

**First Presbyterian Church**  
**2300 S. West Avenue**  
**Sioux Falls, SD**  
**605-336-2886**

## **Facility Guidelines**

Approved by Session on 5/9/23.

First Presbyterian Church of Sioux Falls SD is blessed to have your organization share our building with us. The guidelines below will assist in making sure we are all good stewards of the property. The guidelines for facility use, as set forth in this policy, have been prepared in consultation with the church staff and approved by the Church Administration team. These guidelines are not intended to be burdensome, but rather a creative approach to sharing the responsibility of maintaining the building. The primary use of the building will be to carry out Christian ministries as people are invited to engage in worship, education, and stewardship to strengthen their spiritual health, welfare, commitment to social justice, mission, and outreach. Therefore, worship and the activities of the First Presbyterian Church of Sioux Falls will have priority. Allow space within the building of First Presbyterian Church to be used by church members and outside organizations to conduct non-church sponsored events at a reasonable and competitive cost on dates and at times that do not conflict with existing programming or scheduled activities of First Presbyterian Church.

1. All organizations or individuals (members and non-members of the church) must submit a request for use of any part of the facility to the church office (see Event Form). FPC or its designees will review this request. No organizations or activities will be authorized to use church spaces if they are incompatible with the mission and ideals of FPC. Event Requests are considered in the order received.
2. Appointed staff has the authority to make day-to-day decisions about the use of facilities based on these established guidelines. In case of dispute or ambiguity in the guidelines, The Head of Staff, Director of Facilities and Facilities Ministry and or Session will reach a final decision.
3. All users of the facilities are expected to follow the general welfare statements and the guidelines for cleanup and maintenance of the facilities.
4. You must sign our Hold Harmless Waiver and a Certificate of Insurance and submit it with your Event Form.
5. The church facilities are available for members and outside groups during normal business hours and outside of business hours: Business hours are Monday through Thursday from 9:00 am to 4:00pm & Friday from 9:00 am to 12:30pm. The church facility may be available outside of these hours and on the weekends for individuals and groups which may occur additional cost determined by Director of Facilities and the fee schedule.
6. Funerals: The room rate will be waived for all members funerals. Additional fees may be applied. See Fee Schedule.
7. Weddings: Refer to the Wedding Coordinator for Reservations & Fees.
8. Overnight Youth Retreats: Room rates will be waived with the approval of the sponsoring ministry area.

### **NON-CHURCH EVENT REQUESTS RESERVATIONS**

A reservation for use of the facilities is secured when your signed Event Request Form is received by the church office, the non-church sponsored event has been approved by the church staff, and a deposit of \$200 has all been received by the church office. The deposit will be held by the church against damage or loss to the facility that may occur during an event and will be shredded or returned after the event's conclusion, if there are no damages assessed. Recurring events or events lasting several days will require approval of the church staff.

### **POLICIES FOR USE OF THE FACILITIES**

Policies concerning the use and care of the facilities will be observed to insure the protection of furnishings, cleanliness of facilities, economy of utilities, and welfare and safety of all concerned.

**First Presbyterian Church**  
**2300 S. West Avenue**  
**Sioux Falls, SD**  
**605-336-2886**

1. Renters are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas.
2. On a case-by-case basis, FPC reserves the right to charge additional fees and assist with set up, clean up, and resetting of space. See Fee Schedule for more information.
3. Only technicians certified by FPC are permitted to operate the video and audio equipment, its connections, or receptacles. If you require the use of audio-visual equipment, you must fill out the Event Request Form under technical requests in advance of your event. Compensation for technicians is the responsibility of the requesting party.
4. The thermostat settings in the building are not to be altered. Temperatures inside FPC's facility are pre-set.
5. Please provide all your own supplies for your event and take them with you as you leave.
6. Use of tobacco products, drugs or alcoholic beverages is prohibited on the site or inside the building of FPC.
7. Unless authorized, kitchen equipment may not be used to prepare or cook food to be served during non-church sponsored events but may be used to distribute catered "ready to serve" meals.
8. Food and beverage supplies are not to be left on counter tops, floors, or inside refrigerators.
9. All counter tops, tables & chairs must be wiped down before leaving.
10. Furniture (to include tables and chairs) cannot be moved from one room to another without the approval of the church staff.
11. Children 18 and under must always have adult supervision.
12. Use of the church 's nursery space must be approved by the church prior to an event. Event organizers are responsible for supplying their own nursery workers. Inquire with FPC staff if you would like them to give you contact information of possible nursery workers.
13. Events must be concluded, and the facility vacated by 10:00 PM.
14. A staff member or licensed security guard must be present for all events scheduled after normal business hours and weekends if individuals will be coming and going.
15. All publicity for an event must provide the organizing party's own contacts' names and phone numbers. Church phone numbers cannot be used for this purpose.
16. Organizing parties may contact the church for additional information and coordination purposes by calling the Office at 605-336-2886.
17. The church does not provide storage space for events.
18. All items brought into the facility for an event must be removed from the property at the event's conclusion.
19. Fees may be charged for set up, teardown, security, technical assistance for an event.
20. Scheduled events may be cancelled or rescheduled if conflicts occur due to changes in the programs or activities of FPC. If cancelled by the user, FPC must be notified, in writing, of cancellation well in advance.
21. Individuals and/or groups failing to observe any of the policies or guidelines for the use of building facilities may be denied future building use.

