

## **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.