

**First Presbyterian Church of Worcester
Buildings Use Policy**

I. Fees and Recommended Donations

Fees and donations are collected in order to cover the reasonable expenses including heat, electricity, water, cleaning, maintenance and general “wear and tear”. Please see Schedule A for a list of such fees and recommended donations.

II. Insurance

- A. The church may require that groups utilizing the facilities furnish a certificate of insurance.
- B. All groups, its members, associates, and/or vendors using church facilities agree to defend, indemnify and hold harmless the church for any liabilities, damage, claims or cost arising out of or related to its use or occupancy of the premises.

III. Smoking

- A. This building has been designated a "NO SMOKING" facility. Smoking is not permitted anywhere in the building.

IV. Alcohol and Animals

- A. Alcoholic beverages may be served only by permission of session and in consultation with the appropriate insurance provider.
- B. Only service animals are permitted in the building unless specifically approved by the office.

V. Set-up decorating and cleanup

- A. The group, its members, associates, and/or vendors are responsible for set up, decorating, and clean up for the event/function. Appropriate room/space for any event/function should be chosen thus preventing the moving and/or removing of basic room/space furnishings. All set-up and cleanup for event/function of non-church groups will be done by the group's members, associates, and/or vendors. The function room must be cleaned to the condition prior to the group's use. Anything brought in by and/or belonging to the group, its members, associates, and/or vendors should be removed at the time of their exit from the facility.
- B. Decorations for event/function of a non-church group will be done by the group's members, associates, and/or vendors. Decorating must be done in such a way that no damage is done to the facility (e.g., no nail/thumbtack holes, removal of paint by adhesives, scratches/dents from pew clamps, etc.). Any and all decorations should be removed by the group's members, associates, and/or vendors upon their exit from the facility.

VI. Furnishings and Equipment

- A. Upon signing an “Agreement Regarding Facilities Use” a group, its members, associates, and/or vendors agree to use only the room(s) requested and without major rearranging of furnishings. Extra chairs and tables that relate to a specific area may be available for use and may be set-up and returned to storage by the group, its members, associates and/or vendors.

VII. Room Capacity

- A. The Fellowship Hall is limited to 285
- B. The Sanctuary is limited to 150

VIII. Security

- A. The group shall designate one person to be responsible for security, safety of the group's members, and building keys.
- B. If necessary, the designated person shall obtain building keys from the church office,
- C. Upon completion of the event/function, all lights are to be turned off, all windows are to be closed, all thermostats are to be set to their appropriate temperatures, and all doors are to be locked.
- D. Building keys are to be returned to the church office within 48 hours.
- E. All doors designated as fire doors are to be kept shut, except as necessary for ingress/egress.

IX. Emergency Procedures

- A. In the event of an emergency, contact the appropriate emergency service (police, fire, ambulance).

All of these can be reached through 911.

- B. Evacuate the building, if necessary.

- C. Contact one of the following church representatives:

Ryan Capstick (Elder and Chair of Building Committee) – 508-523-6431

X. Kitchen Procedures

- A. All food and beverages brought into the kitchen are to be removed from the kitchen when leaving.
- B. Dishes and utensils located in the kitchen are available for use.
- C. Food and paper good located inside the drawers and cabinets are the property of various church committees. They are not available for use.
- D. Instructions for use of the coffee maker and dishwasher are posted inside the kitchen.
- E. Upon completion of the event / function:

All counters and appliances are to be wiped clean.

All appliances are to be turned off.

Coffee maker

Dishwasher

Ovens/range

Vents

Floors are to be swept clean and dry.

All garbage is to be bagged and tied.

All thermostats are to be set to the appropriate temperatures.

All lights are to be turned off.