

Building Use Guidelines

First Presbyterian Church of Lynn Haven

If you are interested in learning more about utilizing the facilities, please contact the office at 850-265-2051 or send an email to firstpresbylh@yahoo.com.

It is important that we manage the use of church properties with care to preserve their context and function in a God-honoring way. All activities held in the church and associated properties must be consistent with who we are and what we believe. Individuals who are interested in using church property should contact the office as soon as possible to clear a potential date and time. The date can be saved as 'tentative' and confirmed after the date has been approved by the Session, which is the governing board of the congregation.

Applications

All requests for building use must be submitted to the church office, which is open 8 am – 2 pm Monday - Thursday. Applications for building use are subject to final approval of the Session which meets monthly. Priority for use of the building is as follows:

First Priority: Church functions organized and coordinated by church members to accomplish the mission of the church.

Second Priority: Member activities planned by members of the congregation, primarily for the people of the church, but not limited to church members.

Third Priority: Activities that involve no specific Christian affiliation and do not conflict with the principles of First Presbyterian Church (FPCLH). These are primarily events and activities hosted by non-profit, non-political, or community organizations.

The sanctuary and facility buildings are not available on Sunday mornings. FPCLH will always try to work with requested schedules, however, should a church function need to be scheduled suddenly (i.e., funeral), the church function takes priority over other use.

Conduct & Expectations

Guests will conduct themselves in a manner appropriate for a place of worship. Smoking, alcoholic beverages, illegal substances, gambling, and weapons are not permitted at First Presbyterian Church. It is the responsibility of the hosts to ensure that policies are understood and followed by all participants.

Users are expected to leave the facility in the same or better condition. Users will be held responsible for the care and condition of the space and equipment used including restrooms and kitchen facilities [where appropriate]. Materials used for any event should be removed within 24 hours of the completion of the event. All activities must conclude in time for adequate clean-up and to allow for closure of the buildings by no later than 11 p.m. Any property left on the

premises after a period of 30 days after an event may be deemed abandoned, and shall become property of the church and may be disposed of at the discretion of the Session. First Presbyterian Church is not liable for any personal items lost, stolen, or damaged at any event. Use of the building and properties assumes full access by participants of the rest rooms and parking facilities.

Building Access

When necessary, a representative of the church will be available for building access. Parking assistance must be provided or managed by the event host.

Decorations

All decorations, displays, images or pictures shall be appropriate to a Christian setting.

1. Flame candles and/or electric fixtures may be used in designated areas with approval. Flameless candles may be used in any area of the church.
2. No nails, tacks, staples or screws shall be put in or on the walls or attached to the pews. Masking tape may be used on glass but NOT on painted walls or woodwork.
3. All decorations must be removed within 12 hours of the conclusion of the building use unless other arrangements are made. If the sanctuary is used on a Saturday, all decorations must be removed by 8 pm the same day.
4. No furniture shall be removed from the sanctuary or church buildings. All furniture must be returned to original placement upon completion of the events.
5. Exit signs must remain visible at all times.
6. Chairs, pews, and hymnals may not be removed.
7. Decorations for events held during seasons of Advent or Lent must be compatible with the church decorations, which shall remain during the event.

Supervision of Children

Please keep children supervised at all times. Adults must be present before the event begins and throughout until the last youth has left the building.

General Kitchen and Food Service

The kitchen may be used in a limited fashion. Limited kitchen indicates off-site food preparation with use of kitchen facilities for cold food storage and preparation of beverages.

Upon completion of the event, counter tops should be free of foodstuff and other materials. Counter surfaces should be wiped clean of all crumbs and spills. The floor should be swept clean and/or mopped if there are visible spills. No food should be left in the refrigerator.

Donation Schedule

There is no expectation for a donation for the use of the sanctuary or facility buildings when the host is a member of First Presbyterian Church. That said, voluntary donations will be accepted gladly to offset utility costs.

The following donation schedule is requested for events when the host is NOT a member of FPCLH.

Sanctuary and Sanctuary Building

Use of sanctuary	\$250
Use of other rooms in Sanctuary Bldg.	\$50/room
House keeping	\$75

Fellowship Hall

Use of Fellowship Hall for reception (tables and chairs with no kitchen facilities)	\$200
Limited kitchen use (refrigerator and countertops only)	\$150
Full use of building with kitchen and equipment	\$300
House keeping	\$75

A REFUNDABLE DEPOSIT of \$100.00 is required before facility is used.

First Presbyterian session retains the right to make exceptions to or waive any part of these Guidelines.