

First Presbyterian Church – Fargo, North Dakota

Facility Use Policies

Approved by Session November 15, 2021

Please review this information before filling out the REQUEST FOR USE OF CHURCH FACILITY form.

Following are policies and procedures for reservation and use of the facilities of First Presbyterian Church (FPC) for meetings and events by both FPC committees and groups and outside groups. A room request should be submitted for ANY meeting—small or large—that requires a room. Room descriptions and capacities are included to help in choosing the appropriate room. Requesters are urged to select rooms that are best suited for the planned activity. FPC staff and/or the Building and Grounds committee may direct requesters to the appropriate or best room for various activities. All rooms are handicapped accessible.

Policies

- 1) FPC will accept requests for the use of the church facilities by individuals and organizations whose purpose is compatible with the mission and vision of the church.
- 2) These policies do not apply to weddings which have separate policies.
- 3) The possession and/or consumption of alcoholic beverages in the church building and/or on the church grounds is strictly forbidden. Smoking is prohibited in the church building and within 20 feet of any entrance.
- 4) All children under 18 years of age in attendance at any approved activity/event must be under the direct supervision of adults.
- 5) There may be a suggested donation for the use of church facilities by outside groups. Donations are intended to help cover facility costs such as custodial services, equipment, supplies, utilities, door monitoring, etc.
- 6) FPC leases most parking spaces to nearby office workers on weekdays between 8am and 5pm. There are a limited number of spaces available for church staff and visitors on weekdays. Once capacity is reached, members and non-members alike will not have access to the lot. Parking is normally available on the street and in the Roberts Street parking ramp.
- 7) Users of church facilities are asked to leave the meeting area as they find it. All garbage should be put in appropriate receptacles and any spills cleaned up. Outside groups are asked to cover the costs of any damages.
- 8) Entrance doors must never be propped open. Please provide a greeter at the door or post a phone number on the door that people can call to be let in. Any entrance door that is unlocked must be monitored at all times.
- 9) FPC uses video surveillance and motion sensors. Everyone must be out of the building by 10pm or alarms will be activated.

Procedures

- 1) A **REQUEST FOR USE OF CHURCH FACILITY** form (obtained from the church office or online at FPC's website, www.firstpresfargo.org) must be submitted a minimum of two weeks prior to the meeting/event.

#

- 2) FPC staff reviews requests weekly—normally at a Tuesday staff meeting. Staff may refer requests (such as for recurring/long-term use) to the Building & Grounds (B&G) committee and Session for further review and final approval or disapproval.
- 3) Requesters will be notified of request approval/disapproval within two weeks of the date of request.
- 4) Requests by regular users for continued use of the building and grounds must be submitted yearly by August 1. Please communicate with the church office in advance regarding changes to the planned meeting schedule.
- 5) The request form includes fields to request key fobs, equipment, tables, chairs, musical instruments, etc. Be sure to request what is needed on the form.
- 6) Custodial assistance such as setting-up of tables, chairs and other equipment should be requested under “Any Additional Needs/Services.” Note, FPC may suggest a donation by outside groups to help cover setup costs.
- 7) Written permission by the Music Coordinator/Organist is required for use of the organ, pianos or other musical instruments.

Descriptions and capacities of available rooms

- ☐ **Off-site** Reserved spaces at other facilities for church related events, programs.
- ☐ **Sanctuary** (up to 650 people) For regular worship services, large meetings, baptisms, weddings, funerals, performances, and special events. Has cushioned pew seating, open stage, choir loft, pipe organ, piano, lectern, rear balcony, direct stairs entrance from the North front of the church (2nd Ave). Handicapped accessible via west entrance. Has dedicated sound, lighting, video recording and screening.
- ☐ **Gathering Space** (up to 80 people standing and 20 seated) Transitional space providing access to and from the Sanctuary, Jennie Roberts room, choir loft, restrooms, nursery complex, elevator and stairs to classrooms, office, library, youth rooms, social hall, and west exit. For greeting and conversation before and after services and events. Has serving area for coffee and refreshments. Mostly standing room with table seating for 20. Normally reserved with the Sanctuary and/or Jennie Roberts room.
 - ☐ Coffee/beverage/snack service area
- ☐ **Jennie Roberts Room** (up to 50 people standing and seated) Gathering space overflow before and after services and events—a “living room” or “parlor” that is quieter, has movable comfortable seating, a piano, and a fireplace in winter. Not a chapel but may be requested for very small (max. 30 people) weddings, memorial services, or special gatherings. Not a classroom but may be requested for small group discussions or special classes that will benefit from the available comfortable seating (max. 20 people). Not a dining room but may be requested for small stand-up receptions or events. When not otherwise in use, reserved for individual and small group conversation, reading, writing, music, meditation and prayer. May be separated from the Gathering Space by closing the French doors. Requesters of this room should plan on using only the furnishings that are in the room. The Jennie Roberts Room is not available for events that require removal of furnishings and set up of tables and chairs. Tables and chairs in the Gathering Space may be used in conjunction with the Jennie Roberts room if both rooms are reserved.
 - ☐ **Jennie Roberts Kitchenette** For preparing and serving beverages, hors d'oeuvres, desserts, etc.
- ☐ **Nursery Complex** Has dedicated rooms and furnishings for infants, crawlers, toddlers, and nursing mothers. May be used as a dressing area before weddings.

