

## **FACILITIES USE POLICIES**

### **I. PURPOSE**

The building and property of First Presbyterian Church, Bryan, Texas, are dedicated to purposes which glorify God. This policy establishes specific requirements for use of church facilities. It is recommended that use of these facilities by non-profit community service groups outside the church organization be encouraged. The church's mission dictates involvement and participation in a broad range of community affairs.

### **II. GENERAL POLICY**

The **Property Committee** will appoint a Facilities Use Task Force to regularly formulate and review facilities use policies and forms. The Facilities Use Task Force will include a wide representation of the congregation.

The subcommittee approves/disapproves requests to use the building subject to the guidelines contained in this policy statement. The subcommittee reserves the right to adjust fees.

Requests to use the facilities shall be made in writing on appropriate forms, including a diagram of desired furniture arrangement (if needed).

Programs described as profit-making projects will not be permitted in any of the church facilities unless approved by the Session.

No intoxicating beverages, no tobacco products, or games of chance will be permitted. Event capacity will not exceed the capacity for which the room was designed.

The applicant must assume financial responsibility for damage to any and all facilities such as careless attachment of decorations, breakage of equipment or utensils and other abnormal wear or damage.

#### **The priorities of use of church facilities are:**

1. Organized activities of the congregation
2. Private use by members of the congregation
3. Use by any non-profit community service group
4. Other uses as approved by the Session

### **III. REQUESTS FOR SPECIFIC CHURCH FACILITIES BUILDING USE AND RULES FOR USE OF FACILITIES FOR NON-CHURCH RELATED ACTIVITY**

1. All requests for use of the facilities by a member or a non-member for a non-church related activity must be submitted to the church office.
2. Requests for a reservation must be made personally by the person requesting use of the facility. This same person is responsible for all charges and the enforcement of all rules.
3. The reservation is required at least six (6) weeks in advance of the day the facility is to be used.
4. Fifty percent (50%) of the fee must be submitted with the application.
5. The Administrative Assistant will check the church calendar to verify that the date requested is open for organized activities.

6. **Nothing** may be nailed, tacked, taped or painted on any surface in any building.
7. Any damage is the responsibility of the reserving party.
8. No alcoholic beverages are permitted anywhere on the church premises.
9. No tobacco products are permitted anywhere on the church premises.
10. The church properties must be left in the condition in which they were found.

#### IV. FACILITIES USE COMMITTEE TASKS

The ***Church Staff Representative***, in cooperation with the ***Property Committee*** will:

1. Open the requested facility, and ensure it is secure after the event.
2. Turn on and turn off all utilities for the event.
3. Inspect the facility after the event to determine if it has been properly cleaned and restored, and furniture returned to its pre-event arrangement.
4. If damage has been incurred, the Property Committee will determine appropriate charges to be paid by the responsible party.

#### V. SPECIFIC CHURCH FACILITIES

##### GENERAL

Regular hours that the First Presbyterian Church building is available for events are Monday through Friday, 8:30 a.m. to 10:00 p.m. Exceptions, by special arrangement.

##### 1. SANCTUARY

The Sanctuary is used for worship, weddings, funerals, meetings of Presbytery or Synod, and similar events which conform to acceptable standards. Other acceptable uses of the Sanctuary are organ recitals, musical programs and similar programs which are dignified and respectful of Christian principles. Requests for use of the pipe organ should conform to the requirements of the Section of Music Facilities (Sec. 6) and in the event of a recital or program, the church reserves to the right to review the nature of any musical program. Decorations within the Sanctuary are not usually required. If used, they must be dignified and not damage in any way the furniture or the building. Furniture in the sanctuary may not be moved (e.g. communion table, etc.) without approval.

##### 2. CARTER CREEK FOYER and FELLOWSHIP HALL

The Carter Creek Foyer and Fellowship Hall are used for appropriate purposes which do not reflect discredit upon the church.

If use of the kitchen is desired, requirements of Section 3, Kitchen Facilities, must be met.

Decorations must be approved and removed immediately after use. Decorations shall not be attached with nails or other means which mar or damage surfaces.

3. KITCHEN FACILITIES

The kitchen will be used only in connection with church functions and the Children's Center. The dishwasher shall not be used without an orientation. These groups using the kitchen assume the responsibility for cleaning after use. **Non-member** groups will not be allowed to cook or use dishwasher.

4. CHURCH PARLOR & KITCHENETTE

The parlor is the social room for use by church members for activities such as receptions, small weddings, church parties, church meetings, teas, discussion groups and similar events. If the kitchenette adjoining the parlor is to be used, the applicant must comply with the requirements of the Section 3, Kitchen Facilities, where applicable. Decorations must not mar surfaces and must be removed immediately after the event.

5. OTHER ROOMS AND CLASSROOMS

Use of any rooms such as the library/conference room, nursery or classrooms must conform to the general policy for church facilities.

6. MUSIC FACILITIES

The supervision of the church organs is a duty of the Director of Music. The Director shall be governed by policies of the Worship and Property Committees.

