

Facility Request Policy (revised 7-2018)

Our facility is used by several different ministries, staff, church members and the community at large. The policy for management of this facility is intended to ensure orderly access by first, the church program of ministries; second, members of the church; third, regular attenders (those individuals we have a record of attending 2-4 times per month for at least 6 months); and finally, the broader Christian community and our local community. Fees may be assessed when events fall outside of the normal operating hours of the church such as a wedding where a custodian would need to be present or an audio visual technician is needed. Fees are not assessed for use of the space for memorial services at the church. (Weddings and memorial services have a separate fee schedule/policy and are not part of this Facility Request Policy.) Fees will be charged for all non-church related events to cover expenses of an event.

When you use the building, two simple rules should guide you:

- This building is a gift of God, and it represents the sacrificial giving of many people. Use it joyfully for His glory, but do your best to take care of it.
- When you are done using the building, remember that others will follow who also want to use it to minister to people. Leave it in great shape, like you would want to find it if you were coming in to do a ministry.

Facility usage must be coordinated with the church calendar and scheduled at least one month in advance by completing this form. Exceptions to this rule would be a death or some other unforeseeable circumstance. We encourage the use of rooms as they are set up. If a group changes the room configuration, rooms must be returned to the original layout before leaving. If kitchenware, dishes, pots and pans, etc. are used, make sure they are washed, dried and returned to their appropriate places after use.

Use of kitchen equipment or audio visual equipment may require a review of operation by an authorized staff member. Use of audio visual equipment in the Sanctuary requires hiring the church AV technician (see fee schedule.)

Unless approved, facility usage should be within normal operating hours of the church (Sundays 7:30 AM to 12:30 PM; Mondays-Thursdays 8:30 AM to 8:30 PM; Fridays 8:30 AM to 4 PM; Saturdays 5:00 PM to 9:00 PM.) Friday hours for summers are 8:30 AM to 1:00 PM beginning Memorial Day through Labor Day. In consideration of the location of the church and our neighbors, the facilities are unavailable for events which will run between 12 AM and 6 AM. Church Staff will be guided by Session's determination for any requests outside the normal operating hours as listed above.

If a staff member is at the church to unlock for an event, leaders of the event should make every effort to be on time. There will be a 15 minute grace period after which the staff member will lock the church and set the alarm. If the leaders of the event are running late, a call/text should be made to the appropriate staff member. Likewise, if a staff member is on-site or comes back to the facility to lock up after an event, the event must end at the pre-determined time.

Church space may be used for instructional purposes (e.g. guitar lessons, piano lessons, voice lessons, etc.) as long as the following criteria are met:

- Instructor is a member or employee of the church;
- Lessons do not interfere with previously scheduled church activities;
- Building use protocol is followed
- Any educational or instructional activity involving minors must comply with the church's child safety policies. Instructor must submit to a background check and review the safety policies with the Director of Children, Youth, and Family Ministries if student is under 18 years of age.

The following activities are prohibited in or on church property:

- Alcoholic beverages;
- Smoking;
- Transferring of keys, key fobs or key cards;
- Removing church equipment from the premises for personal use. (Certain tables/chairs are available for events outside of the church. Contact Facilities Manager for details.)
- Moving of platform, liturgical and or musical equipment without permission;
- Children (under 18) not attended by an adult.

Any exceptions to these rules and guidelines must be approved by Session.

Categories of Acceptable Usage

- A. First Presbyterian Church of Champaign (FPCC)-wide events planned by staff: Any event that is open to the congregation (concerts, information events, retreats, etc.)
 - 1. Scheduled at any time.
 - 2. No fees required.
- B. FPCC-related ministry event attended primarily by members: i.e. any function for a specific class, committee or ministry sponsored by the church and attended primarily by its participants.
 - 1. Must have space request form completed and approved.
 - 2. No fees required.
- C. Non- FPCC related organizations recognized by session as having valid ministries.
 - 1. Must have space request form completed and approved.
 - 2. No fees required.
 - 3. Session approval required.
- D. Non- FPCC related events planned by members: i.e. classes, meetings, & including birthday/anniversary parties hosted by members.
 - 1. Must have space request form completed and approved.
 - 2. See fee schedule.
 - 3. Session approval required.
- E. Other churches (non-ministry activities), home schools, community service groups, musical performances.
 - 1. No retail sales.
 - 2. Must have space request form completed and approved.
 - 3. See fee schedule.
 - 4. Session approval required.
- F. Non-revenue generating secular events
 - 1. No retail sales.
 - 2. Must have space request form completed and approved.
 - 3. Must provide Certificate of Insurance.
 - 4. See fee schedule.
 - 5. Session approval required.

