

**FIRST PRESBYTERIAN CHURCH**  
**697 SW Baya Drive**  
**P.O. Box 469**  
**Lake City, Florida 32025-0469**  
**386-752-0670**

POLICY STATEMENT FOR USE OF CHURCH FACILITIES/PROPERTY

The First Presbyterian Church of Lake City, Florida, recognizes its responsibility to be an effective witness to the Gospel of Jesus Christ in this community. In our outreach to the community, we welcome certain civic, cultural, educational, religious, and welfare organizations of a non-profit character to use the facilities of our institutional buildings so long as that use does not conflict with the beliefs of the church or interfere with the programs and activities of the church. However, recognizing the limitations which necessarily exist, the following is hereby set out as policy for use of the church facilities and is to serve as a guideline to be followed by the pastor and administrative personnel of the church:

- 1) Church related programs and activities will have priority over non-church usage. In the event of a conflict, reasonable notice will be given to the extent possible.
- 2) All persons or groups wishing to use the church facilities for non-church related activities shall submit a written request for use of the desired facilities no more than ninety (90) days and not less than forty-five (45) days prior to such use, unless extenuating circumstances exist. Such request must be on an approved church form and must be signed by a responsible officer of the organization or, if an organization of children or young people, by a responsible adult, who agrees to all terms of this policy.
- 3) Groups desiring to use the facilities on a regular basis may make such request for a year's reservation. In such case, all terms of this policy shall apply except "no more than ninety (90) days . . . prior to such use" in item 1) above. Such requests must be resubmitted on an annual basis.
- 4) To offset the additional expenses connected with non-church use of church facilities, it is expected that a contribution will be made to the church by the user in accordance with the current schedule of estimated expenses for church facilities.
- 5) No one may enter any portion of any church building not included on the request for use.
- 6) Ordinarily, all non-church meetings and/or functions must terminate no later than 10:00 p.m.
- 7) Users of church buildings, grounds, and/or facilities for non-church activities shall assume all liability related to such use and shall hold the church harmless from any and all injury or damage to persons or property occasioned by their use of such church buildings, grounds, and/or facilities.
- 8) Users of church buildings, grounds, and/or facilities for non-church activities shall

assume responsibility for any damage to church property connected with or occurring during such use. Any damage shall be reported promptly to the church office. All such damage shall be repaired or replaced to the church's satisfaction at the user's expense.

9) All persons will be expected to conduct themselves in a manner respectful of the Lord's house. Behavior must be above reproach at all times and noise must be kept at a considerate level. Discipline, respect, and protection of church property will be expected from all persons and groups.

10) Dancing will be allowed in the fellowship hall with music appropriate to the setting.

(11) Smoking is not permitted in church buildings and no alcoholic beverages, drugs, firearms, or fireworks are permitted on the church property.

12) An adequate number of responsible chaperones must be present at all times when any children or teenage group is using the facilities.

13) Each group is expected to leave the buildings, grounds, and facilities in a clean and orderly condition.

14) Decorations, pictures, posters, easel pad sheets, or displays of any kind may not be attached to walls.

15) The kitchen facilities shall not be used by any person or group unless a "kitchen-trained" member of the church is present during the time the kitchen is being used.

16) Church supplies are not to be used for any non-church activity. Cups, plates, napkins, eating utensils, and other disposables must be supplied by the user.

17) No personal property may be left on the church property but must be removed immediately after use of the facilities has been concluded. The church shall not be responsible for loss or damage of personal property.

18) All requests for use of church facilities will be approved by the Session, if practical, or the pastor or a designated member of the church administrative staff. In the event of disapproval, any person or group making such request shall have the right to appeal the decision to the Session of the Church at its next regularly scheduled meeting.

19) Any question that arises concerning the appropriate use of the church facilities or compliance with church policy will be decided at the discretion of the Session, the pastor, or a designated member of the church administrative staff.

20) Use of Church owned vehicles is limited to recognized church groups. All drivers of church owned vehicles must be registered / approved by the Church office and insurance company.

FIRST PRESBYTERIAN CHURCH

1233 West Baya Avenue  
Post Office Box 469  
Lake City, Florida 32056-0469  
(904) 752-0670

REQUEST FOR USE OF CHURCH FACILITIES

DATE OF REQUEST \_\_\_\_\_

NAME OF ORGANIZATION OR INDIVIDUAL \_\_\_\_\_

SPONSORING INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF PERSON MAKING ARRANGEMENTS \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LIST IN DETAIL THE FACILITIES DESIRED TO BE USED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PURPOSE FOR WHICH FACILITIES WILL BE USED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS INVOLVED \_\_\_\_\_

AGE GROUP OF PERSONS INVOLVED:

\_\_\_\_\_ ADULTS \_\_\_\_\_ TEENAGE \_\_\_\_\_ PRETEEN \_\_\_\_\_ CHILDREN

DATE(S) OF REQUESTED USE \_\_\_\_\_

HOUR(S) OF THE DAY(S) OF REQUESTED USE \_\_\_\_\_

CONTRIBUTION FOR ESTIMATED EXPENSES TO BE MADE:

AMOUNT \$ \_\_\_\_\_ ON (DATE) \_\_\_\_\_

[CONTRIBUTION RECEIVED: AMOUNT \$ \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_]

(Church Staff)



I understand and agree that should permission be granted to use the requested facilities, I will:

- 1) Abide by all conditions of the attached "Policy Statement For Use of Church Facilities," which I have read and fully understand.
- 2) Be personally responsible for the use and care of the buildings, grounds, and/or facilities and will repair or replace any loss or damage at my expense.
- 3) Hold the Church harmless from any and all liability connected with such use.

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(Signature) (Title) (Date)

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(Signature) (Title) (Date)



APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Pastor or Church Staff Member)

REQUEST DENIED FOR THE FOLLOWING REASON(S) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_  
(Pastor or Church Staff Member)