Requests for use of either of the organs must be approved by the Worship and Property Committees. Scheduling for use of the organs must be coordinated with the church organist. All organists will be given appropriate orientation by the church organist or the Director of Music before being permitted to play. The organ pipe room shall not be entered except with the permission of the pastor or the Director of Music. The organ console shall not be moved without supervision.

The priorities for use of the church organs are:

- a. The church organist,
- b. A substitute organist,
- c. Organ students, with preference given to members of this congregation, and
- d. Others who have sufficient training.

The organs will not be used by persons not proficient in the care and use of the instruments. Lessons will NOT be given on the instrument except by members of the church staff.

7. STORAGE

Storage space is at a premium in the church. Closet contents are monitored by the Custodial Supervisor. All items to be stored must be clearly marked and meet fire marshal regulations. The Property Committee will conduct an inspection of all storage space as needed.

External groups may not have storage space at the church, unless it is approved by the Property Committee.

The church is not responsible for items that are stored at the church.

## VI. SCHEDULE OF CHARGES

### GENERAL

Guidelines for use of the First Presbyterian Church, Bryan, building are intended for one-time use functions. Requests for recurring functions/events will be considered by the Property Committee.

All **FACILITIES USE** fees will be placed in the Use of Facilities Designated Account.

1. FEES  
Fifty percent (50%) of the fee must accompany the completed application. All who reserve the building facility are responsible for the damage or clean up over and above the amount of the full fee.
2. FACILITY USE FEES are per four (4) consecutive hours (considered 1/2 day).
3. Fees include one paid Church Staff Representative. Each additional Church Staff Representative as required by the Property Committee for the event will cost \$100 for the first 4 hrs and \$25 per hour thereafter.

## VII. PROCEDURES FOR USE OF CHURCH FACILITIES

1. SANCTUARY
  - a. The chancel area is designed for flexibility and most furniture is movable. Furniture will be moved only under the direction and supervision of the Church Staff Representative and must be returned to its pre-event state.
  - b. The church's pipe organ, piano, and harpsichord are available for use by experienced musicians. Requests to use instruments must be approved by the Property Committee in consultation with the Director of Music and the Worship Committee.
  - c. Microphones and sound system are available. Requests to use these must be discussed with the Church Staff Representative.
2. CARTER CREEK FOYER AND/OR FELLOWSHIP HALL
  - a. The Fellowship Hall is designed for flexibility and most furnishings are movable. Furnishings will be moved only under the direction and supervision of the Church Staff Representative and must be returned to their pre-event state.
  - b. Microphones and sound system are available. Requests to use these must be discussed with the Church Staff Representative.
3. KITCHEN

**Non-member** groups will not be allowed to cook or use dishwasher. The kitchen will be used only in connection with church functions and the Children's Center. The dishwasher shall not be used without an orientation. These groups using the kitchen assume the responsibility for cleaning after use:

  - a. Location of laundry room and all cleaning supplies such as dishwashing detergent, trash bags, dumpster, disinfectants, brooms, mops, hot pads, trivets, and dish/hand towels.
  - b. Use hot pads when placing hot items directly on laminate counter tops or serving tables.
  - c. All counter tops and tables are to be cleaned and wiped with soap and water or

- disinfectant spray cleaner.
- d. All cutting must only be done on cutting boards.
- e. Garbage disposal is for small amounts of food scraps only -- no grease or meat products!
- f. Kitchen sinks are to be cleaned and dried.
- g. All kitchen utensils and equipment are to be washed, dried, and returned to their proper storage area.
- h. Take all remaining food. No food is to remain in refrigerator or freezer after event
- i. All trash is to be removed and carried to the dumpster.
- j. Floor is to be swept and wet mopped.
- k. Oven is to be cleaned and turned off.
- l. Room(s) is to be returned to pre-event state.

### **KITCHEN CLEANING CHECKLIST**

- 1. Properly clean with disinfectant solution all counter tops.**
- 2. CLEAN and put away all dishes.**
- 3. Turn off dishwasher and clean out basket trap.**
- 4. Put away and store properly all food.**

*NOTE TO SPECIAL GROUPS USING KITCHEN:*

*Destroy or remove all perishable leftover foods.*

- 5. Clean stove after each use.**
  - a. Clean burners.
  - b. Pull out stove tray and clean.
  - c. Wipe up any oven spills.
- 6. Sweep floor of storage closet and lock doors.**

*NOTE: Kitchen mop and bucket are stored in the alcove with the ice machine behind the kitchen.*

- 7. Sweep & mop kitchen floors.**
- 8. Return toxic cleaning supplies to safe storage area.**
- 9. Empty trash cans and take out to dumpster.**
- 10. Take wet/dirty towels to laundry room.**
- 11. Turn off lights.**
- 12. Make sure storage closet is locked.**



## APPLICATION FOR USE OF CHURCH FACILITIES

### First Presbyterian Church

1100 Carter Creek Pkwy | Bryan, TX 77802

*Please return completed form to the church office at least 6 weeks in advance of date requested.*

