

faith Presbyterian Church

1005 SE Ninth Street • Hermiston, Oregon 97838
(541) 567-9642 • www.faith-presbyterian.net

Building use policy

This policy outlines the requirements and guidelines for non-members and service organizations to use all or individual building/rooms. Faith Presbyterian Church (FPC) has the right to refuse rental use.

Date(s) and time(s) of usage: _____

Name of renters: _____

Phone number(s) of renters: _____

Required fees:

- Cleaning fee- \$250.00 (refundable if renting group cleans) (including members)
- Damage deposit- \$500.00 (refundable if no damage to property or equipment) (including members)
- Facility coordinator/host/hostess- \$75.00 (paid directly to church member coordinating the event.)

Sanctuary, Narthex, Fellowship Hall, kitchen, nursery and classrooms	\$500.00
Sanctuary and Narthex	\$250.00
Fellowship Hall and kitchen	\$250.00
Classroom(s)/nursery (per room)	\$ 50.00
Pastor (determined by pastor)	\$
Pianist (determined by pianist)	\$
<hr/>	
Total	\$

faith Presbyterian Church

1005 SE Ninth Street • Hermiston, Oregon 97838
(541) 567-9642 • www.faith-presbyterian.net

Guidelines for general usage:

1. No smoking in buildings and on grounds.
2. No consuming of alcoholic beverages in buildings and on grounds.
3. No use of illegal drugs in buildings and on grounds.
4. Only documented service animals will be allowed in the buildings.
5. Facilities usage may only be coordinated by an adult.
6. Adult supervision (21 and out of high school) is required for all groups meeting in the facilities. Groups of Junior High or High students must have at least one adult present for every ten students. Groups of children must have at least two adults present. All groups must provide adequate supervision.
7. No groups promoting hate, violence, political or any agenda in opposition to the message of Faith Presbyterian Church will be granted use of the facilities.
8. Service and rental fees will apply to all requests for facility use. Members are exempt from the rental fees, but service fees still apply. Some fees are shown as payable to the person as they are non-payroll positions.
9. Fees applicable to non-profit organizations and service organizations will be considered on a case-by-case basis.
10. Regular use (monthly, weekly, etc.) is negotiated on a case-by-case basis with special provisions that may apply.
11. A certificate of liability insurance may be requested to cover general liability.
12. Use of facilities must be scheduled through church office by completing official use forms at least five days prior to use.
13. Unless otherwise approved, the buildings and properties must be left in the same or better condition than prior to use.
14. Person(s) who completes paperwork is solely in charge of and responsible for damage.
15. Behavior in and around the buildings must be with respect and consideration of the primary purpose of the buildings and properties (i.e. a church).
16. Use of additional resources (televisions, DVD players, VCR's, projections, etc.) available upon prior agreement.
17. Faith Presbyterian Church, its officers and members are not responsible for any loss of materials or items.
18. Any misrepresentation/falsifying of information on the request form may lead to cancellation or termination of approval.

faith Presbyterian Church

1005 SE Ninth Street • Hermiston, Oregon 97838
(541) 567-9642 • www.faitn-presbyterian.net

Guidelines for wedding usage: *funerals shall follow policies that are relevant to the situation.

Items the Bride and Groom must supply, if desired (upon approval by facility coordinator/host/hostess):

- Refreshments.
- Flowers/decorations (church will provide appropriate tape for use on chairs).
- Music (as approved by pastor).
- Bows/Ribbons
- Candles (dripless only).
- Bubbles (outside of buildings only).
- Napkins.
- Candles for reception table (dripless only).
- Special goblets for bride/groom.
- Any additional special items (upon approval by facility coordinator/host/hostess).

RICE, GLITTER AND BIRD SEED ARE NOT ALLOWED FOR ANY TYPE OF USAGE.

Faith Presbyterian Church will provide facility coordinator/host/hostess (not planners) to make sure the bride and groom know what is expected of them on rehearsal and wedding day. Rooms will be provided for groom/groomsmen and bride/bridesmaids for dressing for wedding.

Refreshment servers, provided by bride and groom, will be shown the kitchen and should leave it in same or better condition than prior to use when finished with the reception. The bride and groom may use church glass plates and cups and will clean them after the reception and will replace any items that may be broken.

If catered, catering group is responsible for kitchen/dishes clean up.

- Pre-marital counseling is required
- Use of the church Pastor is require unless approved by session.
- Pastor has the right to refuse.

faith Presbyterian Church

1005 SE Ninth Street • Hermiston, Oregon 97838
(541) 567-9642 • www.faith-presbyterian.net

Renters agree to the above costs and guidelines for usage:

Printed name and signature of renters: _____

Date: _____

Printed name and signature of Bride or Groom: _____

Date: _____

Printed name and signature of FPC representative: _____

Date: _____