



First Presbyterian Church

of Athens

Facility and Property Use

Policy

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I. Policies Governing Use of Church Facilities & Property

Mission: The facilities and property of First Presbyterian Church shall be used in the spirit of Christ for church programming, benefit of our members and for community-building programs and activities.

Introduction: These policies have been developed in order to fulfill this mission and to provide good stewardship of church facilities.

Usage: In this spirit, we welcome both members and non-members to use our church facilities and property in a manner that fulfills the mission of our church.

- a. Subsidiary policies outlining the day-to-day activities and usage of the facilities and property have been formulated and approved by the Property Division and by the Session.
- b. All groups including ministries and members requesting to schedule programs or events at First Presbyterian Church will be directed to the Church Administrator for the purpose of completing the Facility and Property Request Form, with the staff exercising approval of usage unless the request falls under that of fundraising or of an extraordinary nature. Those requests shall be directed to and approved by the Session. All groups who are required shall sign and pay all fees associated with the use of facilities and property in advance. Fees for facility and property usage are determined according to this Facilities and Property Use Form in consultation with the Property Division and the Session.

Management: Day-to-day management of the facilities and property shall be directed through the Church Administrator and will be coordinated with appropriate staff and the Session. The Property Division is responsible for maintaining this policy, coordinating with other Divisions as appropriate.

II. General Guidelines for Use of Church Facilities & Property

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Definition of Participants:

Members and Mission-Related Groups: To be defined as any member, organization, division or committee that abides by the philosophy, mission and goals of First Presbyterian Church, which is led and sponsored by the church as a whole. Such groups as church divisions, committees, Sunday School classes, Weekday School and Presbyterian women circles are examples. Ministries and members of First Presbyterian Church will have priority use.

Affiliate Groups: To be defined as groups directly connected to First Presbyterian Church as a church support group. Organizations such as the Samaritan Counseling and Interfaith Hospitality Network are examples of affiliate groups.

Outside Groups: To be defined as groups which are compatible with the church's mission and activities. All outside groups are expected to pay fees based on the fee schedule of First Presbyterian Church if the church staff determines that payment is required. Use for fundraising or extraordinary events must be approved by the Session on a case-by-case basis. The Church Administrator will forward requests to the chair of the Property Division to be placed on the Session Docket as soon as feasible.

Weddings: The church has a separate wedding policy. Contact the Pastor's Administrative Assistant to discuss wedding arrangements, fees and policy questions.

Master Calendar:

The church staff shall add all approved events and activities to the Master Calendar in the Church Office. The Master Calendar is the only official record for all events at First Presbyterian Church.

Requirements, Responsibilities, and Restrictions:

Liability for Personal Injury or Loss: First Presbyterian Church of Athens does not assume responsibly for personal injury, property damage or loss of any kind suffered by anyone associated with its facilities and/or property.

Care of Property: All individual and organization users assume responsibility for the proper use and care of First Presbyterian Church of Athens property. User assumes liability for damage and must report such damage to the Church Administrator within 24 hours after its occurrence. After the First Presbyterian Church of Athens determines the cost to repair damage, user may (at First Presbyterian Church's discretion) be billed for such cost, normal wear and tear excepted. Decorations must be completely removed immediately following the activity unless otherwise agreed upon by the Church Administrator in advance. The use of tape, adhesives, nails, pins or tacks on wall are prohibited.

Insurance: Groups and individuals using First Presbyterian Church of Athens facilities and/or property shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. In addition, First Presbyterian Church of Athens may on occasion require users to obtain and furnish evidence of general liability insurance. If insurance is required, it shall meet the requirements of APPENDIX A, and a certificate evidencing such insurance shall be furnished to the Church Administrator prior to use of the First Presbyterian Church of Athens facility and/or property. If the need for insurance coverage is unclear, the First Presbyterian Church of Athens insurance agent shall be consulted.

Indemnification: Groups and individuals using First Presbyterian Church of Athens facilities and/or properties must agree to indemnify First Presbyterian Church of Athens and/or its Session members, officers, employees, members, congregants, agents or representatives, from any and all liabilities and legal actions in any way relating to their activities, including those arising from the negligence of the First Presbyterian Church of Athens.

