

FPCEA Facility Use Policy

March 2025

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 ensure 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 Facilities 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 Facilities 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: 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 below:

Group A: Governing bodies of the church, i.e., Session & 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.

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 Facilities Ministry Team by completing a Request For Use of Facilities Form at least 2 weeks before desired use date. Once approved by Facilities,

the team will notify the church secretary to include the use on the church calendar of events. Food permits may be required for dinners, luncheons, etc. open to the public.

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 Facilities Ministry Team by completing a Request For Use of Facilities Form at least 8 weeks prior desired first date of use. Facilities will review and approve and make a motion to Session to approve the use. A contract will be negotiated by Facilities (with input from the Financial Ministry Team) for lease of space or exclusive use of space. The contracts will require Session approval.

5. FACILITY USE CHARGES

5.1 Any group that is a part of or sponsored by First Presbyterian Church including Boy Scouts, Girl Scouts or Preschool, may use the church facilities without charge. These groups must gain approval for use of specific rooms of the facility from the Facilities Ministry Team and schedule the times that they would like to use these spaces. Facilities 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 to any church sponsored group to offset the expense incurred, at the discretion of Facilities Ministry Team.

5.2 Non-sponsored groups must pay a single use fee based on schedule below and may be charged to offset expenses incurred such as additional custodial effort, utility expense, services provided by the church or for damages incurred. Payments are requested on the date of the function, and are required within 2 weeks of usage.

Daily Fees	Church Members	Non-Members/Outside Groups
Sanctuary/Fellowship Hall/Heath Room	\$150	\$350
Dining Room or Chapel	\$75	\$100
Kitchen	\$50	\$100
Music Room or Lounge	\$40	\$50
Small Meeting Room (each)	\$25	\$50
Printing of Programs with electronic file	\$25	\$50
Sound System attendant (+live-streaming if available)*	\$150	\$200

* subject to copyright (music)

Special Use Fee	Weddings & Funerals Members	Weddings & Funerals Non-Members
Sanctuary or Chapel	\$150	\$350
Bulletins (paid to the church)	\$50	\$50
Pastor	\$200	\$400
Organist (contract w/Organist directly)		
Vocalist (contract w/ Vocalist directly)		
Custodial Service when required		

6. FACILITY USE REQUIREMENTS

6.1 There will be no use of alcohol or tobacco products in the church buildings or grounds. No one may be allowed in any of our facilities if “under the influence” of alcohol or 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 The user of the facilities shall return all furniture and moveable items to their original position; pick up trash and put into trash cans on Paine Street side of the church near maintenance shed, turn off lights, and if necessary, sweep floors.

6.4 The church will provide an attendant (church staff or member) for each use of the facilities. The attendant will also ensure church is unlocked before the event and locked after the event.

6.5 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.

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

6.7 The use of helium (or other lighter than air) filled balloons is prohibited in the facility.

6.8 A First Aid Kit, AED, and Fire Extinguishers are available and located as noted in the Request of Space form. The user will notify attendant in case of injury or emergencies and 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.

6.9 Payment is requested on the date of the event and required within two weeks of the usage.

7. THREATENING SITUATIONS

If a threatening situation occurs inside or outside the church: use common sense and remain calm. For inside disturbances, contact police and report an emergency. If outside the church, go immediately to the police station located across Paine St. In no circumstances engage in a confrontation.

8. USE OF CHURCH EQUIPMENT/PROPERTY

8.1. Facilities Ministry Team must approve 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 Facilities team will keep a record of the materials and equipment checked out.

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

8.3. The Music Director must approve musical equipment use.