

Property and Equipment _____ **8000**

Church Facility Use _____ **8100**

FIRST PRESBYTERIAN CHURCH
LAGRANGE, GEORGIA

POLICY ADOPTED BY THE SESSION
AT ITS MEETING ON OCTOBER 17, 1989

"First Presbyterian Church of LaGrange has been blessed with a facility that should be offered for use by any group whose purposes are compatible with the growth and development of the Christian Faith with special considerations for the needs of the members of the church."

REQUESTS FOR USE OF CHURCH FACILITIES:

1. All requests should be made by completing an "Application For Use of Church Facilities" form, by the member of the church that is sponsoring the activity. **These forms are available in the church office.**
2. All requests will be submitted to the church Office Manager who may consult with the House and Grounds Council.

GENERAL GUIDELINES:

I. FOR THE PROTECTION OF THE BUILDING AND FURNISHINGS THE FOLLOWING POLICIES ARE REQUIRED:

- A. It is preferred that the furniture, equipment, and materials in the Sunday school rooms be left as they are since teachers and leaders spend hours organizing materials for teaching. Chairs and tables may be rearranged if necessary but should be replaced when the activity is completed.
- B. Refreshments may not be carried into any areas of the building except the Social Hall.

- C. Any damage incurred to the facility or furnishings of First Presbyterian Church shall be the responsibility of the party using the building.
- D. No nails, staples or such should be used that would mar the wall coverings or furniture. Plastic or cellophane adhesive backed tapes should not be used on walls. Only adhesive tape called "Mavalus Tape" may be used is necessary.
- E. No alcoholic beverages are allowed. Tobacco products are not allowed in or around the building except in the outside designated smoking area.

II. FEES:

The church may charge a nominal fee for the use of the church buildings. If in the opinion of the House and Grounds Council, the service of a church custodian is required because of the nature of the activity or the organization, the custodian shall be paid by the organization conducting the activity.

- A. A deposit of \$75.00 is due to cover any damage, if none occurs the deposit will be refunded.
- B. All fees are to be paid upon approval of use.
- C. Activities involving church members such as Scouts, prayer groups, etc. will not be charged for use.
- D. Other activities involving non-members such as Pink Ladies, American Cancer Society, Twin Cedars, Newcomers Club, etc. may be excluded from use fee as deemed appropriate by House and Grounds Council.
- E. In the event that the House and Grounds Council deem it appropriate to administer fees. They are: \$100.00 for use of the building.

II. OTHER MATTERS:

A. CHURCH UTILITIES

Church staff members, classes, organizations and groups using church facilities are instructed to use only those utilities actually needed and to turn off all lights when leaving a room or area and double check that all doors are locked.

B. CHURCH ORGAN:

Only persons who are listed on the "approved organists list" or who have the approval of the Director of Music may play the organ.

C. SECURITY OF BUILDING:

Upon leaving church facilities, the person making application for use of the church facilities shall be responsible for seeing that the lights in all church facilities are turned off and that all doors to church facilities are properly locked.

In the event that Janitor/Maid services are not required or requested, it is necessary and expected that the using group clean the facilities used as required.

D. Sound System:

No one is to make or attempt to make adjustments to the sound systems in the church sanctuary.

The master switch on the outside of the black cabinet may be switched on or off. This activated the microphones in the pulpit and the lectern. No other switches or controls inside or outside the cabinet are to be changed except by authorized personnel.

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Application for use of church facilities
Must be filled out with the church Office Manager

Name of organization: _____

Organizations purpose or function: _____

Contact person: _____

Number of people involved: ____ Telephone number of contact person: _____

Sponsoring church member: _____

(Must be present at setup/performance/take down)

Date of use: _____ Time of use: _____

Area of facility requested: _____

Kitchen requested: Yes: _____ No: _____

*(In the event that kitchen use is requested, the Director of Hospitality must sign off and either the Dir. of Hospitality or Custodian must be present).

I (or/we) agree to comply with the guidelines of First Presbyterian Church of LaGrange, Georgia, regarding the use of church facilities. I (or/we) understand that I (or/we) will be responsible for setup, take down, all decoration and supplies needed for use, unlocking and locking the church building, turning lights on and off and making sure the building is cleaned after it is used. I (or/we) understand that when sanctuary furniture must be moved for groups using the sanctuary, a fee of \$75.00 per hour will be charged with a 1-hour minimum.

Please list church members

Involved in activity:

Signature of person(s) responsible

Date of request

Approved by

(check with church custodian for preparation and clean up before confirming date)

Fees: A fee of \$100.00 will be charged for but not limited to use the Sanctuary, Fellowship Hall, and or kitchen. A deposit of \$75.00 will be required to cover any damage, if no damage occurs the deposit will be refunded.

Fees paid: _____ Date _____

Deposit paid: _____ Refunded: _____

Transportation Policy

1. The Bus is to be used by First Presbyterian Church groups only. These would include all primary groups of our church, i.e., Jr. and Sr. High Youth Fellowship, Senior Ministries/Happy Hearts, Music Ministry, Presbyterian Women, Vacation Bible School and others as approved by the Diaconate.
2. The Bus is to be scheduled through the Church office; a schedule is located in the copy/mail room.
3. Drivers must be approved by the Transportation Committee (House and Grounds) and listed on the church insurance policy.
4. Each group using the Bus shall be responsible for the gas used by that group. The Bus will have a full tank of gas when picked up and the user is expected to return it with a full tank. The Bus keys can be picked in the church office or from the Director of Christian Education. Bus keys are to be turned in to the office immediately upon return.
6. The group using the Bus is responsible for leaving the interior clean. The driver is responsible for seeing that the Bus is cleaned thoroughly upon return.
7. Seat belts are required, and users with children of car-seat age must provide their own car seat.

IN THE EVENT OF ACCIDENT

1. Call law enforcement and make sure a full report is made. Obtain copy of accident report and give to local insurance company as soon as possible.
2. In the event of injury, immediately obtain medical assistance.
3. Make sure you have a description of all individuals and vehicles involved in the accident, including name of insurance company. Names, addresses, and phone numbers of any witnesses would be helpful.
4. Leader of group should take charge and make any decisions that are needed to handle the situation properly. Safety of passengers should be first priority.
5. Notify the church office if there will be a delay in returning to LaGrange, or assistance needed.

6. Have a contact available in LaGrange to make phone calls to interested parties if needed.

IN CASE OF MECHANICAL FAILURE:

Get vehicle to nearest convenient repair area. Group leader is to handle decisions on minor repairs. Notify Transportation Committee (House and Grounds) or Church Office for decisions concerning major repairs. Notify contact in LaGrange to make the necessary phone calls in case the breakdown will result in a delay past anticipated time of return.