

**FIRST UNITED PRESBYTERIAN CHURCH
FACILITY POLICY**



united in faith
united in love
united in life

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Charlotte, NC 28202

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Rev. Lorenzo Small, Sr. Pastor

Session Approved:
Last Updated:

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GENERAL GUIDELINES

FUPC FACILITY

The facilities of the First United Presbyterian Church may be made available to member families, charitable, civic and community groups and organizations upon request. Under no circumstances will the church facility be rented to individuals, groups, organizations or others to raise funds for personal or private gain. The Session of First United Presbyterian Church will use this policy guide, but have the authority to approve/deny any request for use of the Church. Decisions regarding usage will depend upon the particulars of each request and will receive individual attention.

Nonprofit organizations may request facility usage for events which meet the criteria for church rental for either a reduced rate or without rental charges if the Session so approves. Such requests will be considered on an individual basis.

Programs and events held on any part of First United Presbyterian Church facility must recognize, and in no way violate accepted practices of the Christian Church.

The Church Event Coordinator on duty, in collaboration with other Church officials, is empowered to cancel an Event in progress if needed.

1. No alcoholic beverages are to be served on the premises
2. Entrance doors should not be propped or left open at any time.
3. No tacks or nails or tape are to be used on the church furniture or walls.
4. Parking is restricted to the row adjacent to the Education Building. If additional parking is needed, please coordinate with the Church Event Coordinator (CEC) or Church Administrative Team.
5. No firearms or weapons of any kind are permitted.
6. Smoking is not permitted anywhere in the building at any time.

Facility renters will have access to the room(s) that is/are approved in the Facilities Use Agreement, and to restrooms (male and female) in the space closest to the rental area. Rented space(s) will be clean, and tables and/or chairs set up per agreements in the Facilities Use Agreement.

CHURCH EVENT COORDINATOR

FUPC's Church Event Coordinators (CEC) work with individuals/organizations renting the facility spaces. A Church Event Coordinator (CEC) is involved in the finalization of the Facility Use Agreement, and in other parts of the facilities rental process. A CEC will be the contact person for First United Presbyterian Church during the scheduled event. Questions regarding appropriate facility use should be directed to the Church Event Coordinator. At the conclusion of the scheduled event, the assigned CEC will seek to complete a 'walk-through' with the Contact Person or his/her designee to assess possible areas of damage, etc. that might influence the return of the Damage Fee paid.

WEDDING SERVICES

FUPC does NOT provide wedding planning services; however, a CEC will assist brides and their wedding planners with wedding preparation. Specifically, the CEC will provide directions regarding photography timing, video or audio taping of the wedding ceremony, decoration placements, and the appropriateness of music for the ceremony within the Church.

GUIDELINES FOR USE OF SANCTUARY

Rental fees for sanctuary use may include selected equipment. FUPC audio visual equipment use **MUST** be overseen by church authorized personnel. Thus requests for audio visual equipment should be specified on the rental agreement to allow for equipment set-up and/or the securing of appropriate personnel for on-going event support.

The specific musical instrument that will be available for use when the sanctuary is rented, if any, is determined by the FUPC Administrative Team on a case-by-case basis. Renters of the sanctuary, as well as members utilizing the sanctuary for weddings, funerals, etc. should contact the CEC so that this determination can be made. Compensation for musicians playing for weddings, funerals, etc. is the responsibility of the requesting family or individual (there is no fee for musician compensation for funerals of members. If the family wishes to request the services of FUPC musician, they should coordinate such contacts with the Pastor and/or Clerk of Session.

1. No food or drinks may be taken into the sanctuary.
2. No rice or birdseed is to be thrown inside the sanctuary or in the church building.
3. No lighted candles in windows or under the cross may be used.
4. Drip-less candles are to be used in candelabra and a plastic cover must be placed on the floor under the candles to protect the floor.
5. Candles used may be battery operated.
6. All decorations are to be approved by the CEC or designee prior to placement and must be completely removed immediately after the event.
7. If decorations and accessories are not removed immediately, they will be disposed.
8. ***ALL*** music must be approved by the Pastor.
9. Auxiliary space (if needed) include choir rooms and doll room only.
10. The church sound system is to be operated by church authorized personnel only.
11. Furnishings **MUST NOT BE MOVED**. The foyer is considered to be part of the sanctuary. Any questions regarding this policy should be routed to the CEC.

GUIDELINES FOR USE OF EDUCATION BUILDING, KITCHEN AND PATIO

The facility Renter must include kitchen usage fees in the facilities use request when the kitchen is to be utilized, and must provide the name and contact information of the certified caterer and church representative responsible for kitchen use and clean up.

If cooking occurs along with use of other selected kitchen items, a fee is assessed. If only items such as the sink, ice maker, refrigerator, and warmer are used there is no additional cost. All areas used must be cleaned and left in the order in which it was found in order to not receive a damage fee.

