



## **FCC BUILDING & GROUNDS USE POLICIES**

### **Policies:**

1. First priority is given to First Congregational Church's ministry groups.
2. Groups that are involved in service to human needs that fulfill the commandment to "love thy neighbor as yourself" are given priority. There are other groups that provide value to our community and that create fellowship and connection but do not address primary human need. When possible, we will provide meeting space for these groups.
3. "For-Profit" groups will NOT be accommodated.
4. The impact of any particular group meetings on other church activities is taken into consideration. This includes parking usage, impact on staff time, potential conflict with unexpected church events (i.e. funerals and/or funeral luncheons), clean-up, and impact on the building.
5. Any person or group desiring to use the church facilities must be "cleared" by the staff and in "questionable" circumstances be agreed upon by the Church Council.
6. Church members may use the facilities for family gatherings (birthdays, anniversaries, meetings, etc.) at no cost.
7. Non-members or outside groups will be expected to sign an agreement, abide by stated regulations, and pay for custodial support as needed.
8. No group or organization requiring an admission fee, or considered a profit-making or political group may use the building.
9. We reserve the right to reschedule due to church activities that take priority (weddings, funerals, etc.)
10. This building policy does not include funerals.
11. The following groups have been considered "outreach programs" of our church and are excluded from this policy: Red Wagon Day Care.
12. A \$25.00 per hour fee for custodial support will be assessed as needed. Fees are to be made payable to the church and will be due upon approval of building use.

13. One or two key people involved with the event are required to make an appointment with the office during business hours (9:00am – 4:00pm Monday through Thursday) for a run-through of the event and instructions.
14. First Congregational Church has adopted a Safe Church Policy. Where there are children and youth on the premises, there must be two adults present at all times. Attached is our Safe Church Policy for your reference.

**Guidelines:** (all users are asked to respect the following)

1. No alcoholic beverages are to be served or consumed on premises. **No exceptions.**
2. No smoking within 15 feet of any church entrance.
3. If damages occur to church premises or church equipment, your group will be responsible for the damage, repairs, or service costs (expenses incurred) as a result of your group's use of the facility. It is expected that you will communicate the policies and guidelines set forth herein to your group. (see liability release on form)
4. Any kitchen equipment must be used by church members only and/or "cleared" through the Business Manager.
5. All disposable dishware (paper plates, styrofoam cups, plastic cutlery, napkins), condiments and beverages are the responsibility of the user.
6. If the custodians have not set up the room, the area should be left as it was found.
7. The Church cannot be held responsible for loss or damage of property belonging to an outside group. (see liability release on form)
8. The Church cannot be held responsible for accidents occurring while using the facility. (see liability release on form)
9. Children and youth must be supervised at all times and not allowed to play in or use rooms not previously arranged for.
10. You must fill out the Building & Grounds Use request form online [FCC Building & Grounds Use Request Form Here](#) and it must be completed to release all liability of the Church to be approved for your request.