

FACILITIES USE POLICY

April 2019, Revised December 2025

Spanish Fort Presbyterian Church welcomes the use of the facilities by Spanish Fort Presbyterian Church members, individuals, and other groups who are dedicated to bringing glory to God and as such all areas of the church must be available for activities that strive to this goal. The use of our building becomes an extension of our mission to make disciples of Jesus Christ through worship, education, service and fellowship. We actively seek ways to utilize the building in fulfillment of our mission.

Facilities use falls under one of the following four categories:

1. Events for church members that are scheduled by church staff, Session or church committees.
2. Non-profit public service events whose objectives are deemed by staff and/or Session to support the goals of the church.
3. Member events including weddings, receptions, anniversaries, etc. Member weddings may be confirmed in advance as per wedding policy.
4. Other appropriate uses, not inconsistent with this policy, whereby a member, or other individual or group requests use of a part of the Church facility and is willing to pay the fee established, which fee shall be used to defray the cost to the Church of making the facility available.

All approved requests in categories 2, 3 or 4 require a signed facilities usage agreement prior to using the requested space. Requests may be tentatively scheduled 18 months in advance. Of course, funerals or other emergent SFPC events may take priority and those who are scheduled to use the church facilities are asked to be sensitive to these church priorities.

All approved requests in categories 2, 3 or 4 will be subject to a facilities usage fee. Charges will be determined on a case-by-case basis. Nonprofit organizations may be exempted or receive a discount from any facilities usage fee if they are a Christian or charitable organization whose goals and methods are consistent with Scripture and in good taste such as youth development organizations, health organizations, and nonpartisan non-issue-oriented organizations, such as the League of Women Voters. Kitchen fees when appropriate will be assessed on an individual basis.

All fees and deposit must be paid in full 30 days in advance of an event. For reoccurring events, fees and deposits should be paid for entire month 30 days prior to the first of the month. Fees and deposits will be refunded if the event is cancelled at least one week in advance of the event. If less than one week the fee will be returned and the deposit will be forfeited. If the church cancels the event the user will be reimbursed appropriate fees and deposits.

Initial _____

All facilities usage should follow the below enumerated guidelines:

1. Requests for use of church facilities may be made by calling the church office, online or in writing. In either case, the request should include the name of the group, the intended use, the number of people expected to participate, the desired date and time of use, duration and contact information for the individual representing the requesting group.
2. When requests are received from groups with standing approval from the Session, the Administrative Assistant will schedule use if facilities are available. Other requests from groups outside of SFPC will be required to complete an application which will be referred to the leaders from each of the Session ministry teams for review and approval. The church Administrative Assistant will keep a calendar of activities scheduled for church facilities.
3. Use of church facilities will not be approved for activities devoted to issue-oriented or partisan political programs, or any endeavors promoting non-Christian values.
4. No nails, screws or adhesive tape may be used on doors, furniture or walls. No marks may be left on furniture, walls, doors, etc.
5. No animals, with the exception of service animals, are allowed on the church premises.
6. Alcoholic beverages are prohibited on church premises, and no smoking is permitted in church buildings.
7. Individuals or organizations using the facilities will be responsible for any breakage, damage or soiling to the property that may occur while the building is in use.
8. Individuals or organizations under category 4 usage will be required to provide a certificate of liability insurance showing liability coverage of not less than \$1,000,000 and showing SFPC named as an additional insured prior to the event.
9. SFPC and/or its employees shall not be responsible for damage or loss of property on SFPC premises sustained by a participant at an event or anyone attending an event held on church property. The approved user shall indemnify and hold harmless SFPC, its Pastor, Session members, agents, and employees from any claim arising from its use of Church facilities or property.
10. Any equipment, tables, chairs and/or furnishings used are to be returned to the order of arrangement prior to the scheduled use. Any articles or debris on floor or tables must be cleared away and the rooms used left in good condition.
11. Groups using outdoor facilities are responsible for keeping the grounds clean and free of trash, bottles, containers and papers. Rubbish must be disposed of by removing it from the church property. The church playground is not available.
12. No group, organization or individual may assign their approved use of the facilities to any other group, organization or individual.
13. SFPC reserves the right to unilaterally cancel or modify any and all scheduled events in order to accommodate church ministry.
14. All minor children attending an event must be supervised by an adult.
15. Any publicity for an event held at SFPC must state “Spanish Fort Presbyterian Church is not a sponsor of this program or activity.”

Different segments of the church facility can be reserved with the following special considerations for each segment:

Capacities of Facilities: Fire regulations and church policy regulate maximum capacities of the facilities.

- The sanctuary seats a maximum capacity of 425.
- The chapel seats a maximum capacity of 75.
- The fellowship hall has a maximum seating capacity of 120.
- Classrooms vary in size and will accommodate 10 to 35.

Sanctuary

1. May be requested separately.
2. Decorating of the sanctuary shall be done in such a way that pews or other furnishings are not marred or damaged.
3. No food or drink is permitted in the sanctuary.
4. Proposed plans for decorations must be submitted with application and approved.
5. For weddings, decorations and activities should be coordinated with the wedding policy.

