

Standing Policies Section

Policy for Use of Church Facilities

Scope Applicability: All uses of the buildings, property and equipment (collectively the “Facilities”) of Fair Oaks Presbyterian Church must be pre-arranged and scheduled through the Office Manager, except for Church-conducted or sponsored events. The terms of this policy apply to all persons regardless of Church membership. All non-member requests must be sponsored by a member or staff of Fair Oaks Presbyterian Church. In general, this policy is intended for one-time and limited-duration events; it is not intended to apply to recurring use by a particular individual or organization, nor is it intended for commercial or profit purposes, except as specified under “Approval” below.

Scheduling, Preference for Members: All persons requesting use of the facilities must fill out a “request to use” form and provide it to the Office Manager as far in advance of the event as possible. Use of facilities is given on a first come, first served basis. The Office Manager will check the church calendar and tentatively reserve the date on the calendar. The request will be reviewed by church staff and/or the Property Chair. If the requested use is approved, the date and space will then be reserved on the church calendar. If there is an actual or potential conflict in scheduling, then use of the Facilities by members of the Church shall be preferred over use by non-members. Use by outside groups that include a Fair Oaks member will be preferred over groups without such a member.

Approval for Use: The Church may deny any request for use of the Facilities for any reason. In general, the Facilities are intended to be used for one-time and limited-duration events and charitable, community, and civic-oriented events and not for profit-making ventures or promotions, or for events not consistent with the doctrines of the Church. All requests must be sponsored by a member or staff of Fair Oaks Presbyterian Church. The sponsor must be present at the event and follow the event guidelines distributed with the request. If the sponsor cannot attend, then an additional \$100 fee will be assessed for a church representative to be present. If a church representative can not be found to attend the event, then the request for use will be denied. No admission fees can be charged or collected for an event.

Applications for ongoing use of the Facilities may be submitted to Session and will be considered for approval on a case by case basis as long as the use is not in conflict with the mission of Fair Oaks Presbyterian Church. The sponsor must be present at the event and follow the event guidelines distributed with the request. If the sponsor cannot attend, then an additional fee will be assessed for a church representative to be present. If a church representative can not be found to attend the event, then the request for use will be denied. No admission fees can be charged or collected for an event. All requests will be submitted through the Office Manager who will work with Staff and Property to assess a Facilities use charge applicable to the ongoing nature of the event. Events will only be approved for a twelve month period. All other terms and conditions of the Fair Oaks Presbyterian Church Policy for Use of Church Facilities and User Acknowledgement,

Consent, Waiver, Release, and Indemnification including all amendments shall apply to ongoing users.

Insurance: Fair Oaks Presbyterian Church reserves the right to request proof of insurance for any requested use of the Facilities and to deny use of the Facilities in the event proof of adequate insurance coverage cannot be provided.

Cancellation: The Church may cancel any permission or authorization previously granted for use of the Facilities, if circumstances as determined by the Church so require.

Use Fee: The following fees shall be paid in advance of the event. All fees are not for financial gain, but to help defray the cost of providing our Facilities to groups and persons in the Oak Park area.

- a. Members – no charge except for cleaning and repair costs determined by the Church.
- b. Non-members
 - 1. Sanctuary \$100
 - 2. Fellowship Hall and Kitchen \$100
 - 3. Sanctuary, Fellowship Hall and Kitchen \$150
 - 4. Other rooms \$25 per room

These charges are cumulative, with a maximum charge of \$250 per event. The Church also shall charge to the User the cost of any extraordinary cleaning or repair costs arising from the event.

Additional Services: The Church shall determine whether hired services such as custodial services, security, or the like are required for an event or to restore the Facilities after an event. The cost of such services shall be borne by the User.

Event Supervisor Required: The User shall provide to the Office Manager the name and telephone number of the person who shall be responsible for supervising the event. That person must be present at all times while the event is taking place and until all participants have left the Facilities and the Facilities have been restored pursuant to this Policy.

Limited Use of Church Property Without Approval: The User may use the Church's tables and chairs during the event without specific approval. Use of other Church property and equipment must be approved in advance by the pastor or his or her designee.

Decorations and Special Equipment Prohibited Without Approval: Decorations and other special property or equipment of the User may be brought to and used at the Facilities with the prior approval of the pastor or his or her designee.

Condition of the Facilities After Use: The User shall return the Facilities to their condition prior to commencement of the event, including removal of debris, sweeping, cleaning, and repositioning of furniture and equipment as directed by the Church. If the

User entered with a key it shall be the User's responsibility to lock the church upon completion.

User Responsibility for Personal Conduct: The User shall be solely responsible for the conduct of all persons at the event.

User Responsibility for Damage and Loss: The User shall be solely responsible for all damage, loss, disappearance, or breakage of Church property or equipment during the event. All damaged and lost Church property and equipment shall be repaired or replaced at the expense of the user within 10 days of the event. The User also shall be solely responsible for all damage to property, injury, death, or any other loss that may result to any person from the use of the Facilities. The Church and its employees and representatives shall not be responsible for damage to property, loss of material, injury, death or any loss related, whether directly or indirectly to the use of the Facilities.

Advertising, Signage Prohibited Without Approval: No User may advertise an event at the Church identifying the Church as sponsor of such event, or post and sign on Church property, unless the Church approves the advertisement, signage, or use of the Church's name in advance. Non-profit groups may charge a fee for entry to an event only with the approval of the pastor or his or her designee.

Smoking Prohibited: Smoking is not permitted anywhere in the Facilities at any time.

Alcohol Prohibited: Alcoholic beverages are not permitted anywhere in the Facilities at any time.

User Acknowledgement: Each User must sign the Church's User Acknowledgement, Consent, Waiver, Release and Indemnification form prior to the event.

Compliance with Safe Practices Policy: All users must read and understand the Fair Oaks Presbyterian Church Safe Practices Policy, available under Forms and Downloads and also linked on the bottom of the home page of the church's website, www.fairoakspres.org. Users must comply with all terms and conditions of the Safe Practices Policy during the use of the Facilities. Any failure to comply will result in immediate termination of the event and may result in denial of any future use requests for use of Facilities.