

Franklin Presbyterian Church
Franklin, Kentucky

FACILITY USE POLICIES AND PROCEDURES

The facilities of the Franklin Presbyterian Church are primarily for use by our congregation to accomplish the Mission of the Church. However, in the interest of stewardship, organizations in the community who sponsor appropriate activities are encouraged to present a request for rental.

The Session of the Franklin Presbyterian Church has adopted the following policies and procedures for rental facilities.

1. Users are expected to leave the facility in the same condition as it was before their use. This includes returning tables and chairs to the floor plan listed in the packet.
2. No items may be stuck or taped to the walls. Post-its or blue painter's tape may be used on windows and doors
3. The scheduled activities calendar, as maintained by the church staff, will be used in the acceptance of all written requests. The pastoral Administrative Assistant can take calls for reservations, get the request signed, and then contact the Event Coordinator and/or pastor for the acceptance of request. In some cases event approval will be taken to Session for final approval. A visible calendar will be kept on the bulletin board outside the nursery for members to be aware of reserved rental times. The event coordinators and office staff are the ONLY persons who can enter events on the calendar.
4. The using person or organization, upon their signature to the request, agrees to reimburse the church for any damage, loss, or special cleaning needed after the use of their facility.
5. The cornerstone (fellowship hall) has tables and chairs to seat 128 and is included in the rental fee. Dishes and tablecloths are available for a nominal fee. Additional tables and chairs may be brought in by the lessee if needed. Set up is the responsibility of the users.
6. Session has the right to waive any fees charged for the rental of facilities. Session reserves the right to decline requests for rentals.
7. Rentals for teenage parties are not allowed except by petition to Session.
8. While it is permissible to serve alcohol, the Alcoholic Beverage guidelines must be strictly followed. Non members must pay for a Security Guard for any event where alcohol is being served. Only session has the right to waive this policy. Lessee will be given a list of approved Security Guards from which to choose. It is their responsibility to hire and pay for them.
9. No event will be confirmed until the deposit has been received.

CATEGORIES AND APPROVAL PROCEDURES

- I. **Church member or friend requesting the use of the Cornerstone for a non church social function** refers to any activity that is not directly related to the ministry of the church, but that is **hosted** by a member or friend of the church **who shall be in attendance at the function**. The term “church friend” refers to those who regularly attend worship and other functions of the church. The pastor may consult with the Event Coordinator to determine who falls in this category.

*When a church member is renting the facility for a non-wedding event, they are expected to check the facilities before and clean as needed. They are expected to clean up afterwards following the Cleaning Checklist.

Category I requests in general require no approval for their functions or meetings by the Session. They must complete the Request for Use of the Church Facilities and Indemnity Agreement and contact the church secretary for inclusion on the calendar. This should be done at least two (2) weeks in advance. The Event Coordinator will monitor and approve kitchen use, church supplies and general cleanup of those areas used. Only a cleaning fee is charged, however any unusual or exceptional circumstantial costs may be brought to the Session for their approval.

- II. **Organizations that address religious, community, educational, cultural, philanthropic, or wellness needs.**

*When a non-member is renting the facility for a non-wedding event, they are expected to clean up following the Cleaning Checklist.

Category II requests will be submitted to the Event Coordinator after the completion and signature of the Request for Use of the Facilities and Indemnity Agreement. This should be done at least two (2) weeks in advance. The Event Coordinator can approve the request in coordination with the pastor or ask Session approval. All costs for any approved requests will be paid for by the users. These may include the following: security, nursery care, kitchen use and cleanup, unusual heating/cooling and lighting use or requirements. Additional rules for use may be defined on a case-by-case basis and will be appended to the application as appropriate

- III. **Non-member individuals or organizations holding social events, such as reunions, anniversary parties, or other social events.**

*When a non-member is renting the facility for a non-wedding event, they are expected to clean up following the Cleaning Checklist.

Category III requests will be submitted to the Event Coordinator after the completion and signature of the Request for Use of the Facilities and Indemnity Agreement. This should be done at least two (2) weeks in advance. The Event Coordinator can approve the request in coordination with the pastor or ask Session approval. All costs for any approved requests will be paid for by the users. These may include the following: security, nursery care, kitchen use and cleanup, unusual heating/cooling and lighting use or requirements. Additional rules for use may be defined on a case-by-case basis and will be appended to the application as appropriate

Requests for continual, multiple, or annual scheduled events must be approved by Session through application to the Event Coordinator.

ALCOHOLIC BEVERAGE GUIDELINES

The following guidelines must be followed if alcoholic beverages are to be served at any event:

- No alcoholic beverages may be sold in the Facility
- Only wine, champagne, and beer can be served in the facility and it must be provided by the lessee or hired caterer. NO GUESTS may bring their own alcohol.
- All alcoholic beverages must be consumed **inside** the facility.
- Alcoholic beverage service is restricted to no longer than five hours for each event.
- No alcoholic beverage can be served to a minor or to any person apparently under the influence of alcohol.
- Non-members must hire a Security Guard if alcohol is being served. It is recommended for members, but not required. A list of approved security guards will be given to lessee from which to hire. A form signed by Security Guard must be turned in along with final payment. (Form provided by FPC)
- Lessee shall comply with the requirements of KRS 244.080. Franklin Presbyterian Church reserves the right to cancel the lease immediately upon breach of these terms.

