

GUIDELINES FOR THE USE OF THE CHURCH

First Presbyterian Church
3000 East Twelve Mile Road
Warren, Michigan 48092 Phone: 586-751-1721

1. On your event day, the church will be opened and closed for you. You will be given an “emergency” number to call should you have any problems. It is important that you stay to the start and end times.
2. You will be responsible for leaving the church in the same condition as you found it. This includes all rooms used and or such as fellowship hall, the kitchen and the rest rooms.
3. **No alcohol or alcoholic products are to be used in the church.**
4. First Church is a non-smoking facility. Smoking is allowed outside the building, cigarette butts must be discarded in a suitable container (which you provide and take home with you). Do not throw cigarette butts on the lawn or elsewhere.
5. Please use only the area that has been assigned to you. We as a church reserve the right to assign rooms according to the overall needs of the church. We will work together with the trusted servant(s) of your group to make sure both our needs and your needs are cared for.
6. If you need extra chairs please take them from the room across from the utility closet. ***Do not remove chairs from classrooms.*** You must return all extra chairs to the room across from the utility room.
7. If you will be using the church on a regular basis, i.e. monthly meetings, we do not have space for extra storage of materials and items you may need for your meetings. You will have to transport these items to and from your meetings.
8. Only non-alcoholic beverages will be allowed at weekly meetings. You must provide your own coffee, tea, sugar, cream, styrofoam cups, etc. In addition, **you must provide your own coffee makers, etc.** You **may not** use items in the church kitchen. We realize that exceptions to the “no food” rule will need to be made for special events such as parties, showers, etc. You may bring in catered and or prepared food; you cannot prepare food in the kitchen, you may however use the stove to warm items. **PLEASE DO NOT USE ANY FOOD IN REFRIGERATORS OR LEAVE ANY FOOD IN THE REFRIGERATORS.** **You must bag your own garbage and leave outside.** We simply do not have the storage space to handle extra garbage.
9. **CHILDREN AND TEENS MUST BE FULLY SUPERVISED.** You are responsible to make sure that children are adequately supervised. All groups must be courteous of other groups meeting in the church. Children are not allowed in the kitchen, the office, the sanctuary, the choir room, the nursery, or in any storage rooms. Bathrooms must be monitored and bathrooms must be checked for cleanliness before exiting the building.

10. The church office facilities are not available for use (e.g., the copier, computer, etc). The church office will be locked and unavailable.
11. The sanctuary may not be used for any activity without permission of the session.
12. You will be expected to adhere to closing times; this means that the area should be clean, put back the way it was found and ready to leave the building at stated end time. This is simply a matter of courtesy to the person who is closing the building after your event. **Note; usage hours no later 11:00 pm weekdays/11:30 pm weekends.** *Tip: take a picture of the fellowship hall before rearranging, this way you will know how to put back.*
13. You will be solely responsible for all your activities while you are on our church property and for any personal injuries and any damage to or loss of church property, including the property of any church members or employees, which injuries, damage or losses are occasioned by the activities of your group or persons on the premises related to your group activities. First Presbyterian Church is not responsible for any personal injury or for loss or damage to equipment or personal property brought onto church property by you or any member of your group.
14. We expect to work with you in partnership so that your needs are met. Above all, we want to maintain a good working relationship so that all our needs can be met.
15. If you intend to use the church for fundraising purposes, you must receive specific permission to use the church for that purpose. Normally we will expect you to contribute to the church. The specific details of this contribution must be negotiated prior to the event.
16. Building use and administrative *fees must be paid in full prior to the event day*, refunds will be given if there is a cancellation *prior* to event date, *and no shows will not be refunded their deposits*

We/I accept the guidelines listed above.

_____	_____
Name of Group/Contact	Date
Approved: _____ Date: _____	
Clerk of Session First Presbyterian Church	