ROOM / SPACE	MEMBER FEES	NON-MEMBER FEES	AMOUNT
<input type="checkbox"/> Sanctuary	\$350.00	\$600.00	_____
<input type="checkbox"/> Carter Creek Foyer only	\$300.00	\$500.00	_____
<input type="checkbox"/> Fellowship Hall only	\$400.00	\$700.00	_____
<input type="checkbox"/> Fellowship Hall and Kitchen (member only)	\$500.00	N/A	_____
<input type="checkbox"/> Carter Creek Foyer and Kitchen (member only)	\$400.00	N/A	_____
<input type="checkbox"/> Carter Creek Foyer, Fellowship Hall, Kitchen (member only)	\$550.00	N/A	_____
<input type="checkbox"/> Classroom (name or #) _____	\$ 100.00	\$150.00	_____
<input type="checkbox"/> Library	N/A	N/A	_____
<input type="checkbox"/> Parlor, Patio, and/or Kitchenette Church Representative (reqd.)	N/A		_____
<input type="checkbox"/> Set-up (If yes, add'l fee at \$25 per hour may be req'd.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
<input type="checkbox"/> Additional personnel for events over 100 (\$25/hr).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
<b>TOTAL</b>			_____

**\* Facilities Use Fee based on ½ day (4 consecutive hrs); 50% of the full fee must accompany the application. Application will be processed upon receipt of 50% deposit.**

Equipment needed:     TV/VCR/DVD             Overhead Projector             Sound System  
                                   Piano                                     Organ

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Certificate of liability insurance    Yes \_\_\_\_\_            No \_\_\_\_\_

Event being held \_\_\_\_\_

Remarks \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Number of Persons Expected \_\_\_\_\_

Date Requested \_\_\_\_\_ Total Time \_\_\_\_\_

Set-up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date Submitted \_\_\_\_\_

The group or individual using the facility is responsible for set up (unless otherwise arranged), clean up, and return to normal set up of the facility. (See "Kitchen Cleaning Checklist" on reverse side.)

**FOR OFFICE USE ONLY** (enter dates)

Calendar cleared by Staff \_\_\_\_\_ Applicant notified \_\_\_\_\_  
Site Staff Supervisor \_\_\_\_\_ Added to Calendar \_\_\_\_\_  
App'd by Property \_\_\_\_\_ App'd by Session (if applicable) \_\_\_\_\_

**INDEMNITY:** For and in consideration of the use of the facilities of First Presbyterian Church of Bryan, Texas, applicant, its/their/his/her members, agents, and employees, each hereby does AGREE and ACKNOWLEDGE to indemnify, release, and hold harmless First Presbyterian Church of Bryan, Texas, its members, congregation, elders, trustees, employees and agents from any and all liabilities, including all losses, damages, claims, demands, causes of action or judgments, costs or expenses (including any and all attorney's fees), of every nature for injuries to persons, properties, or either or both, arising out of or occurring in or about or in any way connected with Applicant's use of the facilities of First Presbyterian Church of Bryan, Texas.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_



**BEFORE YOU LEAVE . . . KITCHEN CLEANING CHECKLIST**

1. **Properly clean with disinfectant solution all counter tops.**
2. **CLEAN and put away all dishes.**
3. **Turn off dishwasher and clean out basket trap.**
4. **Put away and store properly all food.**

*NOTE TO SPECIAL GROUPS USING KITCHEN:  
Destroy or remove all perishable leftover foods.*

5. **Clean stove after each use.**
  - a. Clean burners.
  - b. Pull out stove tray and clean.
  - c. Wipe up any oven spills.
6. **Sweep floor of storage closet and lock doors.**

*NOTE: Kitchen mop and bucket are stored in the alcove with the ice machine behind the kitchen.*
7. **Sweep & mop kitchen floors.**
8. **Return toxic cleaning supplies to safe storage area.**
9. **Empty trash cans and take out to dumpster.**
10. **Take wet/dirty towels to laundry room.**
11. **Turn off lights.**
12. **Make sure storage closet is locked.**

***Thank you for your cooperation!***



## ROOM REQUEST SET-UP FORM

**First Presbyterian Church**  
1100 Carter Creek Pkwy | Bryan, TX 77802

*This form is to be completed and submitted to the Custodial Supervisor.*

Contact Person: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Event Name/Purpose: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time of Activity From: \_\_\_\_\_ To: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ # of Tables Needed: \_\_\_\_\_ # of Chairs Needed: \_\_\_\_\_

**REQUESTED SET-UP DATE:** \_\_\_\_\_ **REQUESTED SET-UP TIME:** \_\_\_\_\_

Instructions/Comments/Other Equipment: \_\_\_\_\_

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### ROOM(S) REQUESTED

*(Check all that apply)*

Sanctuary  Fellowship Hall  Carter Creek Foyer  Classroom Name or # \_\_\_\_\_

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CHURCH MEMBERS ONLY:  Parlor  Patio  Kitchenette  
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DRAW HOW YOU WANT THE ROOM ARRANGED BELOW AND/OR ON THE REVERSE SIDE.