

First Presbyterian Church
1965 Colfax Street, Concord, CA 94520
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POLICY STATEMENT

We believe that God has blessed us with excellent facilities in order that they might be available to the needs of our community. Toward that end, we welcome the use of our facilities by a wide range of community organizations.

We also sense the call of God to be faithful stewards of God's gifts to this congregation. As we are all aware, there are costs associated with the use of any facility. Beyond the fees listed for services, we would invite organizations making use of our facilities to give careful consideration to sharing with us, through donations, the cost of operations. This will make possible our continued ministry to our community.

GUIDELINES FOR USE OF THE FIRST PRESBYTERIAN CHURCH FACILITIES

- A. The facilities may be used for all the following functions and for such other uses as may from time to time be approved by the Property Management Committee:
 - 1. All First Presbyterian Church groups and functions
 - 2. Church-sponsored activities
 - 3. Church member's uses for family and related activities
 - 4. Other Christian groups whose ministry philosophy and theological framework are consistent with FPCC's
 - 5. Non-profit community service groups
- B. The facility is not available to for-profit organizations, except as specifically authorized by the Property Management Committee. It is not available for fund-raising activities. Sales on the premises are restricted to circumstances where they are reasonable, incidental adjunct events.
- C. All uses require execution of a Facility Reservation and Facility Use form by a properly authorized person representing the using organization, accompanied by full payment, in advance, of rental fees and deposits, unless otherwise documented in a written contract.
- D. A security deposit is required, returnable in total or in part on approval of the custodian after determination of any cleaning required. Groups are responsible for leaving the facility in the same condition as it was found. All equipment is to be returned to its standard location.
- E. Fees will be required of all users other than First Presbyterian Church activities and church-sponsored activities. Rates will be determined by the Property Management Committee.
- F. Misuse of the facility by any person or group will be grounds for denial of use in the future.
- G. Alcohol may not be used anywhere on the church property and smoking is prohibited by city ordinance.
- H. Proof of liability insurance is required by all outside groups and individuals.