

**The First Presbyterian Church**  
of Howard County  
**Policies and Procedures**  
**for the Use of Church Facilities**

1. All events and church functions must be placed on the church calendar through the Church Administrator **(410) 730-3545** or **churchadmin@firstpreshc.org**. All events other than church functions must be approved by the Session through its approved procedures. This process requires the use of the attached forms: (a) *Application for Use of Church Facility*, (b) *Approval and Agreement* and (c) *Hold Harmless Agreement*. When use of the Sanctuary is requested, the Organist/Choir Director and the Worship, Arts and Music Unit will be consulted before approval.
2. Written requests should be made in time to be approved by the Strengthening the Church Unit at their regular meeting on the second Tuesday of each month. Approval could take as little as one week or as long as six weeks, depending on when paperwork is received by the Church Administrator.
3. All continuing user groups will be required to reapply each year by September 1, by submitting the forms listed in Item #1, to provide updated contact information and to receive a copy of the current church-use policies and rules. All user groups will be required to send an officer or authorized representative to a mandatory, annual Orientation meeting.
4. Church functions take precedence over requests by other users. The Session, The Strengthening the Church Unit, or staff may rescind permission to use the facilities if the space provided is needed for a church function.
5. The Session will rescind permission for future use if the rules of the facility are not observed.
6. Evening hours are 6:00 p.m. – 9:30 p.m., Monday through Thursday. Groups must abide by these hours unless they have made alternate provisions to provide security and custodial services. Contact the Church Administrator if these provisions are needed.
7. Saturdays are reserved for weddings and special one-time events. Events other than weddings must conclude by 3:00 p.m. to allow ample time for custodial staff to prepare the building for the church's main purpose of Sunday worship, education and fellowship.
8. The attached *Building Use Fees* schedule is for organizations requesting use of the church facilities. Session approval is required for any changes in these fees. Groups may be required to provide refundable security deposits.
9. Users must understand that they are responsible for any damage that may occur through their use of the church property and they shall reimburse the church for any damage as determined by The Session.
10. Users must notify the Church Administrator if the scheduled event is cancelled. Users will forfeit any deposits if the Administrator is not notified at least 48 hours before the event was to occur.

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**Rules for Use of Facility**

1. Adequate adult supervision is required at all youth and children's events.
2. The use of alcohol and illegal substances on church property is prohibited.
3. Smoking is prohibited in all church buildings.
4. Gambling is prohibited on church property.
5. All activities must be confined to the area approved for use.
6. Chairs, tables and other equipment must be left as found. If you move anything, it must be restored to its original condition and set-up. Tables and chairs may not be removed from Lyle Buck Hall.
7. Windows and doors must be closed and locked when the group leaves.
8. All lights must be turned off when the group leaves.
9. Trash must be picked up and discarded in proper containers.
10. The use of nails, screws, tape and other fasteners on walls, windows and woodwork is prohibited.
11. The kitchen, if used, must be left clean and neat. Kitchen appliances are available for use upon approval. Groups must provide their own supplies (including paper goods, coffee, condiments, etc.) The supplies in the closets and cupboards are for church internal use only.
12. Furniture in the Sanctuary (i.e., Communion table, pulpit, piano and other furniture) is to be moved only with prior approval and the assistance of a church staff member. The communion table may not be used for any purpose other than its primary symbolic function.
13. Users must reimburse the church for any damage that occurs through their use of church property.
14. Failure to notify the Church Administrator of a cancellation at least two 48 hours in advance of an event, will cause otherwise refundable fees to be forfeited.
15. Evening hours are 6:00 p.m. to 9:30 p.m., Monday through Thursday. Groups are expected to abide by these hours unless alternate provisions have been made, through the Church Administrator, for security or custodial services.
16. Continuing users must re-apply annually by September 1. All users will be required to attend an annual "User Group Orientation" before the *Application for Building Use* will be forwarded to the appropriate decision making board. Forms are available in Mailbox #120 outside the church office or by contacting the Church Administrator at 410-730-3545 or [churchadmin@firstpreshc.org](mailto:churchadmin@firstpreshc.org).
17. Users of the facility are notified of the church's policy on sexual misconduct. A copy of the policy is available in the church office.
18. Food may not be stored in the church building for any reason.
19. Due to high demand and use, the church will not tolerate prohibited behavior on church premises. Failure to abide by the guidelines of the policy may disqualify your organization from further use of church facilities.
20. Church activities and events are planned around a Liturgical Calendar and take precedence over all other events in the building. As a user of the building, you understand that the first priority is the ministry and missions of the church. User groups may be required to adjust or cancel activities to accommodate the church.

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of Howard County

## Building Use Fees

Revised, January 2006

	<b>Member Not for Profit</b>	<b>Member For Profit</b>	<b>Non Member Not for Profit</b>	<b>Non Member For Profit</b>
Sanctuary	\$190	\$250	\$315	\$375
Lyle Buck Hall	\$190	\$250	\$315	\$375
Kitchen*	\$150	\$165	\$190	\$220
Classroom	\$50	\$85	\$95	\$125
Branch Hall	\$50	\$85	\$95	\$125
Nursery	\$25	\$40	Not available	Not available
**Custodial \$ per hour	\$25	\$25	\$25	\$25
**Security: \$ per hour	\$20	\$20	\$20	\$20
***Tech Svcs.: \$ per hour	\$25	\$25	\$25	\$25

\* Separate application required for use of kitchen. Additional rules apply. Contact the Church Administrator for more information.

\*\* Applies to after-hours special events when church staff is not on duty.

\*\*\* Subject to availability