Rules and Guidelines

1. Once a contract has been made for an event, it will not usually be pre-empted; however, the church ministries have priority over concurrent events. The church reserves the right to cancel a scheduled event when the church deems such action necessary.
2. The church will not be responsible for injury, theft or any liability claim incurred during the use of church facilities. The church reserves the right to request a Certificate of Insurance.
3. No alcoholic beverages or illegal drugs are permitted on church property.
4. No smoking is permitted anywhere on church property.
5. Those using the facilities are expected to conduct themselves in a manner consistent with the moral teachings of the church.
6. No vulgar language is permitted.
7. Two adults or more must supervise youth 18 years and younger.
8. No pets are permitted on church property with the exception of service animals.
9. If necessary, a card key will be issued by the Facilities Manager, which will be programmed for the hours of the event. Other requests for access must be made to the Facilities Manager.
10. A member is defined as a person who has gone through the membership process and who has been on the membership roll of the church for a minimum of 6 months.
11. Room rental and set-up fees include custodial services. Other than decorations or presentation materials, all set-up and clean-up will be done by the church staff. Decorations and materials must be removed immediately following the event.
12. Nothing can be brought into the facilities without prior approval by the Facilities Manager.
13. If kitchenware, dishes, pots and pans, etc. are used, make sure they are washed, dried and returned to their appropriate places after use. Use of kitchen equipment may require a review of operation by an authorized person. Church related activities may use the cloth tablecloths owned by the church. The event hosts are responsible for washing, drying and returning the tablecloths to the church after the event.
14. Rooms must be reserved at least one month in advance.
15. Fees will be determined once the Request Form has been returned. Fees are based on the size of the group, the room needed, the hours for the event and if audio visual set-up or a technician is required. You will be notified of the fees once the event has been approved.
16. Damage deposits and rental fees are to be paid in full two weeks prior to the event.

Any exceptions to these rules and guidelines must be approved by Session.

Facility Request Form (Completed form to be returned to church office)

Contact Information

Name: _____

Email: _____

Contact Phone: _____

Event _____

Date _____ Please list the date you are requesting use of the facility.

Room(s) Requested...If you know the room you would like to use, please indicate it. If not, the size of your group and the set up needs will aid the staff in determining what room best suits your event.

Sponsoring Group for the Event _____

Time You Need Access on Day of Event _____ Time You Will Finish _____

Number of People in Attendance _____

Equipment Needed (If it is determined audio visual support or audio visual set-up is required for the event, there will be an additional charge)

- Projector
- Screen
- TV
- DVD
- White Board
- Sound System (Sanctuary, Westminster Hall, Chapel or Centennial Hall)
- None
- Other _____

Set Up (Please describe your setup. E.g. number of tables and chairs. Be as descriptive as possible and/or draw a diagram)

Name, address, email and phone number of person responsible for facility usage fees.

On-Site Emergency Contact (Who will be on-site during your event in case of an emergency?)

For Church Related Events Only

Publicity Request

- Web banner on church website. Email information to info@firstpres.church;
- Facebook posting of your event in our Facebook Group (First Presbyterian Church of Champaign). You may post this yourself if you are on Facebook or you may request it be done by appropriate staff.
- Flyers posted in kiosks in Westminster Hall and Education Building. Submit your printed flyers to the church office for display. Flyers should be 8.5 x 11 and vertical orientation only
- Information in the Sunday bulletin. Email your request to marcia@firstpres.church by Tuesday morning for publication in that week's bulletin.
- Article in the Church Newsletter. Email your article for publication to marcia@firstpres.church by the last Monday of the month preceding the month of the event.
- Article or announcement in the News Gazette's Friday religious page. Email your submission by Monday at 9 AM preceding the Friday publishing date to info@firstpres.church.

For Use By Church Staff

_____ Event approved.

_____ Session approval required. _____ Date of approval.

_____ Room(s) assigned _____

_____ Amount of Fees to be charged.

_____ Fees paid.

_____ Event disapproved.

First Presbyterian Church Staff

Date