Chapel

1. May be requested separately.
2. Decorating of the chapel shall be done in such a way that chairs or other furnishings are not marred or damaged.
3. Proposed plans for decorations must be submitted with application and approved.
4. For weddings, decorations and activities should be coordinated with the wedding policy.
5. Any equipment, tables, chairs and/or furnishings used are to be returned to the order of arrangement prior to the scheduled use. Any articles or debris on floor or tables must be cleared away and the room used left in good condition. Furniture should be lifted and not dragged.
6. **Piano should not be moved without prior authorization.**

Fellowship Hall

1. May be requested separately.
2. Proposed plans for decorations must be submitted with application and approved.
3. Any decorations must be freestanding. No nails, screws or tape should be used to attach or suspend decorations.
4. Any equipment, tables, chairs and/or furnishings used are to be returned to the order of arrangement prior to the scheduled use. Any articles or debris on floor or tables must be cleared away and the room used left in good condition. Furniture should be lifted and not dragged.

Kitchen

1. May be requested separately.
2. All persons or groups using the kitchen will be expected to leave it in a clean, sanitary condition.
3. All dishes, silverware, glassware and equipment used will be washed, dried and returned to their original location.

Initial _____

4. Hot items from the stove or oven must not be place on counter tops or tables without insulating protection beneath them.
5. Trash disposal is the responsibility of the group using the facility. Trash containers are to be emptied and replaced with the provided liners. Trash bags should be securely tied and placed in designated area. Dumpsters are located adjacent to the rear parking lot.
6. Soiled dishcloths and dishtowels are to be collected and placed next to the sink for washing. If a church member or committee, it is preferred that an individual from the group take them home, launder and return them to the proper drawer in a timely manner.
7. Commercial caterers providing services are required to furnish their own supplies and utensils. They are permitted use of the stove, sinks, refrigerator and work surfaces. Any damage(s) caused by caterers or their employees are the responsibility of the member, organization, group or individual who requested use of the facility and executed the permit agreement.
8. Do not leave unused food or drinks in the refrigerator or freezer.
9. Breakage of equipment or dishes must be reported to the church office. Costs of replacement or repair of the broken items are the responsibility of the user and will result in a deduction of refundable damage deposit.
10. Groups and individuals from outside the church must furnish their own consumable supplies.

Youth Wing

1. May be requested separately.
2. The Youth of Spanish Fort Presbyterian Church have first priority for use of the Youth Wing for all organized activities of the church.
3. Use of the audio and video equipment will be approved only if the group has a qualified adult to operate the equipment. This person will be responsible for the equipment and must remain in the room with the equipment at all times while the equipment is in the room.

Music Wing

1. May be requested separately.
2. Any use of the instruments or equipment must be requested in advance and requires that the Music Ministry Director or a member of the choir sponsor the request and be present during usage.
3. Special liability insurance of not less than \$1,000,000 will be required of any group from outside the church requesting usage of the Music Wing.

Classrooms

1. May be requested separately.
2. Paper, supplies and any other consumable must be furnished by the user.
3. Use of the audio and video equipment must be approved in advance.

