



Building Use Policy

First Presbyterian Church of Clarks Summit

300 School Street
 Clarks Summit, PA 18411
 (570) 586-6306
 www.fpccs.org

Thank you for considering our facility for your upcoming event. We want our building to be used as a resource for the community, and hope you and your group have a good experience. Please read our building use policy, complete the attached information form, and return it to the church office.

1. If a key to the building is requested, one person in each group will be issued a key. The key will be signed out from the church office and returned on the next business day following the event. Lost keys will be charged \$50.
2. For reasons of security and heating efficiency, doors must be unlocked during the event, rather than propped open.
3. Doors must be locked, windows closed and locked, and lights turned off when group is finished.
4. All rooms utilized will be cleaned and arranged in the condition they were in when the group arrived. If additional cleaning is required after your event, you will be charged our sexton's fee at \$25.00 per hour.
5. You will provide your own sound system, if needed.
6. No food or drink is allowed in the sanctuary, with the exception of bottled water for vocalists. All food and drink containers should be disposed of properly.
7. There will be no smoking in the building. Our facility is smoke free.
8. The use of alcohol or drugs on church property is strictly prohibited.
9. Nothing is to be posted to windows, walls or doors.
10. Please list any set-up requirements on the attached form.
11. We wish to keep our rental fees affordable, and we consider them as a contribution to the church's work in the community. Checks can be made payable to First Presbyterian Church, and must be received in our office at least a week before your event.

<u>Room</u>	<u>Member</u>	<u>Non-Member</u>	<u>Remarks</u>
Sanctuary	Free	\$ 200	\$50 extra over 3 hours
Kitchen	\$ 50	\$ 100	
Classrooms	\$ 0 - \$10	\$ 25	For small groups
Fellowship Hall	\$100 (4 hours)	\$150 (4 hours)	\$25 each additional hour



Building Use Request Form

Date(s) Requested _____

Group Name _____

Is this a non-profit group? Yes No (circle one)

Contact Person _____ Phone _____

Secondary Contact _____ Phone _____

Address _____

Insurance Carrier _____

Name of Event _____

Date and Time of Event _____

Room(s) Requested _____

For use of the sanctuary, complete the Sanctuary Set Up form

Kitchen use? Yes No (circle one)

Do you request a building key? Yes No (circle one)

I, _____, a representative of the above-mentioned group, have received a copy of the "Policy for Use of Building" as established by the First Presbyterian Church of Clarks Summit. Our group will agree to abide by the policy set forth by the First Presbyterian Church.

Signature

Date

For Office Use

Date Received _____ By _____



Sanctuary Set Up – Request Form

Please submit to the church office at least 10 days before event.

Requested by: _____ Phone: _____

Date Needed: _____

Event Start Time: _____

Event End Time: _____

Check all that apply:

_____ Remove Communion Table

_____ Move baptismal font to the side

_____ Move pulpit to the side

_____ Change location of privacy panel

_____ Change location of piano

_____ Number of pews to remove: _____

Any special requests:
