

**FIRST PRESBYTERIAN CHURCH**  
**BUILDING USE GUIDELINES AND PROCEDURES**  
**Adopted by the Session on February 17, 2014**

First Presbyterian Church of Davenport (FPC) offers the use of its facilities for a wide range of functions for non-profit groups both affiliated and not affiliated with the church. Our goal is to welcome others as we would welcome Christ.

**GUIDELINES AND PROCEDURES**

**Building Use Eligibility**

The facilities and equipment of First Presbyterian Church exist as an instrument of Christ's mission, and for the primary purpose of supporting the ministries of FPC and its members. The criteria, below, is used to determine building use:

- Activity fits with who we are and what we believe
  - Space availability
  - How use impacts other programs
  - Evaluation of safety/legal issues
  - Group demonstrates and understands respect for the facilities and property
1. A Building Use Request Form must be completed for all groups requesting facility use at any time. There are two forms; one for recognized groups within the church and one for outside, non-profit individuals and groups.
  2. From time to time, outside organizations may ask for significant support for their fundraising events from members of First Presbyterian Church, including, but not limited to, use of the First Presbyterian Church facilities for fundraising events. Such requests require a sponsor from one of the church Committees, or other groups within First Presbyterian Church. Consideration will be limited to requests from organizations that have, by historical relationship or through the mission in which they are engaged, a strong connection to First Presbyterian Church, and/or its designated mission connections or mission priorities. Such requests must follow the approval process and should be submitted to the Moderator of the Session for action: a) submission of the name of the organization making the request; b) proposed method of solicitation; c) proposed extent of congregation solicitation, if any; and d) proposed timing of publicity and timing of solicitation. In addition, use of First Presbyterian Church's facility by outside organizations will be conditioned on compliance with such other requirements for use of the facilities set forth from time to time by the Session and its Trustees. Exceptions to this statement are those organizations that have been granted "grandfathered" status.
  3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
  4. If an outside group or organization is covered by separate property and liability insurance, a Certificate of Liability and Property Damage insurance coverage naming First Presbyterian Church of Davenport as an "additional insured" shall be on file prior to the date of the event for all outside groups to First Presbyterian Church for the purpose of covering liability and property damage or accidents that might occur on church property. If an outside group or organization does not carry insurance, please communicate this clearly on the Building Use Request Form (see "Insurance" below).
  5. All outside groups and/or organizations requesting use of church facilities must obtain a copy of, and adhere to, FPC's Child Protection Policy regarding minors and a minimum of two (2) adults must be present at all times. (See Child Protection Summary.)

**Priority of Use**

The priority of use shall be as follows:

1. Church Functions:
  - a. Church services (i.e. worship services, Sunday school, funerals, weddings)

- b. Scheduled church activities for spiritual growth and/or administration (i.e. committee meetings, Adult Education, youth group, choirs)
- c. Scheduled church activities for fellowship and/or service (i.e. Boys & Girls Club meal, Salvation Army meal preparation, luncheons, church-sponsored fundraisers)
2. Church members' individual parties and special events including, but not limited to, birthday, graduation, and anniversary parties for members and other informal requests from church member(s) (family reunions, etc.)
3. Outside, non-profit individuals and groups with ongoing relationships with the church (and in keeping with FPC's mission and the building use guidelines). These may be as diverse as Boy Scouts meetings, Girl Scouts meetings, etc.
4. Individual parties and special events with a church member sponsor.
  - a. The difference between #2 and #4 can be seen as the difference between a birthday party for church member Jane and a graduation party for church member Jane's niece.
5. Other meetings and/or events.

### **Reservations**

**A Building Use Request Form must be completed by all groups and submitted to the Church Office at least four (4) weeks in advance of the activity.**

- The Building Use Request Form provides for every area of the church available for use. All facilities, set-ups and other service needs (i.e. kitchen items, sound, etc.) must be included on the form.
- All activities shall be approved pending availability of space and the priority schedule.
- A custodian, the Facilities Use Coordinator or Finance & Facilities Manager will be available, upon request, to meet with the user to review conditions of use, the expectations and needs for the event, and to confirm schedules for room set-up and clean-up as needed. For new, large, or unusual events, the church staff may request an in-person meeting with the user at a mutually agreeable time.
- Any fees associated for any financial commitments necessary for the event will be given to the user at the time of the reservation.
- All church and non-church activities are scheduled on the master church calendar.
- A custodian and/or staff member must be in the building at all times during the event.

First Presbyterian Church reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events (such as the death of a member). This includes any contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the direction of the Senior Pastor and/or the Buildings & Grounds Committee.

All building use will be published through the church calendar.

### **Fees**

Typically there are no building use fees charged. However, if table cloths are to be used the user is to pay for the cleaning of table cloths used. These fees will be provided to the user at the time of reservation. Any group using the facility may bring in their own tablecloths or rent their own tablecloths, at its expense.

Depending on the event and time frame of the event, there may be building use fees associated with maintenance staff overtime, if applicable. The Buildings & Grounds Committee, the Session, and the supervising Pastor(s) are authorized to use discretionary judgment in making final determinations as to building usage and fees in any and all cases.

