



FIRST PRESBYTERIAN CHURCH

700 Wood Street; Clarion PA 16214

phone: 814-226-8145

e-mail: churchoffice@clarionfirstpresby.org

www.clarionfirstpresby.org

BUILDING USE: POLICIES AND GUIDELINES

1. Requests for use of the church facilities by members and outside groups must be accompanied by a completed "Facilities Request Form".
2. All events must be pre-approved by the Property Team. Groups of over 50 people and weddings must also be approved by Session.
3. The contact person will be notified of the event status by the church office.
4. Every person or group, including members, using the church facilities is responsible for their own set up and for completely cleaning and restoring any rooms, kitchen supplies or church property that they use.
5. All activities, including the use of music, shall be compatible with acceptable Christian conduct and individuals must conduct themselves in an appropriate manner.
6. Youth events shall provide for adequate adult supervision.
7. Smoking is prohibited in all areas of First Presbyterian Buildings, including restrooms and the areas directly in front of entrances.
8. Gambling is prohibited.
9. Alcoholic beverages are not permitted at any event.
10. The Sanctuary may not be used for social events.
11. A Certificate of Insurance must be provided to the Property Team for anyone using the church facilities on a regular basis. If no certificate is available, other arrangements must be made.
12. Equipment that is Church Property may only be borrowed by members and approved groups with the approval of the Property Team provided it is signed out from the office, returned in good order and signed in through the church office.
13. Guidelines for use of the Social Hall Kitchen are posted in the Kitchen and provided on the back of the Facilities Request Form.
14. Wedding Policies and fees for members and non-members are specified in the document "Weddings at First Presbyterian".
15. Parking Fees and Policies are addressed in a separate document titled, "Policies for Parking Permits"



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BUILDING USE: FEES and DONATIONS

1. Fees for building use are payable to: First Presbyterian Church of Clarion
2. Charges for Building Use are as follows:
 - \$1.00 per head, \$25.00 minimum, due no later than 5 days following the event.
 - \$50.00 Security Deposit, required in advance. Will be returned within 30 days following the last use if the rooms used are left in satisfactory condition.
 - \$75.00 custodial fee.
3. Use of the Kitchen or its contents for any catered event will require the following fee:
 - \$1.00 per head, \$25.00 minimum.
4. Use of Banquet Supplies (roasters, punch bowls, etc...) requires specific permission and is covered under Kitchen fees. Coffee Maker and filters may be used for any approved event at no charge provided the group supplies their own ground coffee.
5. Member events must also be pre-approved by the Property Team. Members may use the Social Hall at no cost unless:
 - Opening or closing the building is required.
 - Set up of facility is requested.
 - Clean up is requested or not done properly.In these instances a \$75.00 fee will apply.
6. Fees may be adjusted or waived in special circumstances at the discretion of the Property Team.
7. Donations to the church in excess of applicable fees are optional but appreciated.
8. Funeral Services may be held at no charge for members or non-members. If a meal is served by the Presbyterian Women, they may accept a donation.