FIRST PRESBYTERIAN CHURCH
110 North Adams Street, Tallahassee, Florida 32301
(850) 222-4504

FACILITY USE RULES AND REGULATIONS

Building Use:
The purpose of building use, including any event content, must not conflict with The First Presbyterian Church's (hereafter referred to as "FPC") mission and core values.

The Sanctuary is our place of worship. We are pleased to make it available to you, but we ask you and the members of your group to show particular respect for this space. This is a holy space that is set aside for secular purposes during your use. It is not simply another auditorium or concert hall.

External fundraising events are not permitted on FPC property.

FPC is not responsible for providing any special equipment or personnel, unless this has been specifically agreed to in writing by the FPC representative.

Contracted use of the church facilities in no way implies endorsement by the church of the outside user group or organization or of the activities conducted by these same user groups. The church logo or other church materials (including social media handles or sharing)shall not be used on any promotional materials without express permission from the church. You may use the church name and address to indicate the location of your event.

All activities and events held in FPC facilities must comply with applicable municipal, state, and federal laws.

The Session shall approve certain functions before they are added to the FPC calendar. In some cases, the pastor, clerk of session, and additional elders may approve building requests.

The person requesting the use of the building or a representative must be present for the event and will assume full responsibility for any damage, destruction, or loss of FPC property that may occur during the event.

Activities must be confined to the area requested. No other areas are to be entered or disturbed during the time of building use. FPC activities and other groups may be using different parts of our campus, and we ask that you respect their needs as well.

Decorations, posters, etc. are not to be put on any wall of the facilities or in any place that might damage walls, floors, carpets, or furniture. Please address any decoration questions with the FPC Representative. All decorations, staging, and equipment must be broken down and removed immediately following the event.

Emergency Plans:
All entrances and exits must remain clear of obstructions in the event of a fire.

Prohibited Items:
No coffee, water, or other beverages, or food shall be served or made available in the sanctuary, or narthex, or front porch area.

All alcoholic beverages, smoking and the use of illegal drugs and substances are not allowed anywhere on FPC property.

Gambling and games of chance shall not be permitted anywhere on FPC property.

Firearms and weapons of any kind are not permitted on any church property.

Storage of flammable or toxic materials is not permitted without prior approval from a FPC representative. All approved property must be identified and labeled. Storage is at your own risk.

All candles, open flames, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited. All extension cords and power strips must have prior approval from the FPC representative.

Balloon release, confetti, or rice is not to be used anywhere on the FPC property.

Bubbles can only be used outdoors.

Animals are not allowed in the building without prior approval. EXCEPTION: Service animals require proper documentation.

Reservations:

A deposit of 50% of the total fee must be paid upon approval of application. The remaining 50% is due no less than 10 days before the event. The event will not be placed on the calendar until the deposit has been received.

Use of FPC facilities is on a first-come, first-served basis. For a facility to be reserved, a "Facility Request Form" must be completed, proof of insurance must be provided, and all fees must be paid. No event will be confirmed or placed on the church calendar until the above has been received in the church office.

All FPC activities take priority over outside user groups, except for scheduled weddings. Should the need for a church facility conflict with the scheduling of an outside user group, church activities take priority. Facility Request Forms are considered in order received.

FPC reserves the right to cancel or modify this agreement at any time due to changes in ministry activities and needs.

A copy of the rules and regulations will be given to each group requesting building use.

Church-related activities, such as class fellowships and organizational meetings, do not require payment of fees or deposits, but all rules must still be observed.

Use of the FPC facility will be limited to approved facility areas. Other areas in the building may be scheduled for different purposes at the same time.

In the case of ongoing use, such as daily, weekly, or monthly use of facilities, FPC reserves the right to preempt such use. Every effort will be made to make other arrangements with as much notice as possible.

FPC representative reserves the right to end any function for failure to observe proper conduct or for failure to comply with any of the above provisions. There will be no refunds.

Facility users and/or participants will be directly responsible for maintaining order and observing all rules, and will be liable for all damages incurred during their use of the building. Temporary or permanent refusal of future use requests may result from violations of FPC's rules and policies and/or misstatements in the user application.

Permit to use facilities is non-transferable.

CANCELLATION:

Within two weeks of the Event, 100% of the deposit
Within one week of the Event, 50% of the deposit
Less than One Week – No refund

At the church's discretion, the above may be waived under certain circumstances.

Event Supervision:
Facility users are required to remain in areas specified in the agreement.

The facility user is responsible:

- For keeping all group participants confined to those areas specified in the agreement.
- To ensure that adequate care and supervision of minor children is provided. Children will be supervised at the ratio of one adult for every seven (7) minor children. Children must never be left unattended on FPC premises at any time.
- To provide an adult supervisor who has accepted responsibility for overseeing the event. This adult must be at least 21 years of age, named on the Request For Use Of Facilities Form, and must remain present for the duration of the event, including cleanup.

Both the facility user and the specified adult supervisor are financially and otherwise responsible for all damage to the FPC property or the loss of any of the contents therein during the time the building use agreement was in effect.

Original condition of FPC property:
To maintain the beauty of our facilities, all groups must leave the facilities in the condition in which they were entered.

Floors, sinks, and countertops must be left clean and in good order, and all furniture must be placed in its original position unless prior arrangements have been made. The original deposit will be refunded after the facility is inspected. No food shall be left on counters, tables, refrigerators, or freezers.

FPC-owned chairs and tables as requested on the Facility Use Form. The facility user is liable for any damages and should not move the furniture without prior written consent (chancel furniture, chairs, communion table, piano, etc.).

Church-related materials or FPC property of any kind are not to be removed from the FPC premises.

Damage Assessment:
Damage to FPC property caused by the facility user, any contractor, any employee of the facility user, or any person attending the event for which the facility was reserved will be charged to the facility user.

Immediately notify the FPC representative of emergencies or building issues by telephone or text. In case of medical or environmental emergency, Dial 911 first.

No Other Promises or Warranties:
____ (initial) Facility user understands that no commitments are made other than what is contained in this agreement, that no warranties have been made that the FPC will be adequate for USER's planned use, and that USER accepts the FPC in an AS IS condition.

____ (initial) Facility user has inspected the facility to be used and has independently determined that it is suitable for their particular purpose.

Liability and Indemnification: (Please see Hold Harmless Agreement)
FPC, its agents and members, shall not be liable for (a) any damage or injury occurring as a result of the facility user of the FPC property, or (b) any claim, demands or actions arising from facility user use of FPC property.

All safety rules and regulations in this document must be observed.

Caterers must provide proof of workers' compensation and liability insurance.

Any personal or group property left on the FPC premises shall be at your own risk and only with prior permission from the FPC representative.

STATEMENT OF COMPLIANCE: "We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto: to keep and maintain the FPC property and good or same condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use FPC property and to remove any FPC property when the building use period is over."

Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises, and/or cancellation of this contract.

_____ _____

Print Name Signature

Position:_____

Date:_____

User/Entity Name:_____

Approved:

(FPC Representative) Date

Approved by Session September 21, 2026