

First Presbyterian Church, Logan, Utah

Building Use Policy

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**This manual is the property of First Presbyterian
Church of Logan, Utah**

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GENERAL GUIDELINES FOR USE OF FACILITIES

Church vision that guides building use:

We will welcome everyone as we would welcome Christ.

- Goals
 - To use this space in a God-honoring way.
 - To treat visitors as honored guests.

- Criteria to determine building use:
 - Activity fits with who we are and what we believe.
 - Space availability.
 - How use impacts other programs.
 - Evaluation of safety/legal issues.
 - Group understands policies and respects the property.

Statement of Policy:

Our church has been blessed with a wonderful facility to carry out our mission. Therefore, proper oversight must be given to these facilities to ensure that:

- Use of facilities will effectively carry out the objectives and goals of our ministry.
- Users exercise proper care and safety.
- The facilities are properly protected against loss or misuse.
- Wise stewardship is expressed through energy conservation, cost reduction, and safety.
- The life of the facility is extended through a proper maintenance program.

The Priority of Use Shall Be As Follows:

1. Recognized groups within the church holding FPC-sponsored events:
For example, church services and worship, Sunday school, adult education, committee meetings, small group meetings, youth activities.

2. Church-related activities:
For example, Boy Scout meetings, Cub Scouts, Alcoholics Anonymous, Job's Daughters, PEO.

3. Church member special events:
For example, anniversaries, weddings, funerals, receptions, showers.

4. Other church member requests:
For example, music recitals, informal church member events.

5. Outside groups:
For example, events which the church recognizes as being in keeping with the building-use philosophy embraced by First Presbyterian Church.

Building Eligibility Requirements:

I. Building Use for FPC-Sponsored Events

Facilities and equipment of First Presbyterian Church exist for the primary purpose of being used by its members through its organization and ministries. All FPC-sponsored events (e.g. Youth and Christian Education events, Mission events, church music practices and performances, church dinners, church-member socials, etc.) must be entered on the church calendar through the Administrative Secretary. A "contact person" must be designated to oversee the event and that person needs to have a kitchen orientation if the group will be using the Bruner Hall kitchen. There are no fees or damage deposits attached to FPC-sponsored events.

II. Building Use for Non-FPC-Sponsored Events

We also openly welcome requests from members and outside groups to use the facilities for non-FPC-sponsored events. To be approved, individuals or groups must meet the following eligibility requirements. Any violations of these building use requirements will result in the group being asked to leave the building and/or the group will not be approved for any subsequent use.

1. A **Facility Use Request Form** must be completed by all members or groups requesting the facility.
2. A representative of the group must meet in person with the Facilities Use Board and must attend a facilities orientation tour prior to their event. No exceptions.
3. A refundable damage deposit will be required of all groups for each use of the building.
4. Facilities are not available to outside groups for fund-raising, for profit-making or commercial activities of any type.
5. Facilities are typically not available to outside groups for parties or celebrations of any kind.
6. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may, however, be used as a polling place for elections.
7. All outside groups or persons requesting use of church facilities must provide proper supervision of minors. If a parent of each minor is not present to supervise, a minimum of two adults over the age of 21 must be present at all times.
8. Use is allowed only for authorized spaces and adjacent corridors and restrooms. The rest of the building is off limits!

9. Occupancy may not occur before 7 AM or after 11 PM, including people, vehicles, and equipment.
10. If occupancy includes more than one date, users may not leave setup overnight and never through a Sunday without prior approval. This means occupancy of a space will typically require setup and takedown each day.
11. No overnight or extended storage space; temporary storage only in designated locations approved by the FUB.
12. No use of FPC permanent sound or projection equipment will be available. For special purposes, the Facilities Use Board may approve use of the resident sound equipment or projector with the supervision of a paid FPC technician.
13. A portable sound system and/or projector may be made available to outside groups on a case-by-case basis with an appropriate damage deposit and/or supervision.
14. Occupants are expected to be respectful of the neighbors -- no outside sound or light displays, no outside signs, no blocked sidewalks, no damage to lawns.
15. No alcoholic or staining beverages on the premises, including both building and grounds.
16. ***Certificate of Liability and Property Damage Insurance*** naming First Presbyterian Church of Logan as an additional insured may be required prior to the date of the event by outside groups. This insurance is for the purpose of covering liability and property damage for accidents that might occur on church property.

Reservations for Non-FPC-Sponsored Events:

A ***Facility Use Request Form*** must be completed by all members or outside groups and submitted to the church Administrative Assistant at least two weeks in advance of the activity. The form is required for every area of the church. Designation of which part of the facility, set-up and other service needs (e.g., food, sound, etc.) must be included on the form.

