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## Procedure for Use and Reserving of Church Facilities

**All Non-Members** wishing to use the building for any purpose must fill out an information form and have it approved by the Session.

**Church Members** wishing to use the facilities for church activities—such as Committees and Programs, need no approval, but should make reservations through the church office, *where a facilities use calendar is maintained by the Office Manager.*

\*\*However, church members using the facilities for personal use, must fill out an information form and have it approved. (Example: showers, anniversaries, conferences, etc.)

### Guidelines for Use of Church Facilities

Our church building was erected and equipped to enable us, as a congregation, to carry out our Christian mission in the community and in the world. These guidelines are not designed to restrict or limit the use of our building, but rather, *to facilitate its use for the legitimate mission of our church.* The policy for the use of the building is as follows:

- A. The building of the First Presbyterian Church was designed and constructed primarily for the purpose of worship, religious instruction, and Christian fellowship in the community. However, as part of this community, when able, we seek to accommodate other organizations in our community. *Organizations using the church may not charge admission for events held at the church. A free-will offering may be taken to support any approved mission of the church, so long as this is advertised in any advance publicity for the event. A list of qualifying non-profit organizations and missions is attached hereto and is available through the church office upon request.*
1. No alcoholic beverages, nor illegal or improperly used drugs are to be consumed on the church property. No firearms are permitted at events held in the church building.
  2. No person under the influence of alcohol, illegal, or improperly used, drugs is to take part in any activity in the church building.
  3. No smoking is allowed inside church buildings or *anywhere on the church campus.*
  4. No nails or other fasteners are to be driven into existing structures. No pins, tacks, tape, or other materials that may do damage to any walls, floors, or ceiling may be used.
  5. Unless prior permission has been obtained through the church office, the organ, sanctuary piano, or sound system are not to be played or operated except by approved, designated musicians and operators.
  6. Anything moved must be returned to its original position.

7. All lights should be turned off. All doors and windows are to be locked prior to leaving the building.
8. Users of the facility are responsible for all costs of repairs and losses.
9. A key deposit is required from each person/group using the church facility. This deposit will be held until the key is returned to the office. ***Arrangements for possession and return of key are to be made with church office.***

No violation of the above rules is permissible. Any exception to these rules can only be made by the church office after consultation with members of the Session.

B. Priority for allowing building use is as follows:

1. Classes, groups, committees, mission outreach groups, etc., of First Presbyterian Church of Waynesville.
2. All official agencies of the Presbytery of Western North Carolina.
3. All Inter-Church group programs.
4. Individual Church members who sponsor or participate in showers or other functions.
5. Other organizations.

C. No church property will be loaned without prior approval of the church office. When borrowing church property, please check with the church office to document the loan and to prevent a conflict with the church calendar.

D. In some cases, fees may be required for use of church facilities to cover the reasonable and expected direct costs of cleaning, maintaining, and restoring our facility as needed.

E. The Session and membership of First Presbyterian Church of Waynesville wish to be considerate of all community programs in time of special needs. The church will give consideration to any need of the total community. Special needs should be addressed to the church office and then reviewed and approved by the church Session.

**COMPLETION OF ATTACHED REGISTRATION FORM IS REQUIRED.**



**REGISTRATION FORM – FACILITIES USE**

*Please return this completed form with key deposit and applicable fee(s).*

Type of Function\_\_\_\_\_

Date\_\_\_\_\_Time\_\_\_\_\_Duration\_\_\_\_\_

Organization\_\_\_\_\_

Address\_\_\_\_\_

Contact Name\_\_\_\_\_Contact Phone\_\_\_\_\_

Facility Area(s) Requested\_\_\_\_\_

**FEE SCHEDULE**

	Non-Members	Custodial Fee	Musical Equip
Sanctuary Building	\$200.00	\$100.00	\$50.00
Fellowship Hall & Kitchen	100.00	70.00	
Kitchen only	75.00	25.00	
Lower Level Building	100.00	100.00	

A \$25.00 key deposit is required in addition to the usage and custodial fees.

- **All of the above fees are waived for member’s weddings, funerals other legitimate mission activities of our church, and use by non-profit organizations. *In these instances, donations to help defray custodial expenses are always appreciated.***

**Any exception to the above policy must be approved by the Session of the church. Requests for exception should be submitted in writing at least 30 days in advance of the proposed use.**

Organization\_\_\_\_\_Date\_\_\_\_\_

Organization Representative\*\* (printed name)\_\_\_\_\_

Signature\_\_\_\_\_Check Amount\_\_\_\_\_

\*\*The organization representative assumes responsibly for the care of the facilities and agrees to be responsible for any cost incurred for repairs and losses to the facility. The above person has read and understands the building use policy and agrees to its terms and conditions.