\_\_\_\_ Group Name \_\_\_\_\_  
 Caterer \_\_\_\_\_ Caterer Phone \_\_\_\_\_  
 Access Time Needed \_\_\_\_\_  
 First Pres Event \_\_\_\_\_ Member Event \_\_\_\_\_ Non-Profit Event \_\_\_\_\_  
 Event host (Host must remain onsite for the entire event) \_\_\_\_\_ Phone \_\_\_\_\_

**KITCHEN TRAINING** must be completed with the First Pres Maintenance Supervisor if kitchens are to be used  
 PRIOR to scheduling an event.

Date Trained \_\_\_\_\_ Initials: Maintenance Supervisor \_\_\_\_\_ Event Caterer \_\_\_\_\_

**IF Kitchen Training has been completed, fill out the rest of this form.**

**All fees due at time of event scheduling.**

Deposit \_\_\_\_\_, Access Card(s) \_\_\_\_\_, Room(s) \_\_\_\_\_, AV \_\_\_\_\_, Other \_\_\_\_\_ = Total paid \_\_\_\_\_ Date paid \_\_\_\_\_

**Rooms Needed:**

\_\_\_\_\_ Fellowship Hall      \_\_\_\_\_ Lewis Hall      \_\_\_\_\_ Sanctuary      \_\_\_\_\_ Manse  
 \_\_\_\_\_ FH Kitchen      \_\_\_\_\_ LH Kitchen      \_\_\_\_\_ Celebration Hall      \_\_\_\_\_ Courtyard  
 \_\_\_\_\_ Education Building Rooms: \_\_\_\_\_

**AV Needs:**

**Fees apply for all events except worship services if technicians are required - \$40/hour pp, 2-hour minimum**  
 \_\_\_\_\_ TVs/Screen      \_\_\_\_\_ Mics      \_\_\_\_\_ Media (Powerpoint, videos, etc. must be tested prior to the event)  
 \*Groups must supply their own laptop. Most connection cables are available for event use.

**Kitchen Needs (for church programming only):**

\_\_\_\_\_ Water      \_\_\_\_\_ Lemonade      \_\_\_\_\_ Decaf Coffee      \_\_\_\_\_ Regular Coffee  
 \_\_\_\_\_ Sweet Tea      \_\_\_\_\_ Un-sweet Tea

\_\_\_\_\_ Real dinner plates      \_\_\_\_\_ Paper dinner plates      \_\_\_\_\_ Paper cold cups      \_\_\_\_\_ Plastic forks  
 \_\_\_\_\_ Real salad plates      \_\_\_\_\_ Paper salad/dessert plates      \_\_\_\_\_ Paper coffee cups      \_\_\_\_\_ Plastic spoons  
 \_\_\_\_\_ Real bowls      \_\_\_\_\_ Paper bowls      \_\_\_\_\_ Plastic knives  
 \_\_\_\_\_ Real glasses      \_\_\_\_\_ Paper napkins  
 \_\_\_\_\_ Real coffee cups  
 \_\_\_\_\_ Real silverware  
 \_\_\_\_\_ Linen tablecloths (for First Pres Special Events only, i.e. weddings, funerals)

All Groups must clean kitchens, bathrooms, & supplies (pots, pans, dishes, etc.): \_\_\_\_\_

