

First Presbyterian Church

Building Use Guidelines

Our Church exists to “transform lives through Jesus Christ to glorify God.” Our talents, time, and resources are to be used toward this purpose.

First and foremost, the church facility is primarily a place for ministry and Christian fellowship. Church organizations and members have priority in requesting use of the church facility. Dates for the use of the church building and its facilities must be requested within a reasonable amount of time (preferable 30 days). ***A building request form must be filled out.*** No request will be placed on the Church calendar until the event has been approved and all fees are paid. ***Funeral Dinner Requests*** will be given priority over conflicting requests for the same area. We will schedule events on a first come, first serve basis. We will approve non members, and outside groups or organizations only if a church member in good standing sponsors the event.

The event must not detract from church programs or embarrass members by partisan politics, obscene language, or inappropriate behaviors.

The use of the building is restricted to that area of the building for which permission is obtained.

The member or group who has requested the building is responsible for overseeing that no other areas of the building are entered.

Adult supervision of youth and children is required at all times.

All tobacco products, E-cigarettes, alcoholic beverages, or illegal drugs are prohibited in or on our church grounds in compliance with the Church insurance and the State Fire Ordinance.

All events using the Church facilities are responsible for setting up, cleaning up, and returning the area to its original condition. All garbage must be placed in the dumpster located in the back alley behind the kitchen area. Responsibility for any damage to the building or its contents rests with the person or organization making the request. The Church requires reimbursement for any and all damages.

Rates

Church groups, faith based organizations, and non profit community organizations-no charge.

Members-no charge-If a member uses the kitchen for a personal request, we ask that a small donation be made to cover the cost of the utilities being used.

Study Rooms-\$75.00

Fellowship Hall with kitchen-\$250.00/without kitchen \$200.00

Recreation Center with kitchen-\$150.00

Wedding-\$200.00/There will be separate fees for Pastor's service, sound technician, and musician, according to the individual request. These fees will be added at the time the request form is signed.

A \$100.00 security deposit is required and will be reimbursed if the facility is returned to its previous condition and no damage has been done.

All events require a \$15.00 per hour custodian/security fee.

FIRST PRESBYTERIAN CHURCH BUILDING REQUEST FORM

I/We _____ request the use of the _____
(person or organization) (specific room)

of First Presbyterian Church on _____ from _____ to _____
(date) (time)

Purpose (Wedding, Shower, Party, etc.) _____

For _____
(Name of person or organization)

Member _____ Nonmember _____ Organization _____

For Nonmembers please provide:

Address _____

Phone Number _____ Alternate number _____

Approximate number of people attending event _____

Facility Charge \$ _____ (make check payable to First Presbyterian Church)

Pastor \$ _____ Music \$ _____ Sound Tech _____ Misc. \$ _____
(These charges are based upon request)

Security/Custodian \$ _____ per hour

THE DATE WILL NOT BE PLACED ON THE CHURCH CALENDAR UNTIL THIS AGREEMENT HAS BEEN APPROVED AND ALL FEES PAID. ALL EVENTS MUST BE SCHEDULED AS SOON AS POSSIBLE. (PREFERABLY 30 DAYS BEFORE THE EVENT.)

Approved by _____ Date _____
(Church Officer)

Date _____
(signature of person requesting use of facility)

75 people maximum for Fellowship Hall
40 people maximum for Rec Center
25 people maximum for Class Rooms

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