

FPCEA Facility Use Policy

May, 2022

1. STATEMENT

1.1. The buildings and property of First Presbyterian Church of East Aurora are considered a means to provide opportunities for the congregation to witness to and serve the community. This Policy has been developed in order to insure that the facility is utilized in an effective manner.

1.2. Usage of this Policy is to govern all uses of the church property (both real and personal) and facilities. It is intended that this policy will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to His people.

1.3. The terms "facility" or "facilities", as used in this document, include all property under the control of the church as well as all buildings located on that property. This includes parking lot areas and grounds.

2. AUTHORITY AND APPROVAL

2.1. The Buildings and Grounds Ministry Team and the Session must act to assure that all uses of the church property are consistent with the mission and purpose of the church.

2.2. Approval of the policy and revisions thereto shall be by the Session.

2.3. The Buildings and Grounds Ministry Team will be responsible for maintaining this Policy and subsequent revisions and for its distribution to church staff and other groups.

3. PRIORITY OF USE

Group A: Governing bodies of the church, i.e., Church Council, Trustees & Committees.

Group B: Groups established by the church, i.e., Preschool, Youth, Men's and Women's groups, etc.

Group C: Groups adopted by the Church, i.e., Scouts, basketball, etc. These groups are accountable to the church, recognized as church sponsored, and support and promote the church in outreach.

Group D: Groups with no recognized identification with the church and not accountable to the church, and with no sponsorship or promotion of the church or its outreach, i.e., civic groups, schools, athletic associates, businesses, or families holding reunions.

3.1. Church sponsored groups or church related functions will be given priority in scheduling events and meetings. The first priority is given based on group priorities listed above.

3.2 If facility space is available, it can be used for a church member's personal use (ie., private party), a non-church sponsored event serving a non-profit user, a nonmember or outside group requesting the

use of the facility for meetings and/or gatherings or weddings (members and non-members) given by church members.

4. SCHEDULING FACILITY USE

For a single use of the Facility: Before scheduling an activity requiring a meeting room or other assignment, a request for such space shall be made through the Buildings and Grounds Ministry Team by completing a Request For Use of Facilities Form. Once approved by B&G then the church secretary will be notified to include the use on the church calendar of events.

A request for using the Facility multiple times or as ongoing use: Before scheduling the use of facilities a request for space shall be made through the Buildings and Grounds Ministry Team by completing a Request For Use of Facilities Form. Buildings and Grounds will review and approve and make a motion to Session to approve the use. A contract will be negotiated and require Session approval for all ongoing Facility Use agreements.

5. FACILITY USE CHARGES

5.1. Any group that is a part of or sponsored by First Presbyterian Church including Boy Scouts, Girl Scouts, and Preschool may use the church facilities without charge. These groups must gain approval for use of specific rooms of the facility from the Buildings and Grounds Ministry Team and schedule the times that they would like to use these spaces. Building and Grounds will communicate the use of church with the church secretary to be included on the church calendar of events. A fee for the additional amount of custodial effort, utility expense or any other services provided by the church, may be charged for any church sponsored group to offset the expense incurred at the discretion of the staff or the Session.

5.2. Non-sponsored groups must pay a fee to offset expenses incurred such as additional custodial effort, utility expense or preparation.

Daily Fees	Church Members and Non-Profit Organizations	Non-Members/Outside Groups
Sanctuary or Chapel	none	\$100
Fellowship Hall or Dining Room	\$30	\$50
Kitchen (in addition to other space)	\$10	\$20
Small Meeting Room (each)	\$20	\$35

Fees	Weddings & Funerals Members	Weddings & Funerals Non-Members
Sanctuary or Chapel	none	\$100
Sexton	\$75	\$75
Bulletins (paid to the church)	\$50	\$50
Pastor	\$150	\$150
Organist (contract w/Organistist directly)		

Notes:

1. Wedding and Funeral fees: The above rates are based on a four (4) hour rental.
2. The above fees may be waived at the discretion of the Session

6. FACILITY USE REQUIREMENTS

6.1. There will be no use of tobacco products in the church buildings. No one may be allowed in any of our facilities if “under the influence” of any controlled substance.

6.2. The use of nails, screws, or adhesive tape is prohibited in all church buildings. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping, or mounted on tripods. Special request can be submitted to the staff or Session for consideration.

6.3. When using the facilities, return all furniture and moveable items to their original position; pick up trash and throw into trash cans on Paine Street side of the church near maintenance shed, turn off lights, and if necessary, sweep floors. When leaving, lock all exterior doors even if there are people remaining in the facility.

6.4. If a Sunday School classroom or other rooms have been reserved on a Saturday night, the user will set-up the room as needed for Sunday morning. A set up plan of the room will be furnished to the user.

6.5. The piano cannot be moved for concerts except by permission of the church’s music ministry staff or Pastor.

6.6. A First Aid Kit is located _____ (public area not office). Notify church staff member in cast of injury or emergencies. Complete an Accident Report and provide a copy to the Church Office and the injured individual or parent/guardian. The Church is not responsible for injury or accident occurring while using the facilities.

7. USE OF CHURCH EQUIPMENT/PROPERTY

7.1. Session must approval all requests for use of church equipment. The requesting member is responsible for security, maintenance and return of the materials or equipment to original place. The Buildings and Grounds team will keep a record of the materials and equipment checked out.

7.2. The use of equipment by non-authorized persons will not be permitted.

7.3. The Music Director must approve musical equipment use.

Daily Fees

Sanctuary or Chapel

Fellowship Hall or Dining Room

Kitchen (in addition to other space)

Small Meeting Room (each)

**Church Members and Non-Profit
Organizations**

none

\$30

\$10

\$20

Non-Members/Outside Groups

\$100

\$50

\$20

\$35

Fees

Sanctuary or Chapel

Sexton

Bulletins (paid to the church)

Pastor

Organist (contract w/Organistist directly)

Weddings & Funerals Members

none

\$75

\$50

\$150

Weddings & Funerals Non-Members

\$100

\$75

\$50

\$150

