

Everett First Presbyterian Church

2936 Rockefeller Ave.

Everett, WA 98201

425-252-7139

www.firstpreschurch.com

Facility Use Policies

(Pertaining to one-time or ongoing events and meetings)

It shall be the policy of Everett First Presbyterian Church to permit use of available church space by approved outside users, providing they meet conditions listed below. All users will be assigned a Church Sponsor from an appropriate Session committee to provide a point of contact for effective communication with the church.

Facility Use Contract

This document, including the **Facility Use Request Form and Facility Use Fee Schedule** appended hereto, will constitute a contract when signed by the requester and an authorized representative of Everett First Presbyterian Church.

Definition of Users and Groups

- EFPC Members, Presbytery, and those affiliated with direct PCUSA Mission
- Outside groups and non-profit groups that have a ministry affiliation or focus to their activities
- Civic groups with no ministry affiliation or focus
- **Weddings and Funeral/Memorial Services fall under separate policy guidelines**

Spaces Available (see Facility Use Fee Schedule)

- Sanctuary, including Choir Loft
- Chapel
- Westminster Hall
- Westminster Kitchen
- Library/Meeting Room
- Calvin Lounge
- Calvin Kitchen
- Stocker Hall
- Stocker Kitchen

Reservations

- EFPC activities and events take precedence in all cases where scheduling cannot accommodate both church and outside user needs. EFPC retains the right to cancel any scheduled facility use if those facilities are deemed necessary for the church to carry out its ministry. Therefore, all events will be scheduled around regular EFPC events, rehearsals and services.
- Reservations must include times needed for activity/use, set-up and clean up. (See Facility Use Request Form)
- Reservations can be made up to a year in advance. Reservations further out cannot be solidified, but we can attempt to hold a date, if requested.
- All required Facility Use Request Forms must be submitted a minimum of 30 day in advance of the event. Approval will be communicated through the Church Sponsor assigned to the event.
- On special occasions, reservations can be made within 5 business days if space is available.
- A Refundable \$50.00 DAMAGE DEPOSIT is required at time of reservation.
- If event is approved, access to the building will be addressed at the time of reservation.
- A copy of this contract will be given to the event contact person.
- All ongoing event applications are subject to review upon renewal.

User Responsibilities and Conditions

Church Property

- Appoint a single representative to communicate with our Church Sponsor or staff.
- Only use the room(s) you are assigned to use or are paying to use.
- Be aware that other groups may be using the church, in other areas, during your event. Be respectful of common areas, (halls, doorways, etc.)
- You are responsible for the set-up and clean up for your event.
- If you require furniture to be moved, you must receive prior approval through the church sponsor.
- All church décor may not be removed or changed without prior approval.
- Check the restrooms before leaving.
- Make sure all lights have been turned off.
- If you are the last one out of the building, make sure all doors are locked.
- If you have a large gathering, take your trash to the dumpster in the alley behind the church.
- No smoking, consumption of alcoholic beverages, drug use, weapons, gambling, or pets are allowed on the premises.
- No food or drink, other than bottled water is allowed in the Sanctuary or Chapel.
- Loss or damage to the church property will be the financial responsibility of the user. The Church will repair or replace and request payment in full.
- No decorations may be hung from the ceiling, curtains, or light fixtures. Any materials used for meetings or events may be affixed to the walls only with blue painters tape.
- If audio or visual equipment is requested for your event, an A/V Facilitator will be assigned to the event. Additional fees will apply.

- To avoid additional fees, all groups are expected to stay within the times that they request on the Facility Use Request Form.
- Children of users must be supervised at all times and stay within the assigned area(s).

General Expectation of Kitchen Use

- All equipment and utensils will remain on the premises and in the kitchen where they belong.
- Grease should not be drained into any sink. Place in a disposable container.
- All dishes and utensils will be washed and returned to their location.
- Countertops and equipment wiped clean.
- Garbage taken out to the dumpster in the alley.
- Before leaving all equipment and lights are turned off.
- In general, leave the kitchen in the condition you found it.
- Fees will be assessed on **Light** or **Heavy** use. **Light use** - outside food brought in, no onsite food prep. **Heavy use** - onsite food preparation, use of church kitchen equipment, utensils and serve ware.

