

Facilities Policy



FIRST
PRESBYTERIAN
CHURCH
SPARTANBURG

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*First Presbyterian Church is a community of believers committed to
“Glorifying God and Sharing Christ Together through Word and Deed.”*

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I. Policies Governing Use of the Facilities

- **MISSION:** The facilities of First Presbyterian Church shall be used in the spirit of Christ by promoting healthy, community-building programs, and activities.
- **INTRODUCTION:** These policies have been developed to fulfill this mission and to provide good stewardship of church facilities.
- **USAGE:** In this spirit, we welcome both members and visitors to use our church facilities in a manner that fulfills the mission of our church.
 - a. Subsidiary policies outlining the day-to-day activities and usage of the facilities have been formulated by the appropriate committees of the Session and the Diaconate and approved by the Session.
 - b. Groups other than Church-Related ministries requesting to schedule programs or events at First Presbyterian Church will be directed to the Office Manager, with the staff exercising discretion subject to the authority of the Session. “Authority of the Session” indicates Session approval of policy, exercised by staff with appeal to the Facilities Committee and Session in exceptional cases. These groups shall complete and sign a Facilities Reservation Form, submit a Certificate of Insurance Coverage, submit a copy of the Determination Letter issued by the Internal Revenue Service regarding Recognition of 501 (c) (3) status, and pay all fees associated with the use of the facilities in advance. Fees for facility usage are determined according to this Facilities Use Policy.
- **MANAGEMENT:** Day-to-day management of the facilities shall be directed through the Facilities Administrator and will be coordinated with appropriate staff and Session or Diaconate committees. The Facilities Committee is responsible for maintaining this policy, coordinating with other committees as appropriate.

II. General Guidelines for the Use of All First Presbyterian Church Facilities

Definition of Participants:

Church-Related Ministries: Any organization or committee that abides by the philosophy, mission, and goals of First Presbyterian Church, which is led and sponsored by the church as a whole. Such groups as church committees, Sunday School classes, circles, the Weekday School, and Boy Scout Troop 2 are examples. Ministries of First Presbyterian Church will have priority use.

Affiliate Groups: Groups that are directly connected to First Presbyterian Church as a part of the church mission, or as a part of the church support groups. Organizations such as the Shepherd's Center, Mobile Meals, Habitat for Humanity, American Guild of Organists, and other church or religious-based organizations are examples of affiliate groups.

Outside Groups: Non-profit groups which are compatible with the church's mission and activities.

Weddings: The church has a separate wedding policy; a copy can be found on the church website.

Reservations and Fees:

Primary Church Contact: All requests for facilities reservations by Members and Church-Related Groups may be made through the coordinating staff member or through the Church Receptionist. All requests for facilities reservations by Affiliate or Outside Groups must be made through the Office Manager.

Priority Usage: Reservations will be made on a first-come, first-served basis upon completing the appropriate Reservation Form.

Food Service: Following the completion and submittal of the appropriate reservation form, events requiring food service will need to consult the Church Hostess to ensure availability, to discuss food requirements, and to establish a cost for the service.

Kitchen Use: Kitchen facilities are available, upon consultation with the Church Hostess.

General Questions: If questions arise concerning an event, they will be referred to the appropriate church committee by the Office Manager.

Fees: Fees will be assessed in accordance with the established fee schedule, in consultation with the Office Manager and Church Financial Officer. All **Affiliate and Outside Groups** shall (1) complete and sign a Facilities Reservation Application, (2) submit a Certificate of Insurance Coverage, (3) submit a copy of the Determination Letter issued by the Internal Revenue Service regarding Recognition of 501 (c) (3) status, and (4) pay all fees associated with the use of the facilities in advance (some fees may be waived for Spartanburg's Police, Sheriff, and Fire Departments).

Courtesy Team/Supervision:

Outside Operating Hours: For any event scheduled outside the church's regular business hours (9:00am-5:00pm, Monday-Friday, Non-Holiday), an employee or courtesy team member of the church must be present. The group must pay the church an hourly rate of \$30 per person for the time they are asked to work beyond regular working hours. This cost is over and above any usage fee. For some events during regular business hours, a Custodial Fee made be added as well.

Identifiable Responsible Adult: All groups must have a responsible adult in charge of the event, and church policies for each area of the church must be observed. This person must be in attendance the entire time of the scheduled event. The conduct of all persons attending programs or events is expected to be respectful of First Presbyterian Church's mission and facilities.

Supervision of Children (up to age 13): Children in attendance must either be with their parents or have approved adult supervision at all times. At least two adults must supervise all children's activities. All nursery or early childhood childcare provided on church grounds must comply with church guidelines and policies.

General Conduct: The conduct of all persons attending programs or events is expected to be respectful of First Presbyterian Church's mission and facilities.

General Policies:

Church Member Access Cards: For the safety of our members, staff, guests, and facilities, an access card is required to enter the building at times other than Sunday morning. Please be sure to bring your FPC access card with you each time you come to the church. Access cards can be made while you wait and cost just \$10. To obtain an access card, contact the church office. *Affiliate Access Cards* are available to members of the Shepherd Center and parents of a child enrolled in the Weekday School. Check with the Shepherd Center or Weekday School office for more information.

Door Policy: Doors are not permitted to be propped open at any time. Committees or groups using the facilities are required to post a Greeter at an entrance door to assist people entering the building for their function. The Greeter may only allow those attending the event to enter. All others need to be directed to the church office or to a courtesy team member.

Smoking, Vaping, or the use of any other tobacco product is prohibited inside the church buildings. Furthermore, smoking and vaping are not allowed within 15 feet of a church facility entrance, window, or ventilation system.

Alcoholic beverages are not permitted anywhere on the church grounds or in the church facilities.

Location of dining and serving of food is confined to spaces approved at the time of reservation.

Decorations, signs, or posters are not permitted to be placed on the walls, floors, or woodwork of the facilities. Agreement must be reached with the Coordinating Member or Officer Manager or Church Facilities Administrator prior to any decorations being placed in the church.

Clean Up: Groups using church facilities are expected to leave the area in the same condition in which it was found. Remove all food and beverages brought in/consumed on the premises. Wipe the tables down, if needed. Clean up any spills or dropped food. If coffee is brewed, please empty and wash carafes and make sure coffeemakers are turned off. Place all garbage in the outside trash bins.

Animals are not allowed inside church buildings, except for service animals.

Failure to comply with the guidelines stated within this Policy may result in the loss of your privilege to use the building.

Church Resource Availability:

Custodial Services: Custodial services are scheduled according to the church calendar, based on completed reservation forms.

1. Custodians are scheduled for the set-up and placement of church tables, chairs, and equipment within their normal workweek.
2. The custodial staff is not available for jobs, other than set-up, that may be needed by outside groups.
3. If a custodian or guard is required to arrive early or stay late, the party will be required to pay for the extra hours.

Food Services: Provision and fees for use of the kitchen, refreshments, and supplies such as paper products and ice, may be agreed on in advance with the approval of the Church Hostess at the time reservations are made. Otherwise, these are not provided by the church.

Administrative Support: Unless the event is a Church-Related Ministry, office equipment and church clerical support are not available.

Audio Visual Equipment and Sound System: The church sound systems are **available by request only**. We encourage outside groups to use their own A/V and supporting equipment for presentations. Use of First Presbyterian Church equipment is permitted but must be arranged for, in advance, through completed reservation forms and is limited to those trained and authorized by the appropriate committee and Communications Pastor. Audio visual equipment may not be removed from church premises.

Music and Musical Instruments: Music and musical instruments must have the specific and separate approval of the Director of Music and/or the Minister.

Church Vehicles: Due to insurance regulations vehicles are for church use only.

