

## BUILDING USAGE FEES AND REGULATIONS (NON- WEDDINGS)

Thank you for your interest in bringing your group to meet at First Presbyterian Church! We welcome you to our historic building and hope that your visit will be an enjoyable one.

Due to the costs required to maintain and preserve this beautiful building, as well as to run the utilities needed to make your meeting space comfortable, we do request that you review these fees for the use of space, security, and other amenities. We do not want expense to be a barrier for your group and are willing to work with you to make your meeting possible, but please understand that we need to meet our own obligations as well. Please contact us if you have additional questions.

All the fees listed are for one day's use only.

### Room Fees

Sanctuary	\$500.00
Concert in Sanctuary with in-kind services	no less than \$300.00
Cook Lounge	\$200.00
Commons (Fellowship Hall)	\$200.00
Lower Level Room (Labyrinth Area)	\$175.00
Samaritan Wing	\$125.00
Cook Lounge and Commons Area together for 4 hours	\$400.00

Due to regulations, First Presbyterian is unable to provide food or to allow use of the kitchen for anything but coffee preparation. If your group wishes to serve food, you will need to contact an outside caterer for the event.

In the event that extra cleaning is needed, the charge of \$25.00 per hour will be billed to the group. Security fee is additional.

If a church member is part of an outside group wanting to use the facility (excluding the sanctuary) from 8:30 AM until 9:00 PM on Tuesday, Wednesday or Thursday (when the building is open), there will be no charge for the use of the meeting room. If the group requires staff assistance in cleaning up after they depart, the standard cleaning fee of \$25.00 per hour will still be billed to the group.

If a church member is part of an outside group wanting to use the facility (excluding the sanctuary) from 4:30 PM until 9:00 PM on a day that the church is not open, the group will pay a fee of \$125.00 for room rent plus security/clean-up fees of \$25.00 per hour.

### Supply Fees

Use of audio or visual materials	\$50.00 per meeting
Technical assistance (approved and qualified)	\$25.00 per hour
Use of piano	\$75.00 plus any tuning fees
Use of coffee maker and supplies	\$15.00
— This fee is required for any group requesting coffee, including church members.	

Appropriate fees are collected when the group signs up for the meeting.

## Security Fees

Due to the size of our building and the well-traveled location of the church, we require the use of security for **all church usage**, with no exceptions. This security fee is \$25.00 per hour, paid at the time the group signs up to use the building.

For evening meetings, the group must finish and exit the building by 9:00 PM. If the group has not left by 9:15 PM, an additional security charge of \$25.00 per hour will be billed to the group.

All members and guests using the church for meetings are requested to abide by all requests by security personnel and to be respectful to them.

## Restrictions

- We are unable to provide nursery use due to liability issues.
- No second floor space will be rented out.
- Outside groups are not permitted to use the kitchen(s) for anything but coffee making.
- Please park in designated First Presbyterian Church parking areas only. Outside of these areas, the church is not responsible if vehicles are towed.
- No alcoholic beverages are permitted on church property.
- No smoking is permitted unless in designated areas of church property.
- If the organization using the church wishes to hang banners, posters, etc., or to decorate the church in any manner, written permission will need to be granted from the Church Administrative Assistant. No posters or other decorations may be taped to any doors or windows.

Individuals in charge of meetings at the church will acknowledge by signature below their organization's responsibility for any damage to church property while the building was being used by them. If damage is discovered, First Presbyterian will send a written report of damages to the organization within 5 days of the event, and the organization will be billed the cost to repair damages.

I have read the Rules and Regulations of First Presbyterian Church and by signing below agree to follow all rules and to be responsible for my organization following the rules as well. I will also complete an Event Communication Form and submit these forms to the Church Administrative Assistant thirty (30) days prior to the event.

ORGANIZATION \_\_\_\_\_

DATE OF EVENT & HOURS IN THE BUILDING \_\_\_\_\_

CONTACT PERSON OF THE ORGANIZATION \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON— — HOME AND CELL (IF AVAILABLE.)

HOME \_\_\_\_\_ CELL \_\_\_\_\_

SIGNATURE OF PERSON FILLING OUT FORM \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE OF CHURCH EVENT CHAIRPERSON \_\_\_\_\_

DATE SIGNED \_\_\_\_\_