Upon receipt of the form, the Administrative Assistant will schedule a meeting between the requesting group's representative and the church's Facilities Use Board (FUB) for one of their bi-monthly meetings (First and Third Thursdays of each month at 7 pm in Swenson House).

The FUB will meet with the user or representative to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room cleanup as needed. A schedule of fees for building use, custodial and/or technical service, and other financial commitments necessary for the event will be given to the user at the time of the reservation. Following the meeting, the group's representative will be given a complete orientation tour of the facilities.

Once approved, the group must contact the Administrative Assistant to be sure the event is scheduled on the master church calendar.

Approval guidelines for the space request will be as follows:

1. All activities will be approved pending availability of space and the priority schedule above and must be consistent with First Presbyterian Church's mission statement and the building use philosophy.
2. No date is placed on the master church calendar until the Facility Use Request form has been submitted and approved by the appropriate party and the facilities orientation has taken place.
 - The Senior pastor/worship committee approves all worship-related activities.
 - The Senior pastor must approve all weddings prior to their entry on the church calendar.
 - The Session/Facilities Use Board approves all other uses.
3. Requests from outside groups applied for more than three months in advance of the use date, including long-term regular use (except weddings, which require pastoral approval) must have Session/Facilities Use Board approval annually.
4. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.
5. No keys will be issued unless approved by the Facilities Use Board. No damage deposit will be returned until the building has been inspected and signed off by a member of the FUB and all keys have been returned to the Administrative Assistant.

Publicity and Promotion:

- Any outside group using publicity material and/or making public service announcements in which First Presbyterian Church is named must have prior approval of the Facilities Use Board.
- There will be no postings of any kind adhered to the walls of any of the facilities. Postings that appear on the church bulletin board or any other posting must have the prior approval of the Facilities Use Board.

FACILITY USE GUIDELINES FOR ALL USERS

The church member sponsor, group leader or organization representative is responsible for the following:

- **Prior to the event for FPC-sponsored events:** Schedule orientation tour with FUB if using kitchen for the first time; schedule event with Administrative Assistant.
- **Prior to the event for non-FPC-sponsored events:** Complete Facilities Use Request form; attend FUB meeting and orientation tour; pay fees/deposit; schedule event with Administrative Assistant.
- **During the event for everyone:** Supervise the appropriate use of the facility.
- **After the event for everyone:** Ensure that all areas used are thoroughly cleaned up. The area should be returned to the same condition as before use. (See also pp. 2-3, Building Eligibility Requirements)
 - Turn out lights and close windows; lock doors.
 - Return all thermostats to “not in use” settings.
 - Report any maintenance problems and damages to the Facilities Use Board.
 - Return keys to office ASAP.

First Presbyterian Church has a wide range of ministries utilizing the facilities. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after any specific event.

If the building is not returned to the state it was found in prior to a Non-FPC-Sponsored event, the expense for custodial services will be deducted from the damage deposit.

To make your event enjoyable and non-intrusive, please adhere to the following guidelines:

- The conduct of all persons attending the program is expected to be respectful of the property, maintaining noise levels that do not bother others in adjoining spaces or neighbors.
- Activities and programs are limited to the space that is assigned.
- Weapons, controlled substances, drugs, and alcohol (other than as part of a church-sponsored event) are not allowed on any church property or in any church buildings.
- Dining or the serving of food is limited to pre-approved designated areas.
- The user is expected to leave the building clean and in the same condition it was in prior to the event. A custodial fee will be charged if this is not done.
- If furniture or equipment is to be moved, it must be done with the permission of the Facilities Use Board to maintain the quality of the building’s furniture and equipment and to prevent damage.
- Users must remove all items associated with their program immediately following the event. A custodial fee will be charged against the damage deposit if this is not done.
- All decorations in the facilities and on the grounds of First Presbyterian Church must be approved by the Facilities Use Board.
- No items may be affixed to any surfaces, particularly no tape on the walls.
- The user will be held responsible for any damage to church property.

- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- Programs in the sanctuary or Bruner Hall that require the use of the resident sound system must be pre-arranged and an approved sound system engineer must be hired for the event.
- When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
- All children and youth activities must be supervised by a minimum of two adults over the age of 21 at all times.
- Ministry furniture and equipment (i.e., tables and chairs, projectors, microphones, sound systems, praise band equipment, etc.) purchased and owned by the church will be used exclusively for ministry and may not be removed from the premises.
- The user must provide their own setup & takedown crews and cleaning staff and supplies, including snow and ice removal.
- The user may not store any items on the property.
- Users are responsible for thorough cleanup inside and out; this includes grounds, walkways, and parking lots. Cleanup includes scraping up of dropped items from floors, mopping liquid spills inside and outside (particularly sticky sodas) to include floors, steps, walkways, and parking lots. Takedown and cleanup must occur prior to the 11 PM deadline. unless the FUB has made a special exception. If carpets are soiled or the premises is not thoroughly cleaned, the expense of cleaning will be deducted from the damage deposit.
- The requesting group or individual assumes full responsibility for the costs of damage, repair, or replacement of any church property.
- In accordance with the Utah Clean Air Act, smoking is not permitted in the church buildings or within 25 feet of any entrance.
- Willful violation of any guideline or regulation could lead to the loss of eligibility to use the facility.

Specific Guidelines for Bruner Hall

The following functions are appropriate for Bruner Hall:

- Large committee meetings
- Staff meetings
- Dinners and banquets
- Adult groups
- Worship
- Dances
- Recitals or concerts

The following special rules apply to **Bruner Hall**:

- No furniture may be borrowed from Bruner Hall for use elsewhere in the building.
- Except for special permission granted to Presbyterian women or other designated church craft groups, no craft /craft demonstrations, painting/paint preparation are allowed.
- No posters or signs taped to any of the walls.

- No balls or other games/activities that might damage property or endanger individuals are allowed in Bruner Hall.
- In Bruner Hall, no high electrical draw equipment is allowed; occupants may provide a small amp, mikes, two speakers and projection equipment.

The following special rules apply to the **Kitchen Adjacent to Bruner Hall:**

The primary use of the kitchen facility will be for church-wide FPC-sponsored functions such as banquets, meals, church socials and functions, and other pre-arranged meal functions.

Outside organizations must specifically request permission to use the kitchen. The FUB will determine the extend of use and the parameters of use for each group. Stipulations may include a licensed caterer, a food handler's permit, or a paid kitchen monitor during the event.

Anyone using the kitchen must comply with the following procedures during and immediately following use:

- Prior training in the use of the kitchen before your event will be required.
- Read posted instructions carefully before using kitchen equipment (e.g., dishwasher, coffee maker, convection or microwave ovens).
- When using the dishwasher, make sure the water is pre-heated.
- Clean, dry, and put away all dishes and utensils according to approved methods.
- Wash all counter tops and work areas with the appropriate cleanser.
- Take home all leftovers. Do not leave them in the refrigerator or freezer.
- Special permission is needed for food preparation of any kind, including using the gas burners/ovens.
- Check appliances to make sure they are turned off and nothing is left inside the ovens. (Exception, the coffee maker stays on at all times.)
- Empty all garbage containers and the recycling bin in the appropriate dumpsters outside the back door of Bruner Hall. Replace with clean garbage bags.
- Launder dish towels and washcloths used and return within 48 hours.

Westminster Hall and Swenson House

The following functions are appropriate for Westminster Hall and/or the Swenson House:

- Scouts
- Classes
- Meetings
- Small receptions and dinners
- Small conferences and seminars
- Crafts
- Youth activities

Daily Fee Schedule for Non-FPC-Sponsored Events

Facilities Usage Fees (Fees for a non-FPC-sponsored event may be waived or reduced by Session if the function is church mission-related)

<u>Facility</u>	<u>Applicant Category</u>	
	<u>*Member-sponsored</u>	<u>Non-member</u>
Sanctuary	\$150	\$250
Bruner Hall	\$200	\$250
Kitchen	\$100	\$250
Classrooms	\$25 each	\$50 each
Westminster Hall	\$75	\$150
Conference Room	\$25	\$50
Memorial Garden	\$75	\$150
Kitchen Monitor (\$25/hour)		
Sound Technician (\$25/hour)		

Cancellation fee of 15%. Additional \$50 if usage extends past allotted time.

Facilities Damage Deposit (Required of all non-FPC-sponsored events; all or some of the deposit is refundable depending on facility condition after the event)

<u>Facility</u>	<u>Applicant Category</u>	
	<u>*Member-sponsored</u>	<u>Non-member</u>
Sanctuary	\$75	\$100
Bruner Hall	\$100	\$150
Sound Equipment	\$250	\$250
Kitchen	\$100	\$200
Classrooms	\$25 each	\$50 each
Westminster Hall	\$25	\$100
Conference Room	\$15	\$50
Memorial Garden	\$15	\$100

Member-sponsored: An FPC member will attend the event who assumes responsibility for occupants' behavior and ensures no facilities damage occurs and proper cleanup is completed