



First Presbyterian Church
A Family of Believers

502 N. 8th Street • Manitowoc, WI 54220

(920) 682-4688 • www.firstpresmtwc@sbcglobal.net • www.fpcffamily.com

BUILDING USE POLICY

First Presbyterian Church of Manitowoc is pleased to make meeting space available to organizations in the Manitowoc Community as our building schedule permits. The individuals and organizations using the facilities are responsible to leave the facility as found so we all can continue to enjoy them for years to come.

Who May Use First Presbyterian Church

- I. Organizations, activities, boards, and ad hoc groups of First Presbyterian Church, mission partners, and the wider church shall have priority in the use of building and facilities. Such groups need simply clear the calendar with the church office, make any necessary arrangements for a key, fill out a *Building Use Contract* and pay, if any, the appropriate fees.
- II. Individual members of the church wanting to use church facilities for personal reasons (e.g., need of space larger than their home permits) should submit their requests to the Office Manager who will bring it to the attention of the Pastor and/or Clerk of the Session. The user may want to consider a donation to the church for facility usage. In general, no fund-raising events are permitted.
- III. Use by outside groups/organizations will be considered when they are in harmony with the mission statement of the church. First Presbyterian has a long tradition of cooperation with community groups devoted to culture, education, and spiritual welfare. In general, no fund-raising events are permitted.
- IV. First Presbyterian Church reserves the right to deny the use of its facilities to individuals and organizations that do not further the mission of our congregation.

How To Make Reservations

- I. All building reservations should be made with the Church Office Manager during office hours (9 am to 5 pm Monday thru Friday).
- II. Room reservations will be accepted up to 3 months before your event. Temporary reservations may be made by phone and held for 10 days.
- III. All events do require approval by the appropriate staff or the Session.
- IV. A group representative must come to the church office to sign a contract confirming the reservation, paying applicable fees, and making any special requests.

- V. Arrangement for groups or individuals using the facilities on an ongoing basis shall make specific agreements with the Church and renew these agreements annually by September 1. They shall also provide proof of liability insurance as requested by the Session of First Presbyterian Church.

Fees

- I. Any applicable fees are to be paid seven days prior to the use of facilities.
- II. A custodial fee may be collected for events held between 4:30 p.m. on Friday and 8:00 p.m. on Sunday.
- III. Kitchen fees will apply even if event is catered or food is carried in.
- IV. A refundable deposit of \$50.00 may be required even if no other fees are assessed.
- V. In special cases fees may be negotiated with the Pastor.

General Notices

- I. All groups and individuals using church facilities are to comply with church regulations when using facilities to insure appropriate behavior: **ABSOLUTELY NO SMOKING, NO ALCOHOLIC BEVERAGES, NO GAMBLING.**
- II. All police and fire truck charges resulting from setting off fire and theft alarms are the responsibility of the renting organization or individual.
- III. The church will not be responsible for anyone's property in the event of vandalism, loss, fire, or theft.
- IV. If key has been issued, be sure doors are locked before leaving building. Key must be returned to the church office within 3 days of the event
- V. The Dishwasher will be operated only by persons first trained by an authorized member of the congregation.
- VI. If decorations are to be attached to walls and fixtures, non-marking masking tape must be utilized. Any damage caused shall be the responsibility of the renting organization or individual. Hammering and nailing are strictly prohibited
- VII. Whether the use of the church custodian is required or not; all areas are expected to be cleaned-up, chairs replaced, tables and equipment returned to the position and condition in which they were found. All lights, stoves, electrical equipment must be turned off and/or unplugged.



First Presbyterian Church
A Family of Believers

502 N. 8th Street • Manitowoc, WI 54220

(920) 682-4688 • www.firstpresmtwc@sbcglobal.net • www.fpcffamily.com

BUILDING USE CONTRACT

Event Information

Name of event _____

Event Date _____ Start Time _____ End Time _____

Organization _____ Telephone _____

Address _____

Contact Person _____ Telephone _____

Address _____

Room(s) Requested:

Library _____ Lounge _____ Sanctuary _____

Kitchen _____ Fellowship Hall _____ Chapel _____

Classroom _____ Computer Room _____

Equipment Needed:

Dishes _____ Dishwasher _____ Piano _____

Organ _____ Video Projector _____ Sound System _____

User Fees:

Room _____ Equipment _____ Custodial _____ Key _____

.....

In signing this *Building Use Contract* to use the facilities of First Presbyterian Church and/or my organization accept responsibility that the policies of the Church are carried out and that the property of the church is respected as outlined in the *Building Use Policy*; which I have received and reviewed.

Signature _____ Date _____
Individual/Organization Representative

Signature _____ Date _____
Church Representative

*This contract is not valid until signed by a Church Representative, and filed in the Church Office.
A copy will be provided for the renting individual/organization*