1. No food, paper serving items are to be left on tables, in restrooms, or on the floor.
2. All tables and chairs are to be returned to their original position.
3. All food and drinks are to be consumed in the Education Building.
4. No kitchen appliances or utensils are to be used. Ice machine is available.
5. The kitchen must be left in the condition in which it was found. The church does not supply cleaning materials.
6. All decorations must be removed immediately following event.
7. Use of kitchen must be supervised at all times by authorized church personnel.
8. Changing rooms will be limited to the designated classrooms in the Education Building.
9. Approved caterers are required to bring their own supplies. Catering approval is obtained from the Church Administrative Team (with the assistance of the CEC).
10. Use of FUPC food stock pantry items is prohibited.

FACILITY FEES

A deposit of 150.00 (\$50 to hold date; \$100 damage fee), is required upon submission of Facility Use Agreement Form. All fees must be paid two (2) weeks before the event.

The Deposit Fee of \$150.00 includes both a Hold Your Date assessment of \$50.00 (non-refundable) and a Damages/Cleaning Fee of \$100.00. The entire deposit fee of \$150.00 is due at the time the Facilities Use Agreement is completed and secures the desired/agreed upon date for the Renter. The Deposit Fee (\$150) will be deducted from the balance due from rental fees assessed for facility usage.

The following fees were approved by the Session and are made effective immediately. Please note that, for the purposes of this document, a member is defined as someone currently listed on the active role and/or verified by Clerk of Session of First United Presbyterian Church, USA.

Rental Fees

Cashier checks, cash, money orders, and online payments ONLY are acceptable payment methods, and checks must be made payable to First United Presbyterian Church. ***No personal checks will be accepted.***

	MEMBERS	NON-MEMBERS	NON-PROFIT
Sanctuary – 1-4 Hours Weddings (Includes one 2 hour rehearsal)	No Charge	\$300 <i>\$75 each additional hour</i>	N/A
Sanctuary – 1-4 Hours Funerals** Ministry Events	No Charge	\$200 <i>\$75 each additional hour</i>	N/A
Sanctuary – 1-4 Hours <i>Approved Other Event</i>	No Charge	\$500 <i>\$75 each additional hour</i>	\$250 <i>\$50 each additional hour</i>
Education Building 1-4 Hours (Non Church Related Activity)	No Charge	\$200 <i>\$50 each additional hour</i>	\$100 <i>\$25 each additional hour</i>
Education Building – Classrooms 1-4 Hours	No Charge	\$50 <i>\$20 each additional hour</i>	\$25 <i>\$10 each additional hour</i>
Kitchen	No Charge	\$75	\$35
Audio Technician	No Charge	\$50 per hour	\$25 per hour
Custodian*	Private: \$100 Ministry/Public: \$0 Non-Profit: \$50	\$100.00	\$50
Minister	No Charge	<i>Agreed Upon Rate</i>	

* Private – only open to those invited: Ministry/Public – event involves all (free); Non-Profit-members only

** Non-members can have access to Education Building with the rental of Sanctuary for a funeral

CONTACT INFORMATION

Church Office Phone Number---704-376-8014 Church Email--secretary@fupcc.org
Church Fax Number--704-376-8329

ADDITIONAL CHARGES

Additional Charges (Security for non FUPC ministry events)

COST	NUMBER OF PEOPLE	NUMBER OF SECURITY NEEDED
\$50 per hour/per security personnel	50- 99 persons	1
\$50 per hour/per security personnel	100 – 250 persons	2

Security presence for outside events with guests less than 50 anticipated will be handled upon request at a rate of \$25 per Security Personnel.

Security leadership reserves the right to bring in outside assistance, i.e. law enforcement and or extra security after evaluation by the Security Leadership detailing any event. The event sponsor shall be responsible for payment for the Officers and/or Security as part of the contractual process.

Violation of the policies contained herein, could result in denial of an organization’s/ individual’s future request(s) for facilities use!

Cancellation/Refund Policy

The availability of refunds is dependent upon when the Renter’s written request for Event cancellation is received/stamped in the Church office. Should the written cancellation request be received:

- 90 days prior to Approved Event Date Full Refund of monies paid*
- 60 days prior to Approved Event Date 50% of Refund of monies paid*
- 30 days prior to Approved Event Date 25% of Refund of monies paid*

Written cancellation requests received 1-14 days prior to the scheduled Event will **ONLY** be refunded the Damages Fee.

****\$50 date hold fee will not be refunded.***

MEMBER GUIDELINES

SCHEDULING OF WEEKLY/MONTHLY MINISTRY EVENTS

The Master Calendar for First United Presbyterian Church is maintained in the church office and on the FUPC website (www.fupcc.org). Church members wishing to schedule recurring weekly/monthly events for the year should submit their scheduling request(s) at the time designated in the church bulletin, usually during November and December of each calendar year.

FUPC church members receive priority consideration for facility use over requests from external groups when the requested dates of usage are the same. Members may schedule events which meet the criteria for church rental without rental charges.

KITCHEN USE

FUPC does not budget for purchase of cutlery, paper goods, dish detergent or food items for individual church member users, thus members using the kitchen are expected to provide their own cutlery items, food, etc.