**SECURITY**

1. If your event is not during regular business hours a church approved security guard or church staff member must be present at your expense. The staff member/security guard must be present from when you request entrance into the building until 10:00 pm or when your event is cleaned up.
2. Do not leave valuables unattended at any time. The church is not responsible for lost or stolen articles.
3. In the interests of security, the church staff may, at their discretion, politely question those on the premises. Renters are also requested to politely question anyone who arouses their suspicions and to alert a church staff member if they feel at all uncomfortable.
4. To prevent unwanted intruders entering the building, do not prop open exterior entrance doors (Have someone let in late arrivals).
5. For additional security information please see entry door unlocking and locking policy along with FPC safety plan.

## **First Presbyterian Church**

**2300 S. West Avenue**

**Sioux Falls, SD**

**605-336-2886**

### **Building Use Fees**

1. The Director of Facilities of First Presbyterian Church will determine the appropriate fee to be charged using the fee schedule set by the Facilities Ministry and Session.
2. Building use fees are per event fees and based on estimated building maintenance and utility costs that are incurred by the scheduled event.
3. Fees may be adjusted by the Director of Facilities to accommodate a special need and/or circumstance.
4. Fees are to be paid at least Five (7) working days prior to an event unless other payment arrangements are agreed to by the Director of Facilities prior to the scheduled date of the event.

### **DECORATIONS**

1. Nails, glue, tacks, and/or tape are **NOT** to be used on any surfaces. Blue Painters tape is allowed.
2. Decorations may be temporarily tied to furniture if necessary.
3. Decorations must be removed immediately following an event.
4. The use of event signage must be coordinated with the church office.
5. The use of battery-operated candles is preferred. If regular candles are used, they must be enclosed in hurricane glass.

### **GENERAL MAINTENANCE AND CLEANUP GUIDELINES**

1. In the event liquids, food, or craft supplies are spilled, organizing parties should notify present church staff immediately.
2. Tabletops – Tabletops and any other flat surfaces used during an event must be wiped clean after the event.

### **SANCTUARY**

1. Food and beverages (except for water) may not be consumed in the Sanctuary.
2. No furnishings or equipment may be moved unless otherwise approved by the church.
3. Only church approved technicians are permitted to operate audiovisual equipment.
4. Only church approved organists are allowed to operate the organ. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc. Do not use piano or organ benches for anything other than their intended purpose.
5. Any candles used in the Sanctuary must be dripleless.

### **BUILDING USAGE FEES**

1. No building use fees are involved in regular Church-sponsored activities as this is the primary purpose for the facilities.
2. Building use fees will be charged for other authorized activities and are understood to cover the costs associated with heating, air-conditioning, lighting, plumbing, general wear and tear, and staffing.
3. All users of the building, including church members are expected to comply with the stipulations as laid out in the Facilities Use Guidelines. Facility use fees must be received by the church when scheduling (attached to your Event Form) your event. If we are unable to accommodate you, then we will return your check promptly.
4. Misuse, abuse, or inappropriate behavior will disqualify a group from future use of the facilities.
5. All fees associated with the process of restoring Church property will be the responsibility of the organization using the facility.
6. Checks are to be made payable to First Presbyterian Church of Sioux Falls.
7. Extra fees may be assessed if set up, tear down, and/or cleaning is required.

**First Presbyterian Church  
2300 S. West Avenue  
Sioux Falls, SD  
605-336-2886**

**BUILDING USE INSURANCE REQUIREMENTS**

Insurance coverage purchased by First Presbyterian Church provides coverage for normal church related meeting and activities. Sponsors of non-church sponsored activities involving physical activities, large number of children and/or handicapped persons, or unusual activities, must provide a Certificate of Liability Insurance Policy. Naming First Presbyterian Church as