

First Presbyterian Church of Salisbury, NC

Facility and Property Use Policy

Mission Statement: First Presbyterian Church of Salisbury, NC is a faith community “Where God’s Love is Alive for Mission.” Our property and facilities are dedicated to the glory of God and a gift for those whose mission aligns with our mission statement.

Thanks to the stewardship of previous generations, First Presbyterian Church of Salisbury, NC, has a beautiful campus. Just as God blessed Abram in Genesis 12, saying, “*I will bless you so that you will be a blessing,*” we believe this campus is a blessing given to us in order to bless others in our community. We are happy to work with you to provide your family gathering or non-profit event space. As you plan, please remember that our gift to you is a beautiful space, but you are the host of the event. ***Because we are a church and not a professional event venue, we cannot plan, coordinate, advertise, or clean up for your event.*** We hope this document will be helpful to you in navigating how to bring your wonderful event to life here at First Presbyterian Church.

Is First Presbyterian a good fit for my event?

Purpose

- Church events and programming will take priority over all other requests.
- Programs and events must align with the First Presbyterian mission statement.
- Facility and property use will NOT be permitted for political activities or for groups that infringe on the rights of others.
- First Presbyterian facilities and property ***shall not*** be used by for-profit groups.

Process

- Requests for facility use must be made at least 30 days in advance but no more than a year in advance. Events that need Session approval require a minimum of 60 days.
- Any event may require Session approval.
- All deposits and fees must be received at least 2 weeks prior to the event.

Use

- All events must not exceed 4 hours and must conclude by 10:00 p.m. unless otherwise granted permission.
- Caterers using FPC kitchen equipment must have prior approval and be FPC trained for kitchen use.
- Upon request, your event will be advertised in the church bulletin two weeks in advance of the event. No other advertising will be provided.
- No smoking or alcohol is permitted on the premises.

Decor

- No permanent changes may be made to the facilities or property.
- Displays are welcome, but nothing may be adhered to walls, tables, or doors.

Liability

- A Proof of Liability certificate prior to the event is required for non-profit groups.
- All events involving children/youth must be supervised at all times, before, during, and after the event by at least 2 adult leaders.
- On a case-by-case basis, an off-duty Police Officer may be required at the expense of the Sponsor/Group.

User Responsibility

Responsibility of the Church:

Users agree and understand that they are using First Presbyterian facilities and property voluntarily and that they have received no warranty or guarantee from any party acting on behalf of First Presbyterian. Further, the user agrees that First Presbyterian assumes no responsibility for accidents or injuries that may occur to anyone while on the premises. First Presbyterian assumes no responsibility for personal items that are damaged or stolen from church premises. First Presbyterian is not responsible for providing security officers or other personnel to guard and assist before, during, or after the event. First Presbyterian is not responsible for providing pastors, staff, or advertising for the event.

User Agreement:

A signed *Facility Use Request Form* represents an agreement between the church and the sponsor of the event. All responsibility for the use of the facilities or property is vested in the sponsor. All costs for repair or replacement of church property will be billed to the sponsor. The use of classroom supplies, day-to-day kitchen supplies, paper goods, utensils, table cloths, craft supplies, musical instruments, printing materials are for FPC Church Programming and FPC Events only. Damage or use of these amenities will be billed to the sponsor.

User Responsibility:

Event planners are responsible for:

- Reading and following the procedures described in this policy.
- Tidying rooms after an event. This includes:
 - Bathrooms to be checked/cleaned and trash removed
 - Removal of all decorations
 - Wiping down used surfaces, including chalkboards and whiteboards
 - Turning off all lights and securing all doors
 - Powering down all equipment, if used
 - Resetting classrooms
 - Resetting of Lewis Hall and Fellowship Hall for Sunday services/events with directions received from the FPC Maintenance Supervisor.*
 - Contacting the FPC Technology Coordinator as soon as the event is scheduled if technology is needed
 - Check all doors to ensure they are locked before leaving
- Reporting to the Office Administrator any damage or breakage.
- Implementing and maintaining adequate security, access control, and child protection procedures on the church premises.
- Advertising and promoting your event.
- Paying all deposits and fees on time.

Failure to fulfill these responsibilities may lead to denial of future requests for the building.