SEE APPENDIX A.

Reservations and Fees:

Facilities Use Request: Reservations will be made as received upon completion of a Facilities Request Form. Requests for space reservations may be made by contacting the church receptionist or the Church Administrator through our website (www.firstpresathens.org), email (frontdesk@firstpresathens.org) or by phone at 706-543-4338.

Kitchen Use Request: Individuals organizing events that require the use of the kitchen will need to consult the Church Administrator to ensure availability, to discuss kitchen equipment use, to make arrangements for clean up, and to establish a cost for the usage. No one is permitted to use the kitchen or any kitchen equipment without the prior approval of the staff or Church Administrator.

Fees: Fees will be assessed in accordance with the established fee schedule for any activity that is not church related, in consultation with the church administrator. All fees must be paid in advance of the activity.

Church Member Supervision:

Outside Operating Hours: For any event scheduled outside the church's regular business hours (8:30 a.m.- 4:30 p.m. Monday-Friday), arrangements must be made to gain entrance to the building and to see that the building is locked when leaving.

Identifiable Responsible Adult: All groups must have a responsible adult in charge of the event, and church policies for each area must be observed. This person must be in attendance the entire time of the scheduled event. The conduct of all persons attending programs or events is expected to be respectful of First Presbyterian Church's mission and facilities.

Supervision of Children (up to age 17): Children and youth in attendance must either be with their parents or with approved adult supervision at all times. At least two adults must supervise all children's activities. All nursery or early childhood childcare provided on church grounds must comply with church guidelines and policies. See APPENDIX B for Child Protection Policy.

General Policies:

Smoking is not permitted in the confines of the church building or on the church property.

Alcoholic beverages are not permitted anywhere on the church grounds or in the church facilities.

Location of dining and serving of food is confined to spaces approved at the time of reservation.

Decorations, signs or posters are not permitted to be placed on the walls, floors, or woodwork of the facilities or property. Agreement must be reached with the Church Administrator prior to any decorations being placed in the church.

Cleanup: Groups using church facilities are expected to leave the area in the same condition in which it was found. Unwanted and/or leftover food items should be removed from the church and placed in the outside trash bins.

Recycling: Recycling is a policy of our church. As part of that policy, no styrofoam cups, bowls, plates or other articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum, and paper are available for your use. Every organization is responsible for complying with this policy.

Storage: There is no excess storage available for organizations other than church groups. All outside organizations using the facility will be responsible for storing props and accessories offsite.

Parking: Parking on church property is available only during the period of time that a group has contracted to use the facility. Any damage to vehicles on church property is the responsibility of the vehicle's owner.

Animals are not allowed inside the church buildings, with the exception of guide animals.

Supervision of children and youth: This church abides by the Child Protection Policy approved by the Education Division and Session. All users of the facility are expected to follow the guidelines of this policy. Any questions regarding this policy should be directed to the Director of Christian Education or the Director of Youth Ministries as appropriate.
See APPENDIX B.

The nursery facility is available by arrangement at least two weeks prior to the event by contacting the Director of Christian Education. Our safety standards require that two nursery care providers must be present to operate the nursery. The nursery care providers must be First Presbyterian Church employees.

Church Resource Availability:

Custodial Services: Custodial services are scheduled according to the church calendar, based on completed reservation forms.

1. Custodians are scheduled for the setup and replacement of church tables, chairs and equipment within their normal work week.
2. The custodial staff is not available for jobs other than setup that may be needed by outside groups.
3. If a custodian or guard is required to arrive early or stay late, the responsible party will be required to pay for the extra hours.

Administrative Support: Office equipment and church clerical support are not available.

Sound System: The church sound systems are available by request only. Use of any PA system is limited to those authorized by the Church Administrator.

Musical Instruments: The use of church owned musical instruments requires approval by the Director of Music. If a user wishes to have the organ or piano tuned, they will be tuned at the user's expense by a technician approved by the Director of Music. Pianos cannot be moved except by permission from the Director of Music and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

Audio Visual Equipment: We encourage outside groups to use their own A/V and supporting equipment for presentations. Use of First Presbyterian Church equipment is permitted but must be arranged for in advance through completed reservation forms. Church audio visual equipment may not be removed from church premises.