Lending of Church Property: Except to further the mission and ministry of First Presbyterian, church property is not to be used off the church premises. Church property (i.e., tables, chairs, and equipment) is not available for loan.

Parking: When outside groups use First Presbyterian Church parking, it is at their own risk. The church does not take responsibility for any damage that might occur.

Directional Signs: All groups are responsible for their own directional signs to rooms or to parking. Signs or posters are not permitted to be placed on the walls, floors, or woodwork of the facilities. First Presbyterian Church staff is not available to provide directions.

III. Sanctuary and Chapel

The “General Guidelines for the Use of All First Presbyterian Church Facilities” must be followed for the use of the Sanctuary and Chapel of First Presbyterian Church, Spartanburg, with the addition of the Policies listed below.

Accommodations:

Sanctuary Capacity: 750 seated

Chapel Capacity: 125 seated

Additional Policies:

1. The Sanctuary and Chapel are worship areas of the church and should be treated as such.

IV. Fogartie Hall and Adjacent Rooms

The “General Guidelines for the Use of All First Presbyterian Church Facilities” must be followed for the use of Fogartie Hall, the adjoining Large Private Dining Room, Small Private Dining Room, and the Kitchen of First Presbyterian Church, Spartanburg, with the addition of the Policies listed below.

Capacities:

Fogartie Hall: Maximum is 240 seated (no tables); 200 with 25 8-top tables.

Small Dining Room: 14 seated

Large Private Room: 48 seated

Additional Policies:

1. Permission to use the kitchen, buffet line, or the dish washing room can only be given after discussion and agreement with the Church Hostess to ensure that the responsible person is properly trained in food preparation and cleanup of the area. These areas and their equipment must be cleaned and straightened back to the condition they were in prior to the event.
2. Fogartie Hall is a worship area of the church and must be treated as such.

V. William L. Arthur Center

The “General Guidelines for the Use of All First Presbyterian Church Facilities” must be followed for the use of the William L. Arthur Center of First Presbyterian Church, Spartanburg, with the addition of the Policies listed below.

Accommodations:

Arthur Center: 40 seated

Additional Policies:

1. Always leave the tables in the usual horseshoe arrangement, with chairs tucked neatly underneath them.
2. If food has been served, please sweep and damp mop the floor. If no food is served, please sweep the floor.
3. The kitchen area should be left clean, with no food left in refrigerator.
4. Place all garbage in the large garbage bin at the rear entrance of the building (inside).

VI. Other Fellowship Areas

The “General Guidelines for the Use of All First Presbyterian Church Facilities” must be followed for the use of the Social Hall, the Parlor, the Perrin Room, and Classrooms of First Presbyterian Church, Spartanburg.

Accommodations:

Social Hall Capacity: 125 seated

Parlor: 25 seated

The Perrin Room: 20 seated

Classrooms: Capacity varies based on room size.

VII. Recreation Areas

The “General Guidelines for the Use of All First Presbyterian Church Facilities” must be followed for the use of the Recreation Areas of First Presbyterian Church, Spartanburg, with the addition of the Policies listed below.

Accommodations:

Gym Capacity: 150 seated
Activity Room: 25 standing
Walking Track: 25 standing
Weight Room: 15 standing
Children’s Play Area: 15 standing

Additional Policies:

1. Permission to use the recreation facilities will only be given after the event has been discussed with the Recreation Director to ensure that a responsible person is trained in all aspects of the equipment and the facility. For groups other than members and ministries, fees will be charged for the use of the recreational areas based on the approved fee structure of the church and must be paid in advance.
2. The set-up of the gym or exercise areas and any equipment needed must be approved by the Recreation Director.
3. For multi-day reservations or ongoing reservations, a contract must be filled out with a \$200 refundable deposit. Refunds will be made provided no damages are incurred and the facility is acceptable to the Recreation Director after the event.
4. Children under 13 must have responsible adult supervision to use any of the recreational spaces of the church.
5. Access to the walking track and weight areas is only permitted to men and women who are 13 years or older.
6. Shirts and athletic shoes must be worn at all times. Profanity is not allowed.
7. The Basketball Court and Children’s Play Area may be reserved by a telephone call to the Recreation Director. This is free of charge to First Presbyterian members provided there is not another event scheduled.