**Franklin Presbyterian Church
Request for Use of Church Facilities and Indemnity Agreement
Non-wedding Event**

Rental Category _____(completed by Event Coordinator)

Name of Individual or Group _____

Reservation Date: _____ Start Time _____ End Time _____

Activity: _____

Estimated Number in Attendance: _____

Name & contact number of the person who will assume responsibility for the facilities:

Name _____ Home Phone: _____ Cell phone: _____

Work phone _____ E-mail _____

Facilities Being Requested: (check all that apply)

____ Cornerstone ____ Kitchen ____ # of Round Tables ____ #Rectangle Tables

(includes restrooms
but not kitchen)

I have read the guidelines for the use of Franklin Presbyterian Church facilities and assure the Church that we will faithfully adhere to these rules and regulations. I agree to be responsible for this event and will see that everything is left clean and in its place. I also agree to be financially responsible for any cleaning or damages that exceed our base cost. I will not hold Franklin Presbyterian Church, and FPC volunteers or paid staff responsible for any personal injury, theft or property damage that may occur during this event.

I understand that my deposit must be paid to the church secretary to secure your event date. The remaining costs are to be paid to the church secretary two weeks prior to the event. Non-refundable deposit fees are forfeited in the event of cancellation.

Signed: _____ Date _____

Approved: _____ Date _____

(Event Coordinator)

Completed Security Guard form due with final payment (if alcohol being served at non-member event.)

Initial Deposit of _____ received on _____ by _____

Final Balance of _____ received on _____ by _____

**Franklin Presbyterian Church
Request for Use of Church Facilities and Indemnity Agreement
Wedding Event**

Date of Rehearsal: _____ Start Time: _____ End Time _____

Date of Wedding: _____ Start Time: _____ End Time _____

Date of Reception at Cornerstone _____ Start Time: _____ End Time _____

Bride's Name: _____ Groom's Name: _____

Address _____

Email: _____

Organist's Name _____ Phone Number _____

Name of minister performing ceremony: _____

(any minister other than Franklin Presbyterian Minister must be approved by pastor)

Minister's Phone Number: _____

Facilities Being Requested: (check all that apply)

____ Sanctuary ____ Cornerstone ____ Kitchen ____ Other

____ # round tables ____ #rectangle tables ____ # tableclothes

I have read the guidelines for the use of Franklin Presbyterian Church facilities and assure the Church that we will faithfully adhere to these rules and regulations. I agree to be responsible for this event and will see that everything is left clean and in its place. I also agree to be financially responsible for any cleaning or damages that exceed our base cost. I will not hold Franklin Presbyterian Church, and FPC volunteers or paid staff responsible for any personal injury, theft or property damage that may occur during this event.

I understand that your deposit must be paid to the church secretary or Event Coordinator to secure your event date. The remaining costs are to be paid to the church secretary two weeks prior to the event. Non-refundable deposit fees are forfeited in the event of cancellation.

Signed: _____ Date _____

Approved: _____ Date _____

(Event Coordinator)

Completed Security Guard form due with final payment.

Initial Deposit of _____ received on _____ by _____

Final Balance of _____ received on _____ by _____

Fees for Cornerstone for Non-Wedding Events

- Requests to waive fees must be approved by Session
- *In Category II, \$25 per hour is for meetings held during regular church office hours. Evening hours may require additional fee for compensating Event Coordinator to open and close facilities.
- **If additional cleaning is required, an additional \$100 custodial fee is added.
- Multiple Day use will be evaluated on a case-by-case situation.
- Deposit not refunded if lessee cancels event.
- There is never any charge for the church basement hall except for compensating Event

	Category I Members	Category II Religious, educational, non-profit	Category III Non-member social event or non-profit fundraiser
Rental Hours(includes set up time)	Up to 2 hours	Up to 2 hours	Up to 2 hours
Additional Hourly Fees	\$25	\$25	\$25
User Fee	\$50	\$100	\$100
50% refunded after event if building is left in good shape.	\$50 May be waived in some cases.	\$50 \$100 if over 4 hrs.	\$50 \$100 if over 4 hrs.
Tablecloths	\$5 each	\$8 each	\$10 each
Dishes	No charge	\$2 per place seating	\$2 per place seating
Chargers	\$20 per 100	\$20 per 100	\$20 per 100
Security Guard Fee when serving alcohol	Optional	Hourly fee charged by Security Guard	Hourly fee charged by Security Guard

Wedding Fees

- Lessee responsible for arranging own organist, but must consult with FPC organist prior to wedding.
- Times for decorating sanctuary and Cornerstone to be determined with Event Coordinator.
- *1 hour for rehearsal in Sanctuary included, with time to be determined with Event Coordinator.
- Requests to waive fees must be approved by Session.
- Deposit not refunded if lessee cancels event.
- Use of basement hall has no charge

	Members	Non-Members
Rental Hours (includes set up time)	8 hours*	8 hours*
Additional Hours	\$50 per hour	\$50 per hour
Minister	An honorarium is suggested	Discuss w/ Session
Sanctuary	No charge	\$250 (includes 1 hr. rehearsal TBD with Event Coordinator)
Cornerstone	\$300	\$450
Deposit (75% refunded if building is left in good shape)	\$200	\$300
Tablecloths	\$5 per tablecloth	\$8 per tablecloth
Dishes	No charge	\$2 per place seating
Chargers	\$20 per 100	\$20 per 100
Security Guard – if alcohol served	Hourly fee charged by Security Guard	Hourly fee charged by Security Guard