

## Facilities Use Policy

1. Individuals and organizations may request the use of the Sanctuary, Chapel or Family Life Center (or a portion thereof) as designated on the online Facilities Request Form. Once we receive the online request form and deposit, the activities will be scheduled. Any unusual or extenuating requests must be presented to the Board of Trustees in writing.
2. The schedule of events will be based on the availability of the facility requested. The requesting organization is responsible to begin activities promptly and to vacate the facilities no later than 9:00 PM.
3. A designated church representative must be present during use of the facilities.
4. The organization or individual using church facilities and/or equipment is responsible and will be invoiced for any damage that may occur during usage time frame.
5. The individual or organization agrees to:
  - Return rooms and furniture to the configuration in which they were found. Pews are not to be moved for any reason.
  - Vacuum areas used. Vacuum is located in the closet next to the FLC kitchen.
  - Wipe down tables used.
  - Empty all trash containers, secure bags, and place in the dumpster.
  - Take any unused consumables with you.
  - Turn off all lights and lock doors.

Please note: Any cleanup or rearrangement required may result in additional fees.

6. Commercial organizations using the facilities are requested to provide the Church Office with a Certificate of Liability Insurance. The policy should list the Church's name and the date of use. This document must be provided at least one week prior to the use of the facilities.
7. The Presbyterian Church of Falling Spring will NOT be responsible for injuries or accidents incurred on the promises.
8. Any accident must be reported to the church at the earliest opportunity within a 24-hour period. If the church office is closed the accident should be reported via email/voicemail.
9. Users may be responsible for providing equipment and supplies for their event.
10. No decorations or scenery may be constructed or painted on the buildings. No glitter or confetti may be used. Scenery and decorations may not be attached to the floors, walls, or ceilings by means of screws, nails, tacks, tape, etc. You may use Plasti-Tak. All scenery and decorations must be removed from the building immediately after use is completed. If you have questions, feel free to contact us.
11. Moving furniture between rooms is not permitted.
12. Use of the facility is limited only to the specified areas indicated on the Facilities Request Form.
13. Parking is permitted in designated (lined) areas only. Vehicles parked in unauthorized areas may be towed at the owner's expense.

14. Emergency exit signs, lights, alarms, fire extinguishers and any other safety equipment may not be covered or obstructed in any way.
15. Please do not touch or move musical equipment.
16. Basketball nets, stage curtains, lighting, sound systems and room dividers are to be moved or activated only by the church personnel or those individuals authorized by the Church to do so.
17. Any use of the kitchen should be coordinated with our Culinary Services Director.
18. Groups providing their own childcare should provide one caregiver, age 16 or older, for every five children. All caregivers should have PA Child Abuse History and PA Criminal Record background checks on file with the individual or organization using the facilities.
19. The individuals or organization using the facilities are responsible for enforcement of all regulations and policies. Failure to adhere to the regulations and policies outlined herein and on the Facilities Request Form may be sufficient grounds to deny the organization or individual future use of the facility. The Presbyterian Church of Falling Spring reserves the right to terminate use of facilities or make adjustments if, in our opinion, provisions of the guidelines have been violated.

## **EQUIPMENT GUIDELINES**

1. Audio/visual equipment belonging to the Church may be used only by persons approved by the church.
2. Arrangements for equipment use must be made at least two weeks in advance with the church office.
3. Equipment may not be removed from the church premises.
4. Notify the church office immediately of any malfunctions or problems with equipment.

## **CODE OF CONDUCT**

1. Parents are directly responsible for the supervision of their children while using the facilities.
2. Adults who are responsible for others' children (i.e. Scout leaders, coaches, etc.) are to be present for the duration of the activity and remain until all in their charge have been picked up.
3. No alcoholic beverages, illegal drugs, or weapons are allowed on the Church property. Profanity or disorderly conduct will not be tolerated.
4. PCFS is a smoke-free campus.
5. The use of any softball, baseball, or other sporting equipment which may cause damage to the facilities should be limited to the parking area to the south of the Family Life Center and the field north of the graveyard.
6. All persons using the facilities should be modestly dressed at all times.
7. All music should be appropriate and played at a non-offensive level.
8. Gaming of any kind (i.e. bingo or raffles etc.) which includes the exchange of money or gifts will not be permitted in any of the buildings or on the grounds.

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## FACILITIES USAGE FEES

- After the date is cleared by the church, a 50% deposit is required to secure the location and date.
- Final payment is due prior to the first day of the event, unless prearranged or stipulated otherwise in the policies above.
- Checks payable to The Presbyterian Church of Falling Spring.

	Members	Non-Members	Non-Profit Group
Kitchen	\$55	\$165	\$110
Family Life Center	\$110	\$220	\$165
Classrooms in CEB	\$28/room	\$55/room	\$39
Chapel	\$83	\$330	\$220
Sanctuary	\$110	\$440	\$220
Equipment	\$28	\$39	\$33
Designated Church Rep.	Not Applicable	\$39/hr	\$28/hr

Policy revised May, 2024

Approved by Trustees, June 24, 2024  
Approved by Session, July 10, 2024

## EVENT COORDINATOR CHECKLIST:

- Complete online Facilities Request Form.
  - [fallingspring.churchcenter.com/people/forms/685636](https://fallingspring.churchcenter.com/people/forms/685636)
- After the event is approved by the church, submit payment (50% deposit or full payment).
- Complete online Facilities set-up form (due at least two weeks prior to event).
  - [fallingspring.churchcenter.com/people/forms/686991](https://fallingspring.churchcenter.com/people/forms/686991)
- Turn in Certificate of Liability (If applicable)
- If you plan to use the kitchen, contact Culinary Services director (culinaryservices@pcfallingspring.org) at least two weeks prior to event.
- Submit final payment prior to the first day of the event.

### At the completion of event:

- Return rooms and furniture to the configuration in which they were found.
- Vacuum areas used.
- Wipe down tables used.
- Empty all trash containers, secure bags, and place in the dumpster.
- Turn off lights and lock all doors.