

FIRST PRESBYTERIAN CHURCH

510 West Ottawa Street
Lansing, Michigan 48933
Phone 517-482-0668

General Guidelines for Use of Church Facility Musical and Non-Musical Program

The First Presbyterian Church of Lansing, Michigan, is committed to an extended program of outreach and service. To that end, we believe our downtown location and facilities afford us a unique opportunity to serve the local community.

The church encourages the use of the facility for various religious and outreach programs. Individuals or groups in charge of activities not sponsored by the church may be required to cover the costs incurred in using the building.

RESERVING THE CHURCH FACILITY

Applications for use of the Church Facilities are available through the Church Office (482-0668) or online at our website www.lansingfirstpres.org.

1. All requests must be made in writing on the proper form.
2. Completed applications shall be submitted to the Church Office for review. Approval will be based on the purpose, time, location, and cost and will be in accord with the building's intended use.
3. If date is changed after original confirmation, request must be resubmitted.

FEES AND DEPOSITS

A fee may be charged for the use of the facility. In some instances, deposits may also be required.

1. **All fees and deposits are due in the Church Office 30 days in advance. Fees are refunded if cancellation is made prior to the church incurring any expense. Fees not received on time may cancel your date.**
2. The recommended fees for use of the facility are **subject to individual review:**

Sanctuary	\$300.00
Molly Grove Chapel	300.00
Litton Hall	300.00
Parlor/Library/other rooms	150.00
Custodial	30.00/hour (min of 4 hours)
Kitchen	check at time of request
Technical Support	check at time of request
3. Groups not out of the building by the stated hour will be billed additional custodial fees at the rate of \$30.00 per hour.

MEAL AND/OR RECEPTIONS

1. Arrangements for receptions and/or kitchen use should be included in your building use request.
2. No drinks or food with red dye is allowable in the *church* building. Our custodial staff will gladly see that a table is placed appropriately for your group.
3. It is expected that all food, serving utensils & equipment will be provided by the user of the facility unless previously arranged.

ROOM ARRANGEMENTS

1. Our room arrangements are subject to change from time to time. Simple rearrangements of chapel furniture is possible, IF arrangements have been made at least 30 days in advance. If such arrangements are needed, a representative of your organization must meet with the Church custodian/representative at least 30 days in advance. The custodial staff will see that the facility is prepared according to the needs stated at that time.
2. If you have special sound or lighting requests, they, too, must be arranged at least 30 days in advance with the Church IT. If our technical representative is needed, ours will be scheduled for an additional fee.

GENERAL GUIDELINES

1. A representative of the First Presbyterian Church having security authority must be on the premises during facility use.
2. Alcoholic beverages are prohibited in the facilities and on the grounds.
3. Smoking will not be permitted in the building or on church grounds.
4. It is expected that children and youth will have direct supervision during the entire time the facility is being used.
5. Users of the facility shall be liable for damages resulting from negligent use.
6. Users of the facility shall comply with applicable fire and safety regulations and shall respect the physical elements of the facility as the Lord's house.
7. Heating, ventilation, air conditioning, sound, special lighting systems, and other equipment installed in the church facility shall be operated only by persons authorized by the Building and Grounds Committee.
8. The use of nails, staples, screws, tape and the like are not permitted.
9. Social dancing is allowed only in Litton Hall.
10. Church organs and grand pianos shall be used only as authorized by the Music Director or the Church Organist.
11. Any money collected must be for fundraising donation purposes and a non-profit identification number must be provided with your request form.

10/92
rev. 8/00
rev. 4/04
rev. 2/07
rev. 9/07
rev. 10/13
rev. 9/15
rev. 6/23

FIRST PRESBYTERIAN CHURCH
Lansing, Michigan
REQUEST FOR USE OF CHURCH FACILITY

Requested date _____ Time _____

Name of Group or organization _____

Contact person _____ Phone _____

Address _____

Description of activity _____

Special requests for set up: _____

Approximate number of persons in attendance _____

Rooms needed:	_____	_____	_____
Instruments needed:	Piano _____	Organ _____	Second Piano _____
Reception in Chapel Entrance?	Yes _____	No _____	
Warm-up space needed?	Yes _____	No _____	
Rehearsal time requested?	Yes _____	No _____	
Kitchen used?	Yes _____	No _____	
Temporary Food License application attached?	Yes _____	No _____	reason _____

I have read and understand the rules and regulations relating to the use of the First Presbyterian Church and will abide by these rules and regulations established by the First Presbyterian Church for use of its facilities.

Signed _____

Date _____

+++++

FOR CHURCH USE ONLY _____ Date Received _____

Approved? Yes _____ No _____ Approved by _____ Date _____

Reason not approved _____

Warm-up room(s) assigned _____

Rehearsal dates and times _____

Custodian on duty: _____

Total fee _____ Deposit _____ Paid in full _____