Planning Process:

Step by step:

1. Submit a *Facility and Property Use Request Form* to the Office Administrator at least 30 days prior to the event. For adequate preparation time before the event, 60 days lead time is recommended.
2. Upon receipt of a completed *Facility and Property Use Form* by the Office Administrator, the request will then be presented to staff within 8 days. Staff may send any request to Session for approval. Session only meets on the third Monday of each month, so adequate planning time is essential.
3. If the event is approved, turn in all deposits to the Business Administrator to secure the date, time, and space. Reservations will not be made until the deposit has been received.
4. Schedule a meeting with the Office Administrator and Maintenance Supervisor to discuss:
 - a. Set-up and clean-up for the event
 - b. AV needs if using Lewis Hall
 - c. Caterer approval, responsibilities, and training if needed
 - d. Access to the Facility prior to the event for decorating and/or specialty set-up
 - e. Child Protection Training
 - f. Security
5. If microphones, music, PowerPoint, or screens are needed, contact the Technology Coordinator asap.
6. Two weeks prior to the event: all checks must be given to the Business Administrator.
7. One day before your event: pick up a temporary Access Card from the Office Administrator. This requires a refundable \$20 deposit.
8. Entrance points will be limited and greeters at those locations are highly suggested while doors are open.

Session Approval:

Session is First Presbyterian Church's governing board of elders.

- Session only meets on the third Monday of the month.
- All events involving fundraising, ticket sales, or sales of any other kind require Session approval.
- Any event may be sent to Session for approval at the discretion of the staff.
- If your event is sent to Session for approval, it is recommended that your event sponsor/planner be present to answer questions that may arise.

Fees and Deposits

Requests fall into the following groups:

FPC Church Programming/Committee Events: Events organized by FPC committees or staff. The events may or may not need Session approval, but requests should be made with adequate time for approval. Day-to-day church supplies may be used if needed, but any specialty items required will need to be purchased by the group/committee. All clean-up will be the responsibility of the group/committee. If technology is needed, committees must contact the Technology Coordinator to arrange volunteers. Technology fees may apply.

FPC Member Personal Event Usage: Events organized by a member for personal use, e.g., birthday parties, family reunions, etc. These events may or may not need Session approval, but requests should be made with adequate time for approval. These groups may NOT use church supplies. All set-up and clean-up is the responsibility of the group. If technology is needed, the member must contact the Technology Coordinator to arrange volunteers. Technology fees may apply.

FPC Partner Non-Profit: Events organized by approved non-profit groups such as RHM, Meals on Wheels, Habitat for Humanity, Community Care Clinic, Family Crisis Council, Parkinson's Support, Church Women United, and RSS. These groups may use the facility once a year for events with no usage fee. These groups may NOT use church supplies. All set-up and clean-up is the responsibility of the group. If technology is needed, the FPC Partner Non-Profit must contact the Technology Coordinator to arrange volunteers. Technology fees may apply.

Other Non-Profit: Events organized by non-profits. Usage fees and requirements apply. These groups may NOT use church supplies. All set-up and clean-up is the responsibility of the group. If technology is needed, the Non-Profit must contact the Technology Coordinator to arrange volunteers. Technology fees may apply.

Responsibilities of this category break down into two categories.

1. Non-profits with an FPC church member sponsor. E.g., Community Choir with member sponsor.
2. Non-profits without a church member sponsor. E.g., Receptions hosted by other churches.

Fees and Deposits:

FPC Church Programming/Committee Events

- Deposit: waived
- Access card refundable deposit: \$20
- Usage Fee: waived
Specialty supplies need to be purchased by the committee. Day-to-day supplies are free to use.
- AV in Lewis Hall: fees may apply.

FPC Member Personal Events

- Deposit: waived
- Access card refundable deposit: \$20
- Usage Fee:¹
 - Fellowship Hall: \$25
 - Fellowship Hall Kitchen: \$25
 - Fellowship Hall & Kitchen: \$40
 - Sanctuary: \$50
 - Lewis Hall: \$50
 - Lewis Hall Kitchen: \$50 & needs FPC training from the Maintenance Supervisor
 - Lewis Hall & Kitchen: \$75 & needs FPC training from the Maintenance Supervisor
- AV in Lewis Hall or Sanctuary:
 - \$40 per hour/per person with a 2-hour minimum. Some technology use requires 2 people.

¹ Usage Fee: This pays for long term wear and tear on items used. Event clean up, including dish washing, resetting the room, and taking out trash is the group's responsibility.

