

# Church Facilities Use Policy

First Presbyterian Church of San Luis Obispo

## A. Church Groups

1. Organizations and committees within the church planning to use any of the church facilities shall advise the Church Administrator of the following.

- i. Name of group
- ii. Date and time of the meeting
- iii. Contact person and contact information
- iv. Specific facilities requested

If this meeting is to be on a regular basis throughout the year (for example, regular committee meetings) the Church Administrator must be advised prior to September 1 of each year so that this activity can be placed on the Church Calendar. Please notify the Church Administrator of any changes in plans made during the year. Every effort will be made to accommodate these groups prior to assigning facilities to other groups.

2. Church sponsored groups or activities that are considered an integral part of the mission and outreach of the church must fill out the Facility Use Application and gain approval of the Sponsoring Committee. If the intention is to meet on a regular basis throughout the year, then the Sponsoring Committee must approve this use on an annual basis, and these groups must provide evidence of non-profit status if applicable. The Application must be submitted prior to September 1 in order to be placed on the Church Calendar. The Property Team will determine priority use of church facilities by these groups. Church sponsored organizations which meet on a non-regular basis must confer with the church Office Manager to determine the availability of the space requested.

3. Any approved kitchen use must conform to the Kitchen Policy.

4. All users must abide by the printed Use Regulations.

5. The Church Administrator will post all approved dates and/or changes on the Church Calendar.

6. Overnight use is regulated by the Property Committee and requires that an authorized adult church representative(s) be present on the premises at all times during the occupancy.

## B. Non-Church Organizations & Groups

1. The purpose of our buildings is to further the stated mission of this congregation: "To Glorify Jesus Christ and to be instruments of God's healing, redeeming, life-giving presence in the world."

- i. Our church groups have first priority for using the facilities.
- ii. The facilities may be available to other organizations or groups with interests and purposes that are compatible with the mission of our church.
- iii. Sanctuary use for weddings and memorials must be approved by the Pastor/Head of Staff.
- iv. All other requests for the use of the Sanctuary should be submitted to the Property Committee.

2. The facilities cannot be used for the following:

- i. Political, business or promotional activities
- ii. Profitable purposes
- iii. Fund raising
- iv. Publicized events must be approved by the Session.

## C. Application Requirements

1. ALL APPLICANTS must obtain one copy of each of the following from the Church Administrator:

- i. Facilities Use Application and Church Facilities Use Policy
- ii. Kitchen Policy (if kitchen is requested)
- iii. Alcohol Use Policy

2. Items listed below must be submitted to the Church Office no later than 30 days in advance of the event date. **Late applications will not be processed.** All applications will be reviewed by the Property Committee.

- i. Facility Use Application
- ii. Payment of the Use Fee— see attached Fee Schedule
- iii. Payment of the damage/cleaning deposit that is refundable if applicable
- iv. Certificate of Insurance if necessary
- v. Proof of non-profit status.

3. A church representative and/or kitchen hostess must be present during any approved activities.

4. The Use Fee is a cost reimbursement for church expenses. The Sponsoring Committee may consider a waiver of fees if appropriate. The damage/cleaning deposit will be returned if no damage or extra cleaning is required.

5. Applications submitted without fees and deposits

will not be processed. If the request for use of the facility is denied, the fees and deposits will be returned immediately.

6. Applicants shall use only those facilities described in the application and approved.

7. Applicants shall provide for and be responsible for adult supervision of children.

8. Applications requesting continuous use will not be considered.

## D. Regulations for the Use of Church Facilities

1. Smoking, vaping, and illegal drugs are prohibited anywhere on church property.

2. The applicant shall comply with the intended use of the facilities stated in the application and shall not interfere with the regular conduct of church programs.

3. Approved facility use requires the presence of a church representative and/or kitchen hostess and is not transferrable to any other person or group.

4. The church reserves the right to make rules and regulations necessary for the safety, care, and cleanliness of the premises.

5. The applicant shall comply with and observe all church policies regarding the use of facilities, city ordinances, and state and federal laws.

6. The applicant shall promise that it will defend, indemnify, and hold harmless the First Presbyterian Church of San Luis Obispo, its officers, agents, employees and congregation from all claims or demands for injury to any person associated with the applicant and for the losses to the applicant's property arising out of this use agreement.

