

FACILITY RESERVATION POLICY

The mission of the First Presbyterian Church of Edmond (FPCE) is to seek New Life, Through Jesus, for Edmond and the World. The facilities are dedicated first to those programs and ministries that are the foundation and core of the mission of FPCE. Guidelines have been established for the other events and activities that are also a vital part of the life and ministry of the church.

This policy is owned and maintained under the direction of the FPCE Executive Director (the Executive Director). Exceptions to any provision of this policy may only be made by the Executive Director or the FPCE Session.

FACILITY USE:

- Church staff, individual officers and covenant partners of the congregation may reserve facilities at no cost, for those activities or events that relate directly to the ministries of FPCE. For a continuing reservation, the facility request must be resubmitted yearly to ensure it stays on our Calendar/Room Scheduler.
- Covenant Partners who wish to reserve any FPCE spaces for personal or private use, for activities or events that do not relate directly to the ministries of FPCE, may do so by paying usage fees as outlined in the Facility Reservation Fee Schedule for covenant partners. Please refer to page 4 for covenant partner fees.
- Non-Covenant Partners: Individuals, community and civic groups, and organizations who are not sponsored by FPCE may be authorized to use FPCE facilities for personal or private use on a case-by-case basis if such use is consistent with the purposes, ideals and tenets of FPCE. Please refer to page 5 for non-covenant partner fees.
- Funerals: There shall be no charge for use of the church building for funerals for covenant partners. FPCE may charge for funeral services for non-covenant partners. This is determined on a case-by-case basis.
 - When found necessary by the Pastoral Staff, events or programs previously scheduled may be altered or rescheduled to accommodate a funeral service.
- FPCE reserves the right to decline scheduling your event if you request dates that fall within certain “blackout periods,” including, but not limited to, Summer Vacation Bible School, during the Lenten/Easter, and Advent/Christmas seasons.
- FPCE Facilities must never be used for political purposes.



➤ It is expected that users of any FPCE facilities will be responsible for leaving the premises as they found them. This includes washing dishes/serving items, if applicable, and returning them to their proper place of storage. This also includes taking care to ensure FPCE facilities and all its contents are not damaged in any way. In the event of damage to FPCE facilities, additional charges may be incurred by the responsible party.

➤ For all functions, FPCE may require a designated or trained and approved person(s) to be available at the church to ensure adherence to the terms of this policy for the entire period of usage. If applicable, the resources may result in additional fees.

- Audio/visual control (see section below, “Technology & Equipment Usage”)
- Lighting control
- Operation of air conditioning/heat panel
- Custodian services
- Security services

TECHNOLOGY & EQUIPMENT USAGE:

➤ Sound and audio/visual (A/V) may only be used by prior arrangement and must be requested at the time the reservation is made. Microphones can be set up for use in the Family Life Center, Coffee Lounge area, Great Hall, and the Lecture Hall (room 1001). The sound board, light board, and video equipment in the Sanctuary and Youth Worship Center can only be operated by or under the direction of the church Sound Technician. Please refer to the Fee Schedule on pages 4-5 for costs associated with the reservation of sound and A/V.

➤ “Live Stream” is available at the additional cost of one additional Tech Personnel fee and is available in the Sanctuary only. **Advanced notice is needed for all technology needs.** Please refer to the Fee Schedule on pages 4-5 for costs associated with the reservation of sound and A/V.

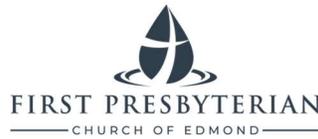
AVAILABLE TIMES:

➤ Saturdays and Sundays are generally reserved for the use of the Church and Church-related activities only.

➤ The Church reserves the right, should an unanticipated Church-related need arise in conflict with an event, to cancel the scheduled event. The Church will make every effort to provide adequate notice, but Church events will always have priority.

RESPONSIBILITY:

➤ Children of people who are using the facilities are expected to be in the room scheduled for use by the group. No one from your group is permitted to roam the building or to play in other rooms.



- Chairs, tables, projectors, screens, gaming systems and other church equipment may not be taken from the premises.
- Propping open facility doors is not permitted. Overnight events are not permitted.
- The use of illegal drugs, tobacco and alcohol is strictly prohibited inside the FPCE building, inside FPCE vehicles or anywhere on the FPCE grounds.
- Abuse of these rules may affect approval of future facility use.