VIII. Church Grounds

The “General Guidelines for the Use of All First Presbyterian Church Facilities” must be followed for the use of the Church Grounds of First Presbyterian Church, Spartanburg.

The Grounds of the Church may be used for Wedding / Special Occasion Pictures. Please contact the Receptionist’s Office to secure a time frame. We will need your name and cell phone / contact information; we may need to reschedule due to a church event.

The Columbarium is not to be used for pictures.

IX. Overnight Groups

Overnight Groups must follow the “General Guidelines for the Use of All First Presbyterian Church Facilities”.

A \$200 deposit and rental contract must be made at least two weeks in advance. \$100 of the deposit will be refunded after the event, provided no damages are incurred and the facility is acceptable after inspection by the Recreation Director and Facilities Administrator.

Additional fees for use of the weight room, basketball court, and aerobic room will be determined on a case-by-case basis.

Room Reservation Request for Church-Related Ministries
First Presbyterian Church
Room Reservation Request for Ministries
This form is for Church-Related Ministries and Committees.
Affiliate and Outside Group needs to use the Facilities Application Form.

Please complete the following and submit it to the Receptionist in the Church Office or to the related ministry administrative assistant.

- Room-only reservations, room reservations with beverage, or room reservations with room-set up should be submitted at least one week prior to meeting date.
- Room reservations with food service should be submitted as least one month prior to meeting date.

Description of Committee or Event: _____

Event Day / Date: _____ **Start Time:** _____ **End Time:** _____

Set Up/Take Down Time (if different) _____ **Start Time:** _____ **End Time:** _____

Recurrence: _____ (weekly? monthly?) **End Date:** _____

Room Preference: _____

Room Setup Up (if needed): _____
(chairs in theater style, circle; work tables needed, etc. Provide diagram on the back)

Audio Visual Support Request:

- Lectern Microphone: Handheld #___ Lapel #___ Flip Chart & Markers
 TV DVD Projector (for laptop or DVD's) Screen
 A/V Cabinet (William L. Arthur Center only)

Beverage Request: Coffee Water Tea Lemonade

NOTE: Coffee is provided weeknights in the Main Hall.

Food Request: _____
A meeting must be scheduled with the Church Hostess to discuss these food service needs.

Contact Person: _____

Email: _____

Telephone: _____

**First Presbyterian Church
Facilities Reservation Application for Affiliate and Outside Groups**

THIS AGREEMENT IS INVALID WITHOUT SIGNATURES

Name of Organization: _____

Name of Event to be scheduled: _____

Person Responsible: _____

Email / Cell Phone: _____

Date of Event: _____

Time of Event: Begin: _____ **End:** _____

Set up/Take Down: Begin Date/Time: _____ **End Date/Time:** _____

Begin Date/Time: When you want to get into the facilities to set-up your event;

End Date/Time: When you expect to be out of the facilities (includes clean up).

Number of People Attending: _____

Food, Drink, Paper Products Requests: *Must be approved and priced by Church Hostess*

Audio / Video / Lighting Requests: *Must be approved and priced by Communications Pastor*

| Space / Room(s) Requested: | Fee | Charge |
|-----------------------------------|------------|---------------|
|-----------------------------------|------------|---------------|

Fogartie Hall:

| | | |
|-----------------|-------|-------|
| Affiliate Group | \$100 | _____ |
| Outside Group | \$250 | _____ |

Please describe your preferred room set up:

| | | |
|---------------------------------------|-------|-------|
| Placement or Removal of tables/chairs | \$250 | _____ |
|---------------------------------------|-------|-------|

| | | |
|--|------|-------|
| <input type="checkbox"/> Fogartie Hall Serving Line: | \$50 | _____ |
|--|------|-------|

| | | |
|--|-------|-------|
| <input type="checkbox"/> Kitchen (MUST be approved by Church Hostess): | \$200 | _____ |
|--|-------|-------|

