

## Guidelines

FIRST PRESBYTERIAN CHURCH desires to be a public service to our community. We are not in the rental business and need cooperation from those who use our buildings.

Please read the following and use the facility in accordance with established policies and procedures.

TARTAN HALL— The tartans should not be moved, taken down, or altered in any way to accommodate the use of the facility.

RESERVATIONS for the use of the facilities may be made by contacting the Church Office Coordinator. She will provide you with a packet of information.

SECURITY DEPOSIT—\$100 is required to make a reservation. This deposit will be returned within 10 days following the event if no fees are required. Clean and in order fees are subject to the church's discretion.

INSURANCE—The Certificate of Insurance should name FPC as the "Additional Insured".

SMOKING is permitted in the outside designated areas only, KITCHEN PARKING LOT ENTRANCE. Please extinguish all cigarettes in the containers provided.

CONFIRMATION by email—All fees must be paid one (1) month prior to the scheduled event. Final confirmation will be given when the fees and security deposit have been received. Fees will be forfeited unless cancellation of event is received in writing thirty (30) days prior to event. Upon confirmation, the key will be issued to a designated representative and may be picked up any weekday (Monday thru Friday) morning from the Office Coordinator. The person issued the key is responsible for replacement of damaged property, compliance with building usage guidelines, and returning the key to the church office within 24 hours after usage. Security Deposit will be returned within 10 days, if the buildings have been left in order and clean.

ALCOHOLIC BEVERAGES AND DRUGS are not permitted on the church grounds. Wine and Champaign may be permitted with written permission for special occasions (weddings, anniversaries, etc.) No one obviously under the influence of alcohol or drugs will be allowed to take part in functions using our buildings.

BOISTEROUS CONDUCT unbecoming a church facility will not be allowed. Restrict your activities to rooms reserved, and please supervise all minors.

WALLS and DOORS—Nothing will be attached to any walls, doors or other facility structure at any time by any means except by permission. Blue tape or sticky tac may be used.

TELEPHONE—A telephone is located in the kitchen near the refrigerator & is for local outgoing calls only. The telephone will not receive incoming calls.

CHAIRS and TABLES—A limited number of tables and chairs are available and can be configured to meet the occasion. It is the users responsibility to set up the tables and chairs, and return to the correct configuration. See the diagram provided. The user will provide their own place mats or table coverings.

HEATING/AIR CONDITIONING—The hall is equipped with a heating and air conditioning system controlled by two timers located in the front and the back of the hall. Please set control knob for only the time needed for your function; do not overset. The kitchen is air conditioned and heated by a separate system with a control located in the kitchen. Operating instructions will be provided at final confirmation.

PARKING is available on the street and in our back lot. No parking is allowed in the designated parking spots

.LIGHTING CONTROLS—Lighting is controlled by switches located by the entrance doors and to the right of stage, next to the balcony stairs, behind the louvers. Lighting controls are clearly marked for your convenience. A lighting control map will be provided.

SOUND & VIDEO EQUIPMENT—Sound & video equipment is located in the closet next to the balcony stairs. See the secretary for the key and assistance if needed.

KITCHEN—A fully equipped kitchen adjoins Tartan Hall including food preparation equipment, refrigeration, dishes, and flatware. Gas stove instructions are above stove.