Table 1

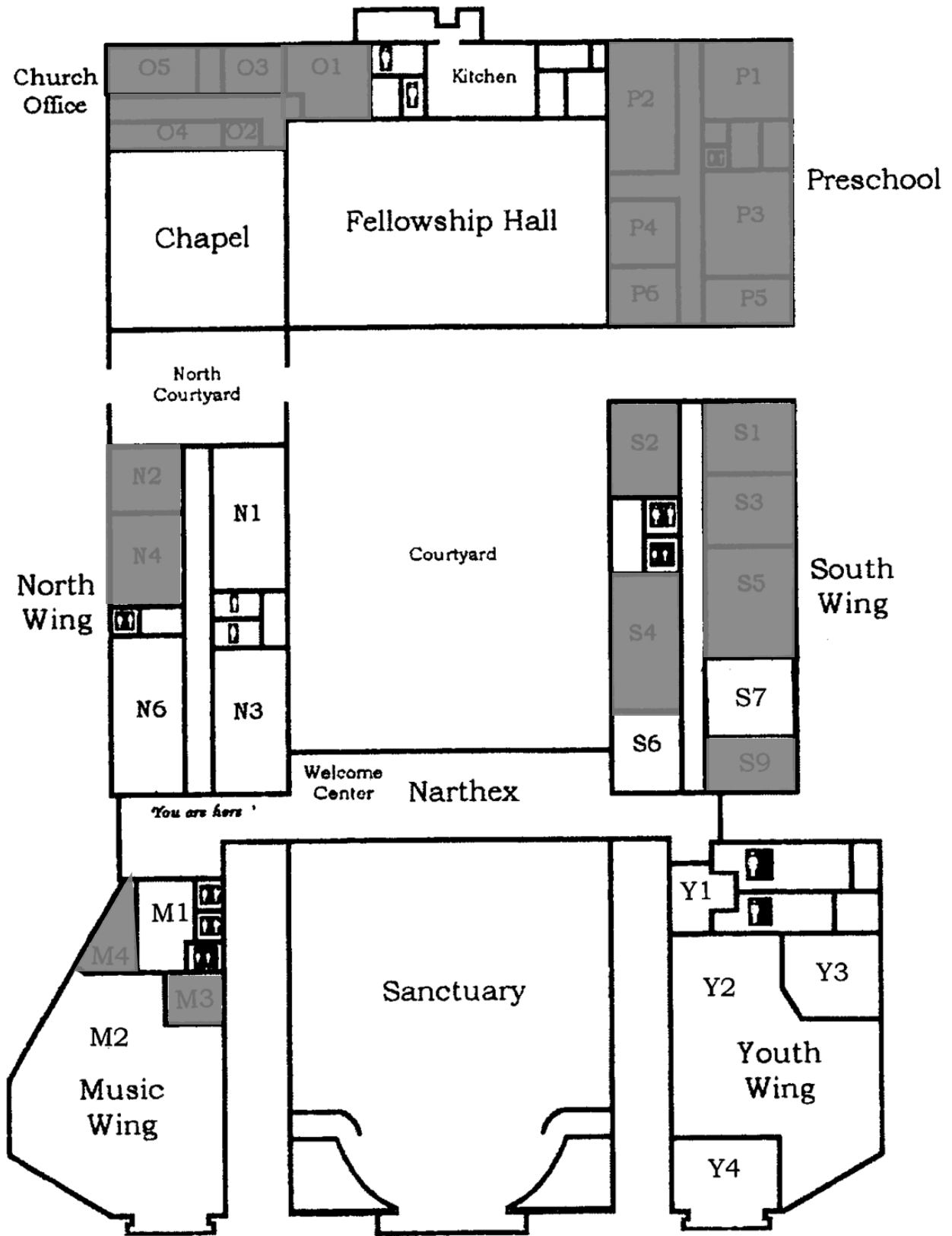
FEEES FOR FULL DAY OR EVENT USE OF FACILITIES*

<u>SANCTUARY</u>	<u>Member/Non-profit</u>	<u>Non-Member/Public</u>
Fee	\$200	\$400
Cleaning & security fee	\$150	\$300
Sound system fee	\$ 50	\$ 50
Refundable damage deposit	\$200	\$300
Seasonal decorations usage fee	\$150	\$200
<u>CHAPEL</u>	<u>Member/Non-profit</u>	<u>Non-Member/Public</u>
Fee	\$100	\$250
Cleaning & security fee	\$100	\$150
Refundable damage deposit	\$200	\$300
<u>FELLOWSHIP HALL</u>	<u>Member/Non-profit</u>	<u>Non-Member/Public</u>
Fee	\$100	\$250
Cleaning & security fee	\$150	\$300
Refundable damage deposit	\$200	\$300
<u>KITCHEN</u>	<u>Member/Non-profit</u>	<u>Non-Member/Public</u>
Fee	\$100	\$250
Cleaning & security fee	\$150	\$150
Refundable damage deposit	\$200	\$300
<u>YOUTH WING</u>	<u>Member/Non-profit</u>	<u>Non-Member/Public</u>
Fee	\$100	\$250
Cleaning & security fee	\$100	\$150
Refundable damage deposit	\$200	\$300
<u>MUSIC WING</u>	<u>Member/Non-profit</u>	<u>Non-Member/Public</u>
Fee	\$200	\$500
Cleaning & security fee	\$100	\$150
Refundable damage deposit	\$200	\$300
<u>CLASSROOM (BY SIZE)</u>	<u>Member/Non-profit</u>	<u>Non-Member/Public</u>
Fee	\$0	\$15 per Person

* Longer or shorter durations may be available on a case-by-case basis.

Initial _____

SPANISH FORT PRESBYTERIAN CHURCH FACILITIES



FACILITIES USE AGREEMENT

This agreement is entered into as of _____, 20____ by and between

_____ (User), whose address and telephone number are

_____ and Spanish Fort Presbyterian Church (SFPC).

Acknowledgement of Terms

I acknowledge that I have received, read and understand the terms and conditions of the Facilities Use Policy as outlined herein. As the person taking responsibility for the Spanish Fort Presbyterian Church facilities on the dates indicated on the application form, I agree to abide by and be bound by the terms and conditions put forth.

Name (please print) _____

Organization _____

Signature _____

Date _____

For Office Use:

Category (circle): 1 2 3 4

Application on File

Event (circle): Single or On-Going

Facilities Use Agreement on File

Fee Assigned: _____

Frequency: _____

(Category 4 Only) Certificate of Liability Insurance shows minimum \$1,000,000 coverage

(Category 4 Only) Certificate of Liability Insurance shows SFPC as additional insured

Initial _____