Church Vehicles: In general, church vans are for church use only. Outside use will require the prior approval of the church staff or Session and the insurance company.

Lending of Church Property: Ordinarily, church property is not to be used off church premises. Church property (i.e., tables, chairs, and equipment) is not available for loan.

III. Sanctuary Use Guidelines

Guidelines for the use of the Sanctuary of First Presbyterian Church have been set forth by the church staff and the Worship Division, and have been approved by the Session of the church. Reservation of this area will be made through the Church Administrator.

Accommodations:

Sanctuary Capacity: 575 seated

Sound System and Lighting: **By request only.** Use of sound system or changes to the lighting system is limited to those authorized by the Church Administrator.

Music and Musical Instruments: Music and musical instruments must have the specific and separate approval of the Director of Music.

IV. Fellowship Hall, Meeting Rooms & Additional Room Use Guidelines

Guidelines for the use of the Fellowship Hall, the kitchen, and the adjacent rooms have been set forth by the church staff, Property Division, and approved by the Session of the church. Reservations of these areas will be made through the Church Administrator.

Accommodations:

Fellowship Hall: 250 seated at tables
350 without tables

Room 312: 100 classroom style seating

Classrooms: Capacity varies based on room size.

Parlor: 30 seated

The Bride's Room: 10 seated

Policies:

The policy for the usage of these areas will be the same as the policies previously stated beginning on page 6 with the exception and addition of the Kitchen Use Guidelines stated below.

V. Kitchen Use Guidelines

1. Kitchen space shall be cleaned after each use. Any spills should be cleaned up. Cabinet tops should be wiped off. Floors should be swept.
2. All dishes and utensils used shall be washed, dried and returned to the shelves. Nothing should be left on the drain board or counter.
3. All trash and garbage shall be removed to outside trash receptacles.
4. In case of breakage, please note item broken on the dry erase board in the kitchen.
5. No food or beverage shall be left in the refrigerator or freezer without plans for its further use or disposal. Please use the available masking tape and permanent marker to record the date when the item was left and what group is responsible for the item.

VI. Youth Rooms (The PIT) Use Guidelines

Guidelines for the use of the youth rooms of First Presbyterian Church have been set forth by the church staff and the Education Division, and approved by the Session of the Church.

Accommodations:

The PIT has a common room and 3 meeting rooms.

Common Area:	50 seated without tables 32 with tables
High School Room 14:	15-25 seated
Middle School Room 11:	15-25 seated
Spirituality Center Room 10:	8 seated

Policies:

The policy for usage of these areas will be as follows:

1. The four youth rooms are dedicated primarily for the use of the church Youth Ministry, youth (as defined by enrollment in Middle School or High School grades 6-12), and their guests. Other groups using this space may be adult church members, guests of the church such as mission teams, or other religious groups. The Church Administrator will schedule these groups after consultation with the church staff, the Director of Youth Ministries and/or the Education Division Chair (as needed).
2. All four youth rooms are restricted for the use of Youth Ministry of the church on Sunday evenings.
3. Access and use of the youth areas is only permitted with adult supervision.

4. Rooms should be cleaned and straightened after each use. All food and paper products should be discarded or placed in trash receptacles and taken to the outside trash bins.
5. No alcoholic beverages will be allowed on church property at any time. Smoking is not allowed in any area of the church building or property.
6. Questions regarding usage or fees should be directed to the Church Administrator.

VII. Garden Property Use Guidelines

Guidelines for the use of the Garden of First Presbyterian Church have been set forth by the church staff, the Property Division and the Session of the church. Reservations of these areas will be made through the Church Administrator.