PROCEDURE:

1. Please submit request at least 30 days in advance of the requested date. For larger events that require extra resource time, submitting 60 days in advance is appreciated.
2. Office personnel will review the request and contact you within 48 hours with approval or disapproval of the event and provide an invoice with fees related to the reservation.
3. **All fees must be paid and a signed agreement must be sent to FPCE before the reservation can be finalized and added to the scheduler.**

By signing this agreement to lease facilities of First Presbyterian Church of Edmond, as the responsible party, I agree to defend, hold harmless, indemnify and release First Presbyterian Church of Edmond, its officers, employees, and agents from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property (normal wear and tear excluded), or personal injury which may result from my activity in the above-listed facilities. This release includes claims based on the negligence of the responsible party and its officers, employees, agents, attendees and volunteers.

Responsible Party Signature / Date _____

Responsible Party Name (Printed) _____



FACILITY RESERVATION FEE SCHEDULE
COVENANT PARTNER FEES

Room/Resource	Capacity/People	0-4 Hours	5+ Hours (Per Day)	Notes
Sanctuary	1150 people	\$600		Any event that needs the Sanctuary for more than 5-Hours will be determined on a case-by-case basis.
Great Hall/Catering Kitchen	150-200 people	\$150	\$200	\$25 custodial fee if serving food and drink
Family Life Center (Gym) and/or FLC Kitchen	250 people	\$150	\$200	
Youth Center (Yinger)	60 people	\$85	\$125	\$25 custodial fee if serving food and drink
Front Lobby/Coffee Lounge Area	70 people	\$100	\$200	Kitchen equipment is off limits without explicit permission \$25 custodial fee if serving food and drink
Lecture Hall or "Zoom Room" (Room #1001)	85-100 people	\$50	\$85	\$25 custodial fee if serving food and drink
Confirmation Room (Room #2025)	40 people	\$50	\$85	\$25 custodial fee if serving food and drink
Palmer Lounge with Filling Station	150 people	\$30	\$50	Kitchen equipment is off limits without explicit permission \$25 custodial fee if serving food and drink
Miracle Movies (#2011)	60 people	\$30	\$50	\$25 custodial fee if serving food and drink
Staff Collaboration Room (#2122)	15 people	\$50	\$150	\$25 custodial fee if serving food and drink
Designated Classroom	15-40 people	\$30	\$50	\$25 custodial fee if serving food and drink
Tech Equipment		\$100	---	More than four hours - subject to availability.
Sound Engineer		\$60/hr	\$60/hr	Two hour minimum
Tech Personnel		\$40/hr	\$40/hr	Two hour minimum



FACILITY RESERVATION FEE SCHEDULE
NON-COVENANT PARTNER FEES

Room/Resource	Capacity/People	0-4 Hours	5+ Hours (Per Day)	Notes
Sanctuary	1150 people	\$700	---	Any event that needs the Sanctuary for more than 5-Hours will be determined on a case-by-case basis.
Great Hall/Catering Kitchen	150-200 people	\$250	\$300	\$25 custodial fee if serving food and drink
Family Life Center (Gym) and/or FLC Kitchen	250 people	\$250	\$300	\$25 custodial fee if serving food and drink
Youth Center (Yinger)	60 people	\$140	\$205	\$25 custodial fee if serving food and drink
Front Lobby/Coffee Lounge Area	70 people	\$140	\$240	Kitchen equipment is off limits without explicit permission \$25 custodial fee if serving food and drink
Lecture Hall Or "Zoom Room" (Room #1001)	85-100 people	\$80	\$140	\$25 custodial fee if serving food and drink
Confirmation Room (#2025)	40 people	\$80	\$140	\$25 custodial fee if serving food and drink
Palmer Lounge with Filling Station	150 people	\$50	\$80	Kitchen equipment is off limits without explicit permission \$25 custodial fee if serving food and drink
Miracle Movies (#2011)	60 people	\$50	\$80	\$25 custodial fee if serving food and drink
Staff Collaboration Room (#2122)	15 people	\$100	\$175	\$25 custodial fee if serving food and drink
Designated Classroom	15-40 people	\$50	\$80	\$25 custodial fee if serving food and drink
Tech Equipment		\$100	---	More than four hours - subject to availability.
Sound Engineer		\$60/hr	\$60/hr	Two hour minimum
Tech Personnel		\$40/hr	\$40/hr	Two hour minimum