#

#

- ☐ **Jr. High Youth Room** (up to 40 people) Dedicated to Jr. High Youth.
- ☐ **Sr. High Youth Room** (up to 50 people) Dedicated to Sr. High Youth.
- ☐ **Office Conference Room** (up to 8 people) Available to staff and small church committees.
- ☐ **Meeting Room #1** (up to 10 people) Has table, chairs, and white board.
- ☐ **Meeting Rooms #2/3** (up to 14/10 people) Has tables, chairs, 2 white boards, and video monitor. Normally configured as one room but can be divided.
- ☐ **Board Room** (up to 20 people) Adjacent to the Social Hall Dining area. Has large conference table, chairs, extra table for serving coffee, and video monitor. Ideal for larger committee meetings.
- ☐ **Social Hall** (up to 160 people) Large multi-purpose room with dedicated sound and video system with 6' x 8' screen. May be set up with up to 100 chairs for classes or movies. May be set up with tables and chairs for up to 160 people in combination with Social Hall Dining. Has dimmable pendant lighting.
- ☐ **Social Hall Dining** Dedicated dining area for luncheons, dinners, and receptions for up to 50 people or up to 160 people in combination with Social Hall. Has dimmable pendant lighting. Can be separated from Social Hall. Adjacent to kitchen with serving counter. Easy access to dishes, glassware, cutlery, etc. This (and the Social Hall if needed) is the primary space for meals and gatherings that require round tables and chairs.
- ☐ **Social Hall Kitchen** Full commercial kitchen with gas range, refrigerator, freezer, ice maker, dishwasher, pots, pans, dishes, glassware, etc.
 - ☐ **Salad Kitchen** (up to 8 people) For kitchen volunteers. Has linen and kitchen storage and extra counter space. Has table with 8 chairs.
- ☐ **Library** Has table with 6 chairs.
- ☐ **Choir Room** (up to 40 people) Choir rehearsal space with piano, white boards, video monitor, water fountain.
- ☐ **Upstairs Classroom #1** (up to 16 children) Child-size tables and chairs, chalkboard.
- ☐ **Upstairs Classroom #2** (up to 40 children or adults) Chairs, large video monitor, electronic keyboard, chalkboard.
- ☐ **Upstairs Classroom #3** (up to 16 children or adults) Tables and chairs, small video monitor, chalkboard.
- ☐ **Upstairs Classroom #4-5** (up to 16 children or adults) Tables and chairs, video monitor, piano, chalkboard.
- ☐ **Upstairs Classroom #6** (up to 16 children or adults) Tables and chairs, video monitor, chalkboard.

Suggested donations

This page and following are intended as a helpful reference for staff and the B&G Committee to aid in suggesting donation amounts to outside groups for facility use, room setup, and extra staffing. It is not intended for publication.

FPC has always been generous in freely sharing our facilities with a variety of groups. Now, due to a tight budget and limited custodial staff, B&G suggests it is not unreasonable to ask outside groups to help cover some of the costs of hosting meetings or events by donating to the church.

#

#

Whether hosting a gathering of 10, 100, or 500 people, there is direct impact on the facility. For example, floors and bathrooms are used and must be cleaned after the event. There are utility costs. Moving furniture and setting up and taking down tables and chairs requires extra time. For some events, a facility staff person must be present outside of normal working hours. And of course, there are overhead costs such as insurance, taxes, salaries, snow removal, etc.

Per person donation: A simple way to think about cost or impact of a meeting or event is to consider the number of people using the facility and assess a per person “cost.” At one dollar per person, a meeting with 10 people might donate \$10. A meeting of 20 people might be asked to donate \$20. A concert attended by 200 people might be asked to donate \$200.

Setup and take down: If an outside meeting or event requires setup and take down of tables, chairs, etc., the Facility Manager may estimate the time that will take and suggest a donation based on \$25 per person per hour. For example, if it takes two staff an hour to set up and an hour to take down, the suggested donation would be $4 \times \$25 = \100 .

Event staffing: For some events—especially larger events such as concerts—it is necessary for a staff member to be present. If the Facility Manager determines a staff member needs to be present outside of normal work hours, a suggested donation could be \$25 per hour (4 hour minimum) plus \$.50 per mile for travel.

A text box like this will be added at the bottom of the REQUEST FOR USE OF CHURCH FACILITY form for staff and/or committees to use in calculating a suggested donation for outside groups. Enter zero on lines that do not apply or for which the assessment is waived.

The following lists are provided as a reference for determining if a suggested donation is needed. There will be no suggested donations for FPC Groups and Committees. Suggested donations are for Outside Groups only.

#