

# **First Presbyterian Church**

## **Policy for Use of Building and Facilities**

### **I. Philosophy of Use:**

We, at First Presbyterian Church of Farmington, have been blessed with great facilities. As good stewards of what we have been given and ambassadors of Christ to the community we serve, we feel that it is part of our ministry to share our facilities with other groups serving our community. However, Persons/Groups/Organizations using our facilities must remember at all times ***this is God's house and as such it should be treated with reverence at all times.***

### **II. Rationale:**

In order to preserve our facilities for our use as well as the use of others, there are certain rules and regulations that must be agreed upon before building use.

### **III. General Guidelines**

#### **a. Building usage**

- i. Use of the church facilities is not a right, but a privilege granted by the church's ruling body (the Session).
- ii. Church functions have first priority use of the facilities. Church member use receives second priority. Non-members are third priority.
- iii. All outside groups using the church facilities must be approved by session prior to the first time using the facilities.
- iv. Subsequent uses must be requested through the church office (309-245-2914). If nobody answers the phone, please leave a message. Just leaving a message does not mean approval. Use is not approved until you hear back from the church office.
- v. Ongoing use is at the discretion of the session and will be reviewed twice a year (in January and in August of each year).
- vi. Some church events, such as funerals, cannot be foreseen. For this reason, the First Presbyterian Church of Farmington reserves the right to cancel any event at anytime. However, we will provide as much notice as possible.

- b. Responsibilities
  - i. Any outside group may be asked to provide a “Certificate of Insurance” showing liability insurance coverage to be kept on file which must include the First Presbyterian Church of Farmington.
  - ii. The First Presbyterian Church of Farmington is not liable in the event of any accident, damage and/or injury incurred to users and/or their property unless it is directly due to negligence on the part of the First Presbyterian Church of Farmington.
  - iii. The church facilities should be left in clean and working condition as they were found prior to use. This includes:
    - 1. Furniture returned to original arrangement.
    - 2. Trash taken out to trash cans located to the west of the exterior kitchen doors by the office.
    - 3. Nursery cleaned and organized.
    - 4. Recycling put in the recycling bin.
    - 5. No debris on floors. Floors should be swept, vacuumed, and/or mopped, if necessary.
    - 6. Doors should be locked and lights should be turned off at the end of your event.
    - 7. If the thermostat is adjusted, it should be set back to the original setting.
  - iv. If you are given a key for use by your group, the key remains the property of the church. A key shall be returned immediately if requested by the church.
  - v. If you are given a key for use by your group, it is to be used *only* for the function for which you have been approved. *No duplicates of any key are to be made under any circumstance.*
  - vi. Damage to the building or facilities and broken or missing equipment will be the responsibility of the group using the facilities.
- c. Prohibitions
  - i. No smoking, drinking, or illegal drug use on church grounds.
  - ii. No “For Profit” events are to be held at the church.
  - iii. No political functions are allowed to be held at the church facilities.
- d. General Guidelines
  - i. The session of First Presbyterian Church of Farmington reserves the right to charge \$75 for use by family of a church member or \$150 for use by a nonmember to help cover electricity, heating/air, building upkeep, etc. If

this fee is to be charged the individual or group will be advised before the event occurs.

- ii. All outside groups should have an “Application of use of First Presbyterian Church of Farmington Facilities” on file with the church office.
- iii. A supervising adult listed on the “Application of use of First Presbyterian Church of Farmington Facilities” must be present during any and all uses of the facilities.
- iv. Permission to use the church facilities does not constitute endorsement of the outside groups’ policies or beliefs by the First Presbyterian Church of Farmington.
- v. If an outside group is using the church facilities, a supervising adult (at least 21 years old) who is listed on the Facility Use Application must be present at all times.
- vi. Any advertising should indicate that the activity is not sponsored, supported, or endorsed by the First Presbyterian Church of Farmington. Any advertising should be approved by either the pastor or the session at least two weeks prior to publication.
- vii. Any violation of these policies can result in loss of use of the facilities and financial responsibility for any damages.

**IV. Acknowledgment**

- i. I acknowledge that I have read and will adhere to the First Presbyterian Church “Policy for Use of Building and Facilities”. \_\_\_\_\_  
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