Personal Property

- EFPC is not liable or responsible for loss of personal property due to fire, theft, abuse, misuse, or acts of God while it is being stored or used on the premises.
- Please do not leave personal property unsecured or unattended.
- The church will attempt to contact you if any items are left behind. The items will be kept in the church office for 1 week. If no contact can be made, the Items will be donated or discarded.

Publicity

- Do not imply that EFPC endorses your activity unless it is cleared with your church sponsor.
- Your church sponsor must clear permission to post advertising within the church.

Custodial Services

- Basic Custodial Services are provided Wednesday through Sunday between the hours of 8 AM and 5 PM. These services are dependent on time of day and other duties for our custodian, but if time allows may include **help** with set-up and take down of tables, chairs, cleaning of restrooms, door security, etc. These services are not available at other times.

Insurance Policy

- EFPC cannot assume liability arising from the use of its facility.
- Members of EFPC and outside groups whose purpose is in keeping with the mission of the EFPC will generally not be required to provide proof of insurance coverage.
- However, such individuals or outside groups will be required to provide proof of insurance.
- When proof of insurance is required under this section, the person or group shall provide a Certificate of Insurance in the minimum amount of \$1,000,000, and shall add EFPC to their policy as an additional insured.

Facility Use Fee Schedule

Room	EFPC Members, Presbytery, PCUSA related activities	Outside group or non-profits with ministry affiliation or focus	Civic Groups without ministry affiliation or focus
	No Charge	1 – 4 Hours (+20.00 for each additional hour)	1 – 4 Hours (+20.00 for each additional hour)
Sanctuary	0.00	50.00	100.00
Chapel	0.00	25.00	50.00
Westminster Hall	0.00	40.00	60.00
Westminster Kitchen	0.00 Light use 0.00 Heavy use	10.00 20.00	15.00 30.00
Calvin Lounge	0.00	30.00	45.00
Calvin Kitchen	0.00 any use	10.00	15.00
Stocker Hall	0.00	30.00	45.00
Stocker Kitchen	0.00 Light use 0.00 Heavy use	15.00 30.00	20.00 45.00
Library/ Meeting	0.00	20.00	30.00
*Extra charges may apply if room use rules are not followed	0.00	*50.00	*50.00
Additional church personnel or A/V Facilitator	0.00	35.00	50.00

A refundable damage deposit of \$50.00 is due at time of reservation. Payment in full is due 2 business days prior to event, unless there is prior authorization to be invoiced.

Facility Use Request Agreement Form

Organization or Group Name	Contact Person
Phone Number	Email

Purpose or Focus of Event or Meeting	
<input type="checkbox"/> (check one) <input type="checkbox"/> One Time Use <input type="checkbox"/> Ongoing Use	
Date(s) of use:	
Number of people expected at event:	
Set up start time:	Clean up end time:
Room(s) Requested: (check all that apply)	
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Calvin Lounge
<input type="checkbox"/> Chapel	<input type="checkbox"/> Calvin Kitchen
<input type="checkbox"/> Westminster Hall	<input type="checkbox"/> Stocker Hall
<input type="checkbox"/> Westminster Kitchen	<input type="checkbox"/> Stocker Kitchen
<input type="checkbox"/> Library/Meeting Room	
Furniture/ Equipment Needed:	

Church Sponsor Name	Phone #	Email
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For Office Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	By: _____	Date: _____
Refundable Damage Deposit Amt: _____	Check #: _____	Date Paid: _____
Damage Deposit Amt. Returned: _____	Check # _____	Date Paid: _____
Total Fee Amt: _____	Check #: _____	Date paid: _____
Certificate of Insurance: <input type="checkbox"/> Yes, see attached <input type="checkbox"/> No, not required		

I have read, understand and will abide by the Facility Use Policies . I understand that this constitutes a contract and use privileges may be revoked for violation.	
_____ Signature of Requestor Date: _____	_____ Signature of Church Representative Date: _____

