

## 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.