

FIRST PRESBYTERIAN CHURCH
Warren, Pa.

USE OF BUILDING POLICY

Regulations:

1. No charge is to be made to any First Presbyterian Church group or any group from Lake Erie Presbytery.
2. No charge is to be made to any community organization whose purpose is to serve people. Examples are the Crippled Children's Committee (Orthopedic Clinic), Red Cross programs, and support groups such as Alcoholics Anonymous. The Properties Committee will determine what constitutes an "organization whose purpose is to serve people."

The groups included here may be asked to make a contribution to help defray the costs of utilities and custodial services.

3. All other organizations will pay \$30.00 for the use of Fellowship Hall, exclusive of the kitchen. If kitchen facilities are required, \$30.00 additional will be charged if the organization brings in an outside caterer. If church volunteers prepare the food, there will be no rental or kitchen charge.
4. All organizations will pay \$30.00 for the use of the Memorial Parlor. The maximum number of persons is 50.
5. All organizations except a church group must have a qualified church worker or person approved by the church and familiar with the equipment and their operation. Any cost incurred will be borne with the user and paid directly to the church worker.
6. All organizations, including church groups, must schedule their activities during regular hours when a custodian is working. These times are Monday - Friday from 9:00 a.m. until 9:30 p.m. This is an insurance concern and must be adhered to.
7. If one is unable to schedule use of building during regular custodial hours, other arrangements may be sought. One of the custodians must be available to come in during the hours the building will be used. The group or organization will be responsible to pay the custodian for his time. The rate will be one and one-half times his normal salary.
8. The request for use of the building must be cleared through the Properties Committee and the church office.
9. No church equipment of any nature shall be loaned from the church. Exceptions may be made only by case by case, made through the head custodian, and returned through head custodian with notification to the office. The Properties Committee and the church office must be notified of the pick up and return of the items so granted. The grantee is responsible for any damage that borrowed items may incur.
10. Any damage to the church building or equipment shall be the responsibility of the guests, with full reimbursement expected directly from them.
11. Guests shall confine their activities to the room or part of the church assigned to them.

12. No alcoholic beverages of any nature are to be brought into the church or consumed therein.
13. No smoking will be permitted anywhere in the building.
14. Outside organizations who request luncheons or dinners prepared by church volunteers or pre-authorized individuals or caterers should deal directly with church volunteer. The organization should talk with the person from the church or other caterer who currently handles such affairs. If volunteer or the caterer agrees to prepare a luncheon or dinner, the request for use of the building is to be cleared through the Properties Committee and the church office.
15. All one-time or occasional requests for use of the building not specifically covered in this policy statement will be reviewed and decided upon by the Properties Committee.

Arrangements:

All arrangements for use of the building are to be made through the Properties Committee and, if approved, the date must be reserved by the church office.

Summary of Charges:

1. No charge for any church or presbytery group.
2. No charge for any community group whose purpose is to serve people.
3. All other organizations or groups, including those requesting one-time or occasional use of the building, will be charged a \$30.00 fee for the use of Memorial Parlor or Fellowship Hall, exclusive of the kitchen. A \$30.00 charge for the kitchen will apply if an outside caterer is used. There is no rental or kitchen charge if church volunteer(s) prepare food.
4. A nominal fee for an organization which uses only one room.

Revised 10/06/2005