

BUILDING USE POLICY

POLICY (TO BE DISTRIBUTED TO RENTER WITH APPLICATION)

The First Presbyterian Church of Willoughby may make its property and facilities available to the community's charitable groups whenever it does not interfere with any of the church programs, activities, and organizations.

Any charitable organization interested in using any of the church facilities must submit a Request for Church Usage form which will be reviewed by the Building & Grounds Committee. If approved, a member of the committee will notify the person who made the request and discuss specific details and plan for a deposit, if applicable. Once approved, the event will be posted on the church calendar. If the request is denied, the decision is final.

GENERAL RULES

The following are general rules that apply to the use of the church:

1. Church programs, activities and organizations always have first priority.
2. Unless approved by the Session or the Building & Grounds Committee, facilities and equipment may not be used for personal, social, or profit-making activities.
3. All youth groups using the facilities must be always under adult supervision.
4. The "renter" is responsible for leaving the facility(ies) neat and orderly. Further charges will be added for additional cleaning and/or any damage to the grounds, building or equipment.

SPECIFIC RULES

1. A request for short-term use of church facilities must be made to the church office at least seven days in advance of the expected date of use. The Building & Grounds Committee or the pastor on behalf of the committee shall have the authority to decide if these short-term requests are to be granted and if the customary fee shall be waived or reduced for any reason.
2. Requests to use the facilities on a long-term or multiple-use basis must be submitted to the church office sufficiently far in advance of the requested date of use to permit review by the Building & Grounds Committee or the pastor on behalf of the committee and/or the Session (the review process can take up to two weeks, so advanced planning is advised.) If the proposed use is not in conflict with other scheduled or anticipated uses, the request will be dependent upon the Building & Grounds Committee or Session's decision and the ongoing ministry of the church. If approved, the church office will schedule the use and so inform those concerned.
3. Groups sponsored by this congregation will be given priority in scheduling building use.
4. Rooms must be left clean and in good order. There will be an additional charge for additional cleaning by the custodian if the area is not left clean with furniture in order and lights out. If chairs or other furniture are moved, they must be replaced in their original location. Put all restroom towels in trash baskets. Flush toilets. Leave restrooms clean and neat. Turn off lights. The renter is also responsible for any damage to the grounds, building and/or any equipment.

5. The sanctuary of the church is used by the people of the church and for certain functions as cleared by the Session/Pastor.
6. PLEASE OBSERVE OUR NO SMOKING RULE THROUGHOUT THE BUILDING – INCLUDING THE RESTROOMS AND OUTSIDE THE ENTRYWAYS. A SMOKING AREA IS AVAILABLE OUTSIDE THE SOUTH SIDE OF THE COMMUNITY ROOM WHERE A CIGARETTE-BUTT RECEPTACLE IS PROVIDED.
7. No alcoholic beverages may be consumed in or on the premises.
8. Children must have adult supervision while on church premises. Children must stay in the arranged meeting area.
9. Only the room(s) assigned for a specific meeting or event are allowed to be used.
10. Evening meetings must end by 10 p.m.
11. A charge will be made for the use of any of the church facilities in accordance with a fee schedule as approved by Session. Fees are to be paid at the church office one (1) week before the meeting or event unless other arrangements have been approved in advance.
12. Checks are to be made payable to The First Presbyterian Church - Willoughby. If the event is canceled less than 48 hours in advance, the fees will not be refunded.
13. The Pastor or the Building & Grounds committee has the authority to decide if requests for property loaned out will be granted. A request form will be submitted and left at the church. The person taking any property will be held responsible for its return and care.
14. The Session and/or Building & Grounds Committee or the pastor on behalf of the committee will review the use of facilities by outside groups on a regular basis.
15. At the discretion of the Building & Grounds Committee (one-time event) or Session (long-term use) these fees may be reduced or waived as a mission contribution or for the benefit of members of the congregation as deemed appropriate.

THE FIRST PRESBYTERIAN CHURCH - WILLOUGHBY ROOM REQUEST FOR COMMUNITY PROGRAM/SOCIAL FUNCTION

ROOM	ACCOMMODATES	MEMBER FEE	NON-MEMBER FEE
WPG COMMUNITY ROOM	About 120	\$0.00	\$250.00
Note: Community Room rental does not include use of the kitchen. If needed, there is a kitchen available (included as part of the rental fee) next to Room #1			
MAHTEY PARLOR ROOM 1	35	\$0.00	\$125.00
SANCTUARY	25	\$0.00	\$100.00
PAVILION	200	\$0.00	\$175.00
WPG SOUND SYSTEM	TBD	\$0.00	TBD
			\$25.00

NOTE: All requests for FPCW building use must be submitted (with the information completed below) to the church office at least **two (2) weeks prior to the event**, along with an additional **\$100 security deposit** for cleaning and for any potential damage. This form will be forwarded to the **Building & Grounds Committee for approval**. The Building & Grounds Committee reserves the right to waive/reduce fees for non-profit community groups, and also reserves the right to set fees for special set-up and clean-up needs for large events.

Type of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Room Requested: _____ Approximate Size Of Group: _____

Group Making Request: _____

Renter (Person making request): _____

Full Address: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____

Deposit \$ _____ Date: _____ Method of Payment: _____

Received by: _____ Date: _____

Special Requests/Consideration(s): _____

Request Approved by: _____ Date: _____