A user or group is invited to make a monetary donation to the church to help defray the cost of utilities and maintenance, but it is not necessary.

For questions specific to weddings, please see FPC's wedding brochure, available in the church office.

All requests and arrangements for funerals will be handled through the pastoral staff and the church office.

### **Facility Use Guidelines**

To make your event enjoyable, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. The user/group is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
4. The user/group will be held responsible for any damage done to church property.
5. If any spill should occur, please notify the Custodian on duty of the location of the spill so that it can be given immediate attention.
6. Ministry furniture and equipment (i.e. tables, chairs, projectors, laptops, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of FPC, and may not be removed from the premises.
7. Programs in the Sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. This service will be included in the financial commitments necessary for the event.
8. If the group or organization is hiring a local audio/visual company, it is necessary that the hired company's sound technician meet with the church sound technician before the day of the event to discuss the sound system and to review the program's sound requirements. If the audio/visual company is an out-of-town company, it is necessary for the company to e-mail or phone the church sound technician to discuss the sound system and to review program's sound requirements prior to the event and then meet with the church sound technician before the event. Concert volume levels are at the discretion of the sound technicians of First Presbyterian Church in consultation with the Minister of Music.
9. Please turn out lights and turn off appliances (fans, coffee maker, etc.) when you are finished.
10. When children attend an event, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
11. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
12. The building will be vacated by 10:00 p.m., unless a later time is previously authorized by appropriate personnel.

### **Restrictions**

Please make note of the following restrictions. If there are any questions, please contact the Finance & Facilities Manager.

1. No alcoholic beverages may be consumed on church property, including parking areas.
2. Smoking is not permitted in the building or within 15 feet of any entrance. If individuals smoke outside the building, please be sure that entrance doors are completely shut.
3. Controlled substances/drugs, weapons, or anything that would distract from a Christian atmosphere, are not permitted in the building or on church grounds.
4. Doors must not be "propped" open unless loading or unloading.
5. Gambling activities, such as bingo or lotteries, are not permitted.
6. No sale of merchandise or other activities for fund-raising purposes will be permitted, except for church-related programming.
7. No food is allowed in the Sanctuary, except for the communion elements.
8. The use of candles is allowed only in designated areas and must be approved by the Finance & Facilities Manager.
9. All decorations used in the facility and on the grounds of FPC must be approved by the Finance & Facilities Manager and/or Buildings & Grounds Committee. No items may be affixed to any surfaces without the consent of the Finance & Facilities Manager or Buildings & Grounds Committee.

### **Insurance**

If an outside group or organization is covered by separate property and liability insurance, the outside group or organization will be required to provide a Certificate of Insurance to First Presbyterian Church of Davenport showing liability coverage of not less than a million dollars and First Presbyterian Church of Davenport added as an "additional insured" for the date of the event. First Presbyterian Church and/or its employees shall not be responsible for damage or loss of property on First Presbyterian Church premises sustained by applicant, a

participant in a program, or anyone attending any program or event held on church property. By submitting the Building Use Request Form, the applicant (“organization”) shall indemnify and hold First Presbyterian Church harmless from any claims arising from its use. If your group or organization does not carry separate property and liability insurance, please communicate this clearly on the Building Use Request Form.

### **Child Protection Summary**

For activities with children and youth under the age of eighteen (18), the church’s Child Protection Policy must be adhered to. The policy is available in the church office. Important to note is that all groups must maintain a minimum of two (2) adults present in supervisory roles at any time.

### **Church Responsibilities**

**Session (acting Board of Elders):** The Session is responsible for general supervision, management, and control over all the affairs of the Church and exercise of specific authority to include:

- Approval of Building Use Guidelines and Procedures and implementation guidance.
- Enforcement of all provisions.
- Final decision authority for any disagreements over requested use.

**Buildings & Grounds Committee:** Shall act for the Session in the administration of these guidelines and procedures.

- Oversee the Finance & Facilities Manager’s performance to assure compliance.
- Consider Finance & Facilities Manager’s recommendations and render final decision.
- Report to the Session any use that may be considered to be unusual or controversial.

### **Other Session Committees, Deacons, FPC Foundation:**

- Shall comply with these guidelines and procedures.
- Assist the Facilities Use Coordinator, Finance & Facilities Manager, and Buildings & Grounds Committee in carrying out their assigned responsibilities.

### **Collegial and Non-collegial Staff:**

- Shall comply with these guidelines and procedures.
- Assist the Facilities Use Coordinator, Finance & Facilities Manager, and Buildings & Grounds Committee in carrying out their assigned responsibilities.
- Shall forward any difference of opinion with Facilities Use Coordinator’s decision to the Session through the Finance & Facilities Manager/Buildings & Grounds Committee for final resolution.

### **Administrative Coordinator:**

- Receive and process requests and coordinates with current calendar/staff scheduling. (If questionable, request should be reviewed by Finance & Facilities Manager prior to scheduling on the calendar.)
- Maintain schedule.

### **Church Finance & Facilities Manager:**

- Appoint Facilities Use Coordinator.

