

POLICY REGARDING THE USE OF THE CHURCH BUILDING AND FURNISHINGS
First United Presbyterian Church, Loveland CO
Building and Grounds Committee revised 05/2018

Following Christ, we strive to welcome all people to First United Presbyterian Church. We seek to share God's love with open minds and compassionate hearts as we serve humanity in downtown Loveland and beyond.

Living out our call to welcome all people, FUPC will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. FUPC regards this non-member use as part of the church's service to the community. Use of church facilities by outside groups on a regular basis must receive the approval of the Session.

This policy does not include weddings or memorial services. Please refer to the "Wedding Booklet" for use policy and procedures. For more information on memorial or funeral services, please refer to the "Funeral Booklet."

Building Use

In order to maintain our historic building and vibrant congregation with limited custodial resources, the following policy has been approved:

Use of the church facility shall always be scheduled with the pastor or church administrative assistant.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority)

a. FUPC church groups or church members using the facilities as part of the ministry of the church. This would include youth group, Sunday school classes, FUPC ministry teams and the Presbytery of Plains and Peaks. No charge. (A church member is defined as member, spouse of a member, children or parents of members.)

b. Groups that come as invited guests of the congregation of FUPC. No charge.

c. Service and charitable organizations (homeless shelter, support groups, etc.) will be considered for use without charge for short-term use only.

d. Outside social, civic, educational, and non-service groups, or individuals using FUPC facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee. (See Fees & Charges attached.) Fees for non-member groups may be reduced or waived at the discretion of the Building and Grounds Committee, with the approval of the Session.

e. FUPC church members may reserve church facilities for non-ministry or personal use per the approval process. (See Fees & Charges attached)

2. Who may not use the Church

a. Partisan political groups

b. Groups operating for commercial gain, except by Session approval.

c. Organizations whose activities are in conflict with the mission and theology of First United Presbyterian Church.

3. Procedures and Guidelines for Scheduling Facilities

a. Potential groups wishing to use church facilities should contact the church administrative assistant at 970.667.0605 for a building use packet. (Packet materials are also available online.) Review the packet and submit the Building Space Application Form.

b. Scheduled meetings of FUPC will take precedence over all other requests.

c. Member and Nonmember groups and individuals will be assigned a host/hostess for the event. No outside organization or non-member will be given a key or a code to the church, except by Session approval. (See host/hostess duties and related fees)

d. The Session through the Building and Grounds Committee will approve requests for building use.

e. All minor children must be supervised by an adult.

f. Use of alcohol, illegal drugs, and all smoking is strictly prohibited on church property.

4. Kitchen Use

a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges attached)

b. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.

c. Individual member or responsible organization should be responsible for table clothes, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Table clothes are to be properly cleaned, pressed, and returned within 1 day. (Members only)

d. Nonmembers are responsible for providing linens, utensils, glasses and dishes, etc.

5. Use of Equipment

- a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from First United Presbyterian Church. The audio visual equipment will only be operated by a member of the audio-visual team. (See Fees & Charges attached)
- b. The audio and/or DVD equipment in the downstairs lounge may be used without a member of the audio-visual team. This includes the use of the TV/DVD player.
- c. The use of additional audio visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio technician. (See Fees & Charges attached)
- d. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Building and Grounds chairperson.
- e. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.
- f. No pins, nails or any other items are to be driven into the walls.
- g. Organ and sanctuary piano may be used only with approval from the Director of Music.
- h. Copy machine is off-limits for anything except church ministry purposes.

Fees:

1. For nonmembers, outside organizations, and members utilizing church facilities for personal use, a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.
2. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows
 - a. \$200 for the use of the Sanctuary
 - b. \$150 for the use of the first-floor Parlor
 - c. \$200 for the use of the downstairs Fellowship Hall/kitchen
 - d. \$100 for the use of the downstairs lounge or classrooms
 - e. \$100 for the use of the second-floor community space
3. Host/Hostess – Member and Non-Member (Fee paid directly to host/hostess.)
 - a. 1-4 hours: \$65
 - b. 4+ hours: \$20/hour
4. Audio-visual technician fee: (Fee paid directly to the technician)
 - a. \$75 - Member
 - b. \$125 - Non-Member
5. Custodian Fee according to custodial services: (Applies to members and non-members): \$150

6. All fees for use shall be paid in advance to First United Presbyterian Church. Some fees may be waived or reduced at the discretion of the Session in consultation with the Building and Grounds Committee.
7. Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.
8. Fees for ongoing groups will be individually negotiated by the Building & Grounds team in consultation with the Session.

