

First Presbyterian Church Facilities and Buildings Use Policies & Guidelines

- I and/or my organization will be fully responsible for the behavior and conduct, to include language and dress, of all parties involved in my event and scheduled time of use. We are aware that this is a church that houses a pre-school.
- There is no tobacco use, to include e-cigarettes, in any of the First Presbyterian Buildings.
- If my/our event requires the AOC gymnasium, I am aware of the posted rules regarding that space located on the gymnasium doorways and am prepared to follow said rules.
- If my/our event involves the use of either the Fellowship Hall kitchen or the AOC kitchen, we have been given an additional set of policies regarding said spaces and we agree to follow the policies and guidelines.
- I and/or my organization will leave the spaces and rooms we have been assigned in the same condition if not better than we found them. We will appropriately clean up and put all furniture/equipment in its proper location.
- Food and beverages are allowed in limited areas of the FPC buildings and grounds. If I or my organization is having food and beverages, we fully understand that we are to stay within the perimeters set forth and are clear as to our responsibly regarding cleaning and equipment.
- I will immediately report any problems or issues with the facility or equipment to my FPC representative.
- All buildings and doors will remain properly secured during my event. Upon departure:
 - I will turn off all lights
 - I will check all bathroom facilities
 - I will lock the doors and if appropriate, set the alarm.