

FIRST PRESBYTERIAN CHURCH – POLICY FOR BUILDING USE

Approval of the Building Use Committee of the Administrative Department may be necessary before scheduling **non-parish groups**. The church reserves the right to change policies and fees by Trustee or Session actions.

The damage deposit is due when an activity is scheduled. Other fees are required to be received by our Financial Office two weeks before the scheduled event. The deposit will be returned if there is no damage, special cleaning needed or unpaid fees. The event is only tentatively scheduled until fees are paid, and it will be canceled if payment is not received by the due date.

A \$65.00 security guard fee is charged for each 3-hour period.

Room fees are for no more than a 4-hour period and are listed below.

For Friday night, Saturday or Sunday events, there is a \$45.00 additional charge. The Theater is scheduled by separate agreement through the Managing Artistic Director, Thom Hofrichter (260-426-7421 x103 or thofrichter@firstpres-fw.org).

- Smoking is not permitted anywhere in the building.
- Posters, signs or other materials are not to be affixed to any surface other than bulletin boards.
- Church-owned furnishings shall not be removed from the area in which they are located.
- Any decorations, other than centerpieces, must be approved by the staff.
- The use of facilities is strictly limited to the time approved.
- Parking fees are NOT waived during normal business hours.

Room Fees

Damage Deposit (same as room fee)

Room Use Fee – due 2 weeks before event

McKay Hall (seats 250 at tables, maximum room occupancy 370)	\$175.00
Parlor – \$135.00	
Fellowship Hall – \$115.00	
Classroom – \$50.00/each	
Special Setup – \$50.00	
Microphone – \$25.00	
Audio Visual Equipment – \$35.00/each	
Coffee – \$35.00/ 50 cups, \$55.00/100 cups	
Use of kitchen – \$50.00/3 hours	
Tablecloths – \$3.00/each	
Custodial cleanup – \$45.00	
Security Guard – \$65.00/3 hours	

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Food or Beverage Service

Alcoholic beverages are not permitted on the property.

Arrangements may be made with Event Coordinator, Sondra Mergenthal (260-426-7421, x126 or smergenthal@firstpres-fw.org) for Food and Beverage services. The price will depend upon the menu arranged, and will be expected to cover all food, labor and overhead costs. **The church is paid by the group representative in advance.**

Meals are served buffet style, unless servers are provided by the group. The group is to clear tables and transport dishes and tableware to the designated place immediately after the meal and before after-dinner programs. This includes all coffee cups and water glasses.

If food is to be served, those who do not use the church food service will be required to use licensed caterers.

Because of health regulations, outside groups may not bring their own food. Caterers provide all dishes, silverware, glassware, table linens and beverages and are responsible for their own clean up. Caterers who do not fulfill their responsibilities will not be approved for future events in the church. Caterers may not use the church kitchen except for counter space and water. There is a \$50.00 fee when a caterer uses the kitchen.