1. Priority use of the facilities will be for the members and ministries of First Presbyterian Church.
2. The Garden area of the church may be reserved by members or ministries for church functions. Others may reserve the Garden with the approval of the church staff or Session by staff request. If questions arise, they will be referred to the Property Division and the church staff.
3. Tents, chairs, tables, set up arrangements, and decorations used in the Garden must be approved by the Church Administrator before any function.
4. No alcoholic beverages will be allowed on church property at any time. Smoking is not allowed in the Garden or in any of the church buildings.
5. Groups other than church members and ministries must sign an agreement and pay, in advance, all fees and costs associated with the use of the facilities as shown on the fee schedule.
6. Permission to use the kitchen must be approved by the Church Administrator.
7. The set up of a sound system must be approved by the Church Administrator.

VIII. Fee Schedule for Use of Facilities & Property

Space	Up to 4 hours	More than 4 hours
Sanctuary	500.00	750.00
Fellowship Hall	500.00	750.00
Garden	250.00	500.00
Kitchen	150.00	250.00
Parlor	100.00	150.00
Bride's Room	100.00	150.00
Library	100.00	150.00
Children's Ministry Suite	250.00	500.00
The PIT	150.00	200.00
Meeting Rooms:		
Staff Conference Room	150.00	200.00
Room 312	100.00	150.00
Other Classrooms	50.00	75.00
Custodial Hourly Rate*	25.00	25.00
Nursery Care Provider Hourly Rate	25.00	25.00
Effective September 2011		

*Any group may be assessed a fee for clean up, set up or other services if the Administrator, Staff or Session anticipates the Church will incur additional expense.

IX. APPENDIX A

Insurance Requirements

Different activities and groups are statistically more likely to be associated with the risk of injury and/or property damage. Without evaluating specific entities, First Presbyterian Church believes situations exist which requires additional protection. Therefore, at First Presbyterian Church's sole discretion and request, user is required to agree to the following:

1. User shall obtain General Liability insurance with the following Requirements:
 - a. Per Occurrence limit: \$1,000,000
 - b. Additional Insured: First Presbyterian Church of Athens
 - c. Notice of Cancellation: 30 days: First Presbyterian Church of Athens
185 East Hancock Avenue
P.O. Box 1592
Athens, GA 30603

APPENDIX B

Child Protection Policy for Children's and Youth Ministries

First Presbyterian Church of Athens, Georgia

Updated October, 2010

I. Recruitment, Training, and Supervision

- A. Before applying to work with children in our congregation in any capacity, volunteers must be church members or regularly attending worshippers for at least six months. This rule may be waived for part-time residents with a personal interview and recommendation from a previous church.
- B. Anyone seeking to work with children or youth at First Presbyterian Church must complete a written application form listing relevant experience and personal references. This also includes teenage workers, who must be at least age 13.
- C. First Presbyterian Church recognizes the importance of children below age 13 being allowed to participate in service to the Church. When a child below the age 13 wishes to serve as a volunteer in any given classroom or program, they will be allowed pending approval of the Director of Christian Education. This child will be under the direct supervision of an adult and their presence will not fulfill the two-adult requirement.
- D. After submitting an application for service, criminal record checks and reference checks will be conducted, documented, and filed for all staff and volunteers who work with children in church-sponsored events or activities, (Sunday School, Weekday School, Children's Church, Nursery, Children's Choirs, Vacation Bible School, and Youth Ministry programs, etc) prior to employment or service.
- E. Photographs will be taken of all church staff and attached to personnel records.
- F. All church staff and volunteers will participate in an annual orientation to review church policies, procedures, and regulations. Each will be asked to acknowledge receiving such information by their signature.
- G. Church staff will make unannounced and documented visits during church programs with children to ensure that standards, policies, and program quality are being maintained.

II. Adult Relationships with Children

- A. In order to protect church staff, volunteers, and program participants, it is our goal for a minimum of two unrelated adults to be present with children and youth during church programs. Related adults must be accompanied by an unrelated adult or teenage helper. In the instance that a third volunteer is unavailable, related adults will function as a single adult leader.
- B. Teenage volunteers must be under the supervision of an unrelated adult and will never be left alone with children except in an extreme emergency.
- C. Some classes may have only one adult teacher in attendance. However, supervision by other adults is still possible in these classrooms, as all classrooms for children and youth have windows in the doors.
- D. When driving for a church-related activity, there must be in the same vehicle two adults and one child or youth, or one adult and two children or youth. A leader of children or youth may drive a single child or youth only with the prior written permission of the parent of the child or youth. This written permission must be given to the supervising church staff member.
- E. When church staff and volunteers attend activities of church children in the community, they attend as an extension of their ministries, not as peers.
- F. Church staff and volunteers will be trained to practice healthy discipline techniques that do not involve physical pain or discomfort. They will not abuse children or youth physically, verbally, emotionally, or sexually.
- G. Church staff and volunteers caring for infant and toddlers will be identified by staff shirts and name tags.