FPC Partner Non-Profit

- Deposit: waived
- Access card refundable deposit: \$20
- Usage Fee:²
 - Classrooms: \$5
 - Fellowship Hall: \$25
 - Fellowship Hall Kitchen: \$25
 - Fellowship Hall & Kitchen: \$40
 - Sanctuary: \$50
 - Lewis Hall: \$50
 - Lewis Hall Kitchen: \$50 & needs FPC training from the Maintenance Supervisor
 - Lewis Hall & Kitchen: \$75 & needs training by the Maintenance Supervisor
- AV in Lewis Hall or Sanctuary:
 - \$40 per hour/per person with a 2-hour minimum. Some technology use requires 2 people.

Other Non-Profit with Church Member-Sponsor

- Deposit: \$50 refundable
- Access card refundable deposit: \$20
- Usage Fee:
 - Classrooms: \$5
 - Fellowship Hall: \$25
 - Fellowship Hall Kitchen: \$25
 - Fellowship Hall & Kitchen: \$40
 - Sanctuary: \$75
 - Lewis Hall: \$75
 - Lewis Hall Kitchen: \$50 & needs FPC training by the Maintenance Supervisor
 - Lewis Hall & Kitchen: \$100 & needs FPC training by the Maintenance Supervisor
- AV in Lewis Hall or Sanctuary:
 - \$40 per hour/per person with a 2-hour minimum. Some technology use requires 2 people.
- Assistance for Cleaning/Resetting Room fee:
 - If the event begins and ends during office hours: \$25, payable to FPC.
 - If the event takes place outside of office hours: \$25 per hour, payable to the custodian.
The group is responsible for the bulk of the cleaning and resetting of the room. FPC custodian will guide and assist only. If the member-sponsor prefers to be solely responsible for cleaning/resetting the rooms, this fee may be waived.

² Usage Fee: This pays for long term wear and tear on items used. Event clean up, including dish washing, resetting the room, and taking out trash is the group's responsibility.

Other Non-Profit without Church Member-Sponsor

- Deposit: \$50 refundable
- Access card refundable deposit: \$20
- Maintenance Fee:
 - Classrooms: \$5
 - Fellowship Hall: \$25
 - Fellowship Hall Kitchen: \$25
 - Fellowship Hall & Kitchen: \$50
 - Sanctuary: \$100
 - Lewis Hall: \$100
 - Lewis Hall Kitchen: \$50 & needs FPC training by the Maintenance Supervisor
 - Lewis Hall & Kitchen: \$150 & needs FPC training by the Maintenance Supervisor
- FPC AV in Lewis Hall or Sanctuary:
 - \$40 per hour/per person with a 2-hour minimum. Some technology use requires 2 people.
- Assistance for Cleaning/Resetting Room fee:
 - Events that begin and end during office hours, \$25, payable to FPC.
 - Events that take place outside of office hours: \$25 per hour, payable to the custodian.
The group is responsible for the bulk of the cleaning and resetting of the room. FPC custodian will guide and assist only.

Fee Schedule:

- Deposit fee is due to the Business Administrator to secure your reservation.

Two weeks prior to your event:

- Usage Fee is due to the Business Administrator.
- Assistance for Cleaning/Resetting Room fee is written to the appropriate entity and given to the Business Administrator.
- FPC Technology Fee is written to the technician and given to the Business Administrator.

One day before your event:

- \$20 refundable deposit per access card due to the Office Administrator.
Access Cards must be returned within 3 days of the event. Refunds will be given when cards are returned.

Additional Notes

- Facility and Property Use Policy does not apply to Weddings. FPC has a separate Wedding Policy.
- FPC strongly suggests that groups have greeters placed at doors to welcome guests and give directions to rooms/events. Greeters not only enhance security when doors are unlocked or opened, but help to share the welcoming presence here at FPC.
- Pastors need to focus their time and energy on the main functions of their office: preaching, teaching, leading, and pastoral care. Therefore, they may not attend your event. If you would like a representative of First Presbyterian to welcome and pray, our Office Administrator can put you in touch with church elders.

