

First Reformed Church Use Policy

Events held in the YFLC should not conflict in any way with the values of First Reformed Church. All events are under the facilities managers supervision (712-441-1178 or svonk@frcsc.org)

Scheduling:

1. FRC approved non-profit organizations may reserve the facilities at no charge but still must follow all church policies and complete rental form.
2. Church is available for use:
 - Monday - Friday 8 a.m. – 10 p.m. Saturday 8 a.m. – 6 p.m. Sunday 12 p.m. – 6 p.m.
3. Should a funeral need to be held the same day as your event, scheduling would need to be worked out.

Set-up and Clean-up:

1. The renter is responsible for coordinating and implementing any needed set-up, take down, and clean-up of the activity. Please contact the facilities manager with your set-up and clean-up questions.
2. You will be responsible for cleaning up the area(s) rented/used and putting things back the way you found them.
3. All set up must be done after the start of your rental time. All clean-up must be completed by the end of your rental time.
4. Additional cleaning time or set up time will be assessed at a rate of \$20/hour.

General usage guidelines:

1. The contact person who signed the application must be present to ensure that the facility is used in accordance with policy.
2. All requests to rent/reserve the church facilities are subject to church use approval.
3. All activities must be confined to the area(s) rented or reserved.
4. You are **NOT ALLOWED** to take items from an area of the church you have not rented without permission from the facilities manager.
5. **DO NOT** remove church property from the building.
6. No duct tape, tape, staples, tacks, nails, pins, screws, or any like objects may be placed into or attached to walls, floors, pews, or furnishings. Please use white sticky tack or the removable 3M products.
7. The use of **candles** at your event must be approved by the facilities manager.
8. No selling of items or charging of those in attendance.
9. No alcoholic, tobacco products or illegal drugs are permitted on church property.
10. No food or drink in the sanctuary. No food in the chapel unless the fellowship hall is at capacity.
11. Organists from outside our church should be experienced. They are allowed five hours of practice. (no Sunday practice) Practice times and keys need to be arranged with the facilities manager.
12. Sound/lighting/video/power-point equipment is to be run by FRC qualified personal only.
13. All parties are responsible for any damage and must provide your own insurance coverage for damage/loss of articles or property and for personal injury liability.

Child Supervision:

If children/students (12th grade and under) are present when the facilities are used, it is required that they be under responsible adult supervision. Please do not allow play in areas of the church not being rented by your group.

Kitchens:

1. The kitchen must be left clean, in the same condition as it was, when the user is finished.
2. Food and drink must stay in the kitchen, fellowship hall.
3. No grape juice, red or purple punch is allowed.
4. The kitchens cannot be used by caterers for preparing food – only for serving it.
5. All food items in refrigerator and freezer need to be labeled with date and name.