Small Private Dining Room:

| | | |
|---------------|------|-------|
| Outside Group | \$50 | _____ |
|---------------|------|-------|

Large Private Dining Room:

| | | |
|---------------|-------|-------|
| Outside Group | \$100 | _____ |
|---------------|-------|-------|

Please describe your preferred room set up:

Social Hall:

| | | |
|---------------------------|-------|-------|
| Affiliate Group | \$75 | _____ |
| Outside Group | \$125 | _____ |
| Social Hall Serving Line: | \$50 | _____ |

Please describe your preferred room set up:

Arthur Center:

| | | |
|-----------------|-------|-------|
| Affiliate Group | \$100 | _____ |
| Outside Group | \$125 | _____ |

Please describe your preferred room set up:

Parlor or Perrin Room:

| | | |
|---------------|-------|-------|
| Outside Group | \$100 | _____ |
|---------------|-------|-------|

| Space / Room(s) Requested: | Fee | Charge |
|-----------------------------------|------------|---------------|
|-----------------------------------|------------|---------------|

Classroom:

Outside Group for one-time use. \$50 _____
Repeated use fee will be determined by the staff, based on needs and committee input.

Please describe your preferred room set up:

Sanctuary (Non–Wedding event) \$250 _____

Chapel (Non–Wedding event) \$150 _____

FLC Activity Room: \$100 _____

Basketball Court: _____ hours @ \$35/hr. _____

| Food / Beverage Requested: | Fee | Charge |
|-----------------------------------|------------|---------------|
|-----------------------------------|------------|---------------|

Meals:
Amount to be determined when reserved _____ meals @ \$ _____

Beverage:
Amount to be determined when reserved _____

Paper / Plastic Products (napkins, silverware, plates, cups, etc.)
Amount to be determined when reserved _____ @ \$ _____

| AVL Requested: | Fee | Charge |
|-----------------------|------------|---------------|
|-----------------------|------------|---------------|

Audio Visual Lighting (piano, portable screens, etc.)
To be determined when reserved _____

AVL Tech, if applicable \$75 _____

All Affiliate Groups and Outside Groups:

Courtesy Staff or Custodian _____ staff @ \$15/hour
 (Monday-Friday, 9am-5pm, non-holiday) _____

Courtesy Staff or Custodian _____ staff @ \$30/hour
 (outside of the above days/times) _____

| | | |
|----------------------|--|-----------------|
| TOTAL CHARGES | | \$ _____ |
|----------------------|--|-----------------|

Please read and initial each sentence below:

___ *I have read the "Facilities Policy" of First Presbyterian Church, Spartanburg, and understand the "General Guidelines for the Use of All First Presbyterian Church Facilities".*

___ *A check to cover all fees must be paid in advance.*

___ *No refunds will be allowed for items / services not used.*

___ *I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made.*

___ *Myself and my Organization agree to save, indemnify, and keep harmless First Presbyterian Church, Spartanburg, against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (Organization's employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by the Organization, save and except claims or litigation arising through the sole negligence or sole willful misconduct of First Presbyterian Church, Spartanburg. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.*

___ *Our Organization is a 501 (c) (3) nonprofit organization registered with the S. C. Secretary of State's Office in accordance with all state and federal laws.*

Signature of Applicant: _____

Position with Organization: _____

Date: _____

FOR OFFICE USE ONLY

Program Staff Personnel Responsible: _____

Committee Representative for Event: _____

Approved By: _____

Office Manager or Church Financial Officer

Date: _____

Organization has submitted a copy of the Determination Letter issued by the Internal Revenue Service regarding Recognition of 501 (c) (3) status.

Organization has submitted Certificate of Insurance Coverage with Policy Dates:

_____.

Payment Received: Amount _____ Date: _____