Contact Information

- ❖ Office Administrator:
Christine Mowery cmowery@salisburyfirstpres.org 704-636-1321
- ❖ Business Administrator:
Christina Lewis clewis@salisburyfirstpres.org 704-636-1321
- ❖ Technology Coordinator:
Jan Kichefski j.h.kichefski@gmail.com 704-637-5043
- ❖ Maintenance Supervisor:
Archie Tucker atucker@salisburyfirstpres.org 704-636-1321

**First Presbyterian Church of Salisbury, NC
Salisbury NC**

Kitchen Protocols

1. Leave it as you found it
2. Make sure stoves and ovens are turned off and cleaned
3. Turn lights off
4. Make sure all dishes are washed and put away
5. See maintenance supervisor before using the dishwasher for training
6. Make sure the refrigerator and freezer doors are closed
7. Sweep and mop the floor - brooms and mops are in the Lewis Hall closet
8. Make sure all trash bags are tied and carried out to the dumpster – located in the driveway by the old kitchen

Equipment Use Guidelines

Stoves/Ovens

Lewis Hall stove and oven are gas

Stovetop: Left side is a grill, and the right side has burners

- Turn burners or oven on
 - Set the temperature
 - Turn off when done
- *Never leave empty pots/pans, papers, cloths on the stovetop unattended due to pilot lights on burners

Educational Building stove and oven are electric

- Turn burners or oven on
- Set the correct temperature
- Turn off when done

Kitchen Hoods

Lewis Hall hood:

- Two switches: fan on, light on
- Turn on while cooking
- Turn off when finished

Educational Building kitchen hood:

- Turn on while cooking
- Turn off when finished

Dishwashers

Kitchens have the same dishwashers

- Turn the power button on, close the lid, wait ten minutes for the water to heat up
- Open the lid – the machine is ready
- Load dishes in the rack, close the door
- Do NOT add soap - it has a built-in dispensing system
- The cycle will wash for three minutes and rinse for three minutes. The unit will turn off automatically
- Unload the rack
- Dry and put away the dishes and pots and pans
- When finished at the end of the day, turn the power switch off
- Before leaving, reach inside and lift the drain latch to drain the dishwasher - make sure the dishwasher is powered off before draining

Coffee Maker

Ed Building only:

- The machine stays powered on all the time – the water fills automatically
 - Place the filter in the coffee strainer - filters are in the cabinet below the coffee machine
 - Add enough coffee grounds to equal one inch
 - Unscrew the small lid from the top of the coffee dispenser
 - Place dispenser in the coffee maker
 - Move the switch to brew – located at the top of the machine. Coffee will brew in about five minutes. Be sure the coffee dispenser matches the switch for the amount (i.e. Full = full dispenser; ½ = ½ dispenser; dispensers are labeled for ease of use)
 - The machine will cut off at the end of the cycle
 - Take the coffee strainer out and throw away the used filter and coffee grounds
 - Screw lid onto the top of the dispenser
- *Be careful carrying/moving the filled dispenser - it is top-heavy

Food Buffet - Warmer

Lewis hall only:

- Roll out into the room
- Make sure the drain is in the closed position and burners are in the off position before plugging in
- Fill each unit with enough water to equal one inch of water
- Plug the unit into the outlet
- Set temperatures

After using:

- Turn all burners off
- Unplug the warmer from the outlet
- Put a pan under the copper drain line
- Turn the switch to open, and allow the unit to drain
- Clean and wipe down all parts when finished

First Presbyterian Church of Salisbury, NC
Interaction and Supervision with Children/Youth

The selection and supervision of leaders, volunteers, advisors, and teachers is primarily the responsibility of the organization that has been approved to use the facilities and/or property of First Presbyterian Church, Salisbury. FPC vows to ensure the proper supervision of all children/youth during activities/programs held at our facility. We must work together to ensure the interactions between staff, leaders, advisors, teachers, volunteers, and children/youth are appropriate and above reproach. Our interaction and supervision guidelines are for the protection of the children/youth and the leaders. For the purposes of this policy, all persons below the age of 12 years will be referred to as children, and those 12-18 years old will be referred to as youth.

1. Each organization that is approved to use First Presbyterian Church's Facilities is responsible for the appropriate supervision of children and youth on the FPC campus.
2. All persons working with children/youth must be at least five (5) years older than the oldest child/youth in the group.
3. All children present are the organization's responsibility and will not be left unattended.
4. Children are not allowed to go to another location within or outside the building, including restrooms unless they are accompanied by or under an adult's watchful eye.
5. Adequate personnel must be provided and maintained before, during, and after an event until all children/youth are in the custody of their parents or guardians. (Exception is youth who are driving.)
 - a. At least two (2) adults or one (1) adult and one (1) youth will be present to supervise all activities involving children/youth.
 - b. Adult to child/youth ratio
 - i. One (1) adult to five (5) children is recommended.
 - ii. One (1) adult to ten (10) youth is recommended.
6. Except in rare cases, children and youth leaders/volunteers should avoid being alone with a single child/youth.
 - a. FPC rooms used for children/youth will have doors equipped with windows, or the door must remain open.