7. The applicant shall take precautionary measures to protect church property from any damage whatsoever.

8. The applicant shall guarantee and agree that any church property, real and/or personal that is damaged by the use thereof, will be repaired (at the option of the church) at the expense of the applicant.

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*I have read and agree to abide by the regulations as set forth above.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

# Facilities Use Fee Schedule

For Non-Church Organizations/Groups

WILSON HALL	FEE	DEPOSIT
Hall	\$150	\$200
Kitchen		
• Beverages only	\$25	\$50
• Full use	\$175	\$100
• Hostess (Determined on acceptance)	DOA	DOA
Wedding Reception or other	See wedding fee schedule	
Sound System (Must have a qualified church representative)	\$100	N/A

HART BUILDING	FEE	DEPOSIT
Classroom	\$40/day	N/A
Geneva Room	\$150/day	\$200
Geneva Room Kitchen	\$40/day	\$50
Gym	\$150/day	\$200
Library	\$40	N/A
Nursery (Must have church nursery personnel @ hourly rate with a 2-hour minimum)	\$15/hour x2 attendants	\$200
Room F	\$40	N/A
Springer Conference Room	\$40	N/A

SANCTUARY	FEE	DEPOSIT
Sanctuary	\$225	\$200
Sound System (Must have a qualified church representative)	\$100	N/A
Wedding Reception or Memorial	See wedding or memorial fee schedule	

- The primary purpose of the sanctuary is for congregational worship. The Liturgical decorations may be in place at the time of the event. They must remain in place and the event should be planned accordingly.
- City fire code forbids open candles.
- Smoking, vaping, and illegal drugs are prohibited anywhere on church property.

## Acknowledgement

*I have read the policy for the use of church facilities and agree to all terms and conditions and assume full responsibility. I am authorized to make this application on behalf of the above organization. Said organization will defend, indemnify and hold harmless First Presbyterian Church of San Luis Obispo, its Officers, Agents, Employees, and Congregation from all claims of demand for injury to any person associated with applicant and for losses to applicant's property arising out of this use agreement.*

Lessee Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

*I/We, as FPCSLO members, will be present during the activities as described above and will accept the responsibility of opening, supervising and securing the premises in accordance with the requirements.*

Signature of Authorized Church Member \_\_\_\_\_

Phone \_\_\_\_\_

*If you have any questions or concerns regarding this form, please contact the church office at [churchoffice@fpcslo.org](mailto:churchoffice@fpcslo.org) or call (805) 543-5451.*

## For Staff/Committee Use Only

Date Reviewed \_\_\_\_\_  Approved  Disapproved

### Received with Application

Fee \_\_\_\_\_ Deposit \_\_\_\_\_ Total: \_\_\_\_\_

Conditions/Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Sponsoring Committee Representative

Name \_\_\_\_\_

Signature \_\_\_\_\_

### Property Committee Representative

Name \_\_\_\_\_

Signature \_\_\_\_\_



# Facilities Use Application

First Presbyterian Church of San Luis Obispo

Today's Date \_\_\_\_\_

Name or Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Purpose \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) Requested \_\_\_\_\_ (M T W Th F S Su)

Time \_\_\_\_\_ (am pm) to \_\_\_\_\_ (am pm)

### Approximate Number Expected

Adults \_\_\_\_\_ Children \_\_\_\_\_ Infants \_\_\_\_\_

Event Type  Non-Profit  For Profit  Public Event

Private/Individual  Event Charge \$ \_\_\_\_\_

### Facilities Requested

Classroom  Geneva Room  Gym  Kitchen

Library  Room F  Sanctuary  Springer Conf Room

Wilson Hall  Other \_\_\_\_\_

Do you plan to do any decorating of the rented space? If so, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Equipment Needed

*(Use of technical equipment requires an authorized church employee)*

Audio  Visual  Sound System  Other

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Fees

*(Fee schedule is available on the inside of this brochure)*

Room Fee \$ \_\_\_\_\_ Cleaning Deposit \$ \_\_\_\_\_

Audio/Visual Tech Fee \$ \_\_\_\_\_ Custodial Fee \$ \_\_\_\_\_

Sponsoring Committee \_\_\_\_\_

Representative Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_