All Rooms must be left ready for use: \_\_\_\_\_

I understand that NO ALCOHOL is allowed on Church Property: \_\_\_\_\_

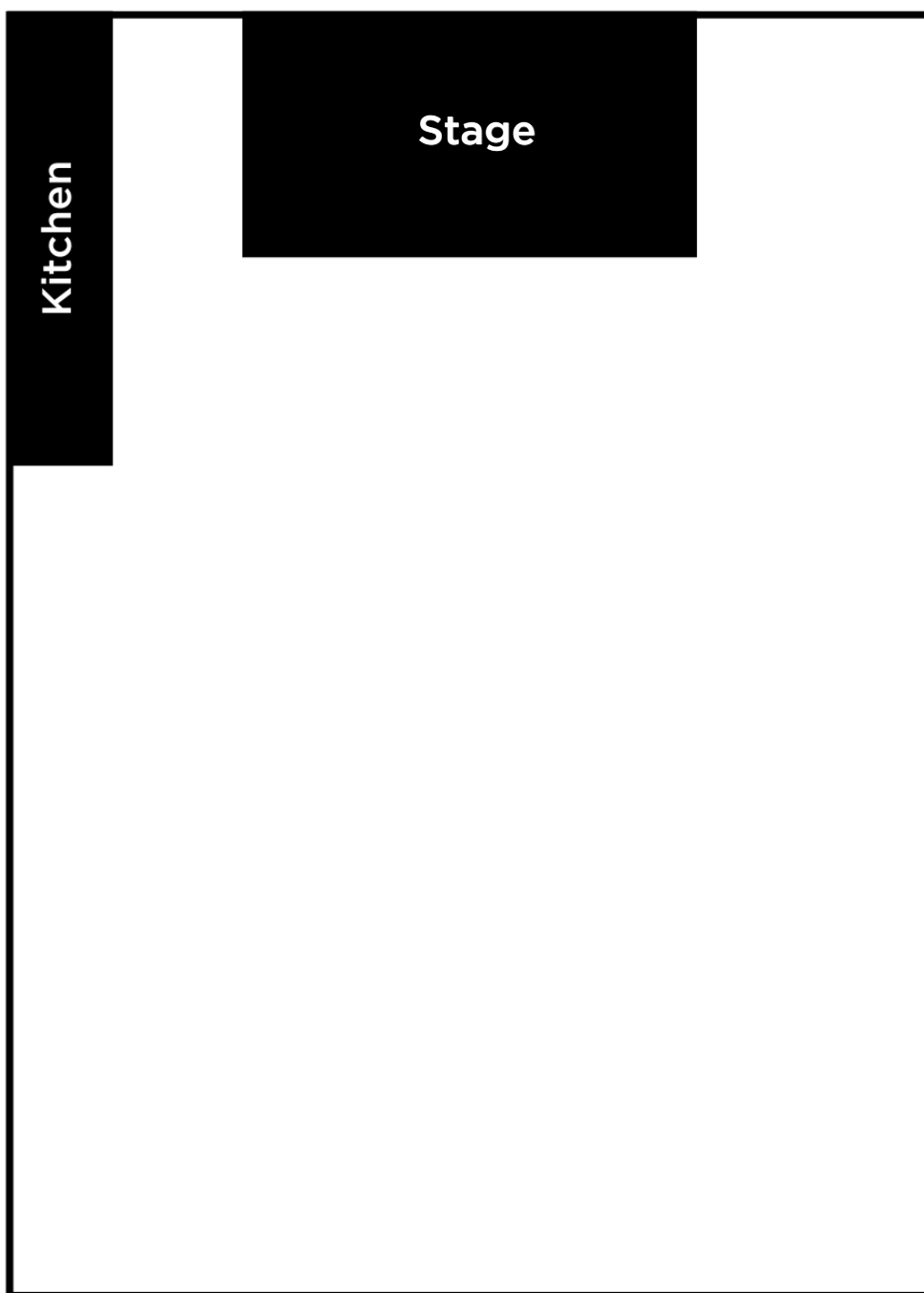
Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Pages 2 and 3 of this document must be completed.**





Fellowship Hall



Lewis Hall



# Door Security Assignment Form

Event Name \_\_\_\_\_ Date \_\_\_\_\_

Access Card Needed? **\$20 Deposit required:** Yes \_\_\_\_\_ No \_\_\_\_\_

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Automated System to Unlock/Lock Doors? Yes \_\_\_\_\_ No \_\_\_\_\_

	Unlock	Lock	Unlock	Lock	Unlock	Lock
Fisher St:	_____	_____	_____	_____	_____	_____
Parking Lot:	_____	_____	_____	_____	_____	_____
Sanctuary:	_____	_____	_____	_____	_____	_____

Per First Pres policy, if the Door System is to automatically unlock/lock doors, there must be a person(s) present at each door throughout the entire event. At no time should a door be left unattended.

Who will be present at each door?

Fisher St: \_\_\_\_\_  
Parking Lot: \_\_\_\_\_  
Sanctuary: \_\_\_\_\_

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Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CONTACT INFORMATION

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Where God's Love is Alive for Mission

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