III. Responsibilities to Parents

- A. All teachers and volunteers for church activities and programs involving children must be approved by the Education Division and the Session. In case of an emergency, the church program staff or ministers may temporarily approve use of a church member as a volunteer.
- B. Parents will be invited and encouraged to visit classrooms and program sites at any time and do not need permission to do so.

- C. Church staff and volunteers will release children to the authorized parent(s), guardian(s), or an individual authorized by the parents, including relatives of the children. Sign-in and sign-out logs will be maintained at each program site.
- D. The church will offer positive parenting resources and workshops.

IV. Reporting Procedures

- A. When there is suspicion of child abuse, the church staff or volunteers to whom it has been reported will immediately inform the church staff person responsible.
- B. The church staff member receiving the initial report will confirm the facts reported and the condition of the child on the same day the report is received, and then follow reporting procedures prescribed by the local law enforcement body.
- C. Confidentiality will be maintained in handling all information related to abuse or suspected abuse. The appropriate staff person must grant permission for any staff member or volunteer to contact children or parents involved in an alleged child abuse incident. The only exception to maintaining confidentiality will be as it relates to disclosing necessary information to law enforcement and/or the Department of Family and Children Services.
- D. If a reported incident involves a church staff member or volunteer, the supervising staff person will suspend the accused person from all activities involving supervision of children. Reassignment to administrative duties may be appropriate. An employed staff member accused of abuse will be suspended with pay until person is cleared or allegations are proven.
- E. Volunteers may be reinstated after all allegations have been cleared to the satisfaction of the investigating agency and the responsible church staff member.

I have read the Child Protection Policy and agree to abide by it in my ministry at First Presbyterian Church, understanding that unusual exceptions will be reviewed by church pastors.

Name of Volunteer (Please print.)

Signature of Volunteer (Date)

X. Facilities & Property Use Request Form

First Presbyterian Church of Athens Facilities & Property Use Request Form

Date requested: _____

Request taken by: _____

Details of Use		
Date(s) _____	Time(s) _____	Estimated # in Attendance: _____
Use of facility is for: _____		
Space Requested: _____		

Contact Name _____ Organization _____

Address _____

Phone number _____ Church Member ___ Yes ___
No

E-mail _____

Special services required (please attach a layout of setup for any furniture and/or equipment setup).

- | | | |
|--|---|---|
| <input type="checkbox"/> Tables: Round (# _____) | <input type="checkbox"/> Podium | <input type="checkbox"/> TV/VCR or DVD |
| <input type="checkbox"/> Tables: Rectangle (# _____) | <input type="checkbox"/> Piano | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Chairs: (# _____) | <input type="checkbox"/> Computer/Internet | <input type="checkbox"/> PA system with mic |
| <input type="checkbox"/> Microphone (# _____) | <input type="checkbox"/> Projector (LED) | |
| <input type="checkbox"/> Custodial Services (Fee Assessed) | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Set-Up | <input type="checkbox"/> Clean-Up | |
| <input type="checkbox"/> Food will be served at this event | <input type="checkbox"/> light refreshments | <input type="checkbox"/> meal |
| (Please check if needed) | <input type="checkbox"/> Dishes | <input type="checkbox"/> Silverware |
| | <input type="checkbox"/> Tablecloths | <input type="checkbox"/> Other _____ |

Notes _____

Date presented to Staff _____

Date approved/disapproved _____

Review with staff _____

Requestor notified of staff action _____

Door key issued on _____ by _____

Door key returned on _____ to _____

Security Deposit (\$150) paid: ___ Yes

___ No

Roger Burbage, Church Administrator

May use again ___ Yes ___ No