If stock items are used in emergency situations, the ministry or individual member borrowing is expected to replace the item(s) used so that stocked items will be available for general churchwide sponsored events. Items borrowed, along with the name(s) of the borrower(s), **must** be noted to CEC and/or Clerk of Session.

FUNERAL SERVICE

For the funeral services of FUPC members, there are no costs for use of the Church sanctuary or areas used for meals. FUPC will **not** provide a meal for the family after the funeral service.

For FUPC members who wish to use the church to funeralize former FUPC member(s), there will not be a charge, other cost may apply. The FUPC member may request that a meal be prepared by the church for the family, but the member is responsible for the cost of the meal.

REQUEST OF FACILITY USE

First United Presbyterian Church
Charlotte, NC 28202

Applicant Name _____

Name of Organization _____

Address _____

City, State, Zip Code _____

Contact Info: Cell No. _____ Other No. _____

Email _____

Requested Date _____ Time _____ Alt Date _____ Time _____

____ Number of Days Requesting
____ Recurring Days (M T W TH F S)

Purpose for Requested Use of Facility: _____

____ **Event** **Title of Event** _____

Brief Description of Event _____

____ **Wedding** Bride _____ Groom _____

Requesting Use of Following

_____ Sanctuary	_____ Kitchen	_____ Audio
_____ Education Building	_____ Number of Tables	_____ Projector
_____ Number of Chairs	_____ AV Equipment	_____ Screen

Number of Guests _____

____ I acknowledged that I have read the Facility Policy Handbook

Signature _____ Date Submitted _____

Office Use Only:

Requested date open on FUPC calendar: _____ YES _____ NO

FACILITY RENTAL APPLICATION

First United Presbyterian Church
Charlotte, NC 28202

Full Name	
Address	
E-mail	
Phone	Cell _____ Home _____ Work _____
Credit Card	Type Card _____ Card # _____ Expiration _____ Security Code # _____ Name on Card _____
Organization	
Type of Event (please describe)	
Dates & Times	Start Date of Rental: _____ Time _____ End Date of Rental: _____ Time _____
Frequency	____ Monthly When _____ ____ Weekly Which day(s) and times _____ ____ Daily M-F or 7 days a week _____ ____ Other Describe _____
Total Hours Contracted	
Contracted Fees per Month	\$ ____ Amount due each month (fee to be paid by 7th calendar day of contracted month)
Security Deposit	\$ ____ Amount due (one-time payment per room rented)
Room(s) or Area(s) Included in Rental	1 ____ Sanctuary – 200 people (plus ~20 people in choir loft/organist area) ____ Fellowship Hall – 150 people ____ Library – 15 people ____ Classrooms – 10-20 people, depending on size of room (Note: Separate rental fees required per room/facility area. If the Fellowship Hall is rented, access to restrooms in the Education building will be provided as part of the rental with no additional fee.)
Expected Attendance	Expected Number of People (Adults & Children) _____
Time	Open Building _____ Close Building _____

Applicant Confirmation & Signature

The undersigned must be at least 21 years of age and assumes liability and responsibility for any and all breakage, loss, or damage to the buildings or their contents occurring during (or incident to) its use by the group, or as a result of any windows or doors being left open or unlocked before, during or after use.

I understand and agree to all the conditions itemized in this contract and the FUPC Guidelines. I have thoroughly reviewed and agree to the charges and the provisions detailed in the contract and FUPC Guidelines.

I understand all provisions of this agreement and understand that this is a legal agreement between FUPC and me.

Failure to comply will result in the loss of rental privileges and/or payment for damages to the buildings and their contents (which could exceed the security deposit).

I understand my credit card will be charged to cover damages, janitorial fees, etc. if I do not cover these charges via a valid check or money order (drawn from a financial institution chartered in the United States) made payable to First United Presbyterian Church.

All cash transactions must receive receipt at time of payment.

Applicant information must be completed in full prior to signing this agreement

Signature _____

Date Signed _____

Deposit Made by: Cashier's Check Cash Credit Card Money Order (circle)

Received/Witnessed for FUPC by Name: _____ Date: _____

EVENT SET UP FORM
First United Presbyterian Church
Charlotte, NC 28202

Received by _____
Date _____

This form should be completed in its entirety at least **five (5) working days** in advance for each activity/ event. Completed forms must be submitted to the church office. Please contact the church office at (704) 376-8014 or secretary@fupcc.org for additional questions and information.

Contact Name _____

Ministry Name _____

Phone Number _____ Email Address _____

Name of Event _____ Estimated Attendance* _____

Event Date(s) _____

Start Time _____ AM PM End Time _____ AM PM

Requested Room(s) _____ Alternate Location(s) _____

Event Description (Describe the type of activity that is taking place.)

**Security presence for events with guests or attendees of 50 or more anticipated is recommended /required.*

Set-Up Requirements

___ Round Tables # ___ Rectangle Tables ___ Podium # ___ Chairs ___ Easel Stand

Audio/Video Requirements

___ Wired Microphone ___ Laptop ___ Portable Projector
___ Wireless Microphone ___ Portable Screen
___ Floor Model PA System

Please sketch your room set-up request on the back of this form to ensure clarity