### **Facilities Use Coordinator:**

- Coordinate requests with Finance & Facilities Manager, Maintenance Department and other staff as appropriate.
- Recommend approval or disapproval to the Building & Grounds Committee for each request taking into consideration staff input and these procedures.
- Prepare a report to the Finance & Facilities Manager to be related to the Buildings & Grounds Committee and Session on all requests judged to be unusual or controversial.

# First Presbyterian Church Davenport, Iowa

## BUILDING USE REQUEST FORM

(Form must be completed and returned to the church office two weeks prior to the event.)

**Requester's Name:**

**Today's Date:**

**Contact Phone:**

**E-Mail:**

**Name/Type of Group/Event:**

**Number of Participants/Attendees:**

**DATE of Event:**

**DAY of Event:**

**Time of Event:**

**Time of Entry:**

**Time of Departure:**

**Total Hours Needed:**

(Times are to include all set-up, rehearsal, and cleanup time)

<div style="background-color: yellow; border: 1px solid black; padding: 2px; text-align: center; font-weight: bold; margin-bottom: 10px;">ROOM REQUESTED*</div> <input type="checkbox"/> Parlor <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Von Maur Hall <input type="checkbox"/> Fireplace Room/Room 303 <input type="checkbox"/> Room 302 <input type="checkbox"/> Chapel <input type="checkbox"/> Choir Room <input type="checkbox"/> Sanctuary <input type="checkbox"/> Donaldson Room <input type="checkbox"/> <i>Room and date of event scheduled with Church Office*</i> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Tables</div> <input type="checkbox"/> Round Tables (seats 8) <input type="checkbox"/> Wide Rectangle Tables (seats 8) <input type="checkbox"/> Narrow Rectangle Tables (seats 5) <input type="checkbox"/> Card Tables (seats 4) <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Chairs</div> <input type="checkbox"/> White Padded Chairs <input type="checkbox"/> Blue Stacking Chairs <input type="checkbox"/> Folding Chairs <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Tablecloths/Napkins</div> <input type="checkbox"/> \$11.00 each regular; color _____ <input type="checkbox"/> \$16.00 each banquet size _____ <input type="checkbox"/> Paper banquet covers; size _____ <input type="checkbox"/> Regular Paper Napkins <input type="checkbox"/> Dinner Paper Napkins  <i>*You may choose to rent your own tablecloths, or rent through Burke Cleaners for \$4/cloth.</i>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">Dishes/Cutlery/Glasses</div> <input type="checkbox"/> Wedding China & Cups <input type="checkbox"/> Ironstone Plates & Cups <input type="checkbox"/> Glass Party Plates & Cups <input type="checkbox"/> Glass Water Glasses <input type="checkbox"/> Disposable Paper Plates & Cups <input type="checkbox"/> Regular Cutlery <input type="checkbox"/> Silver Cutlery <input type="checkbox"/> Plastic Cutlery <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Serving Dishes</div> <input type="checkbox"/> Silver Tea Service <input type="checkbox"/> Punch Bowl <input type="checkbox"/> Large Serving Bowls: # _____ <input type="checkbox"/> Serving Platters: # _____ <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Beverages</div> <input type="checkbox"/> Filled Water Pitchers <input type="checkbox"/> Coffee: Regular ___ Decaf ___ <input type="checkbox"/> Hot Water for Tea <input type="checkbox"/> Tea Packets <input type="checkbox"/> Hot Chocolate Packets <input type="checkbox"/> Lemonade <input type="checkbox"/> Ice Tea <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Condiments</div> <input type="checkbox"/> Sugar/Regular & Sweetner <input type="checkbox"/> Creamer <input type="checkbox"/> Salt & Pepper: at each table _____	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">Sanctuary Multimedia Needs**</div> <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Mics: Handheld ___ Clip ___ <input type="checkbox"/> Public Address System <input type="checkbox"/> Computer for Power Point <input type="checkbox"/> Special Lighting <input type="checkbox"/> <i>Diane Pumphrey Notified**</i> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Fellowship Hall Multimedia Needs**</div> <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Mics: Handheld ___ Clip ___ <input type="checkbox"/> Public Address System <input type="checkbox"/> Computer for Power Point <input type="checkbox"/> <i>Diane Pumphrey Notified**</i> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;">Multimedia or Miscellaneous Needs**</div> <input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Mics: Handheld ___ Clip ___ <input type="checkbox"/> Public Address System <input type="checkbox"/> Computer for Power Point <input type="checkbox"/> Podium <input type="checkbox"/> Easel & Markers <input type="checkbox"/> Dry Eraser Board & Pens <input type="checkbox"/> Tall Parking Lot Signs <input type="checkbox"/> <i>Office &amp; Maintenance Notified**</i>	<div style="text-align: center; font-weight: bold; margin-bottom: 5px;">Draw Special Room Setup Here</div> <input type="checkbox"/> Buffet Setup ___ yes ___ no <input type="checkbox"/> Table Waiting Service ___ yes ___ no (provided by outside source) <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div> <div style="margin-top: 10px;">Cost of Event \$ _____</div>
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**Signature**  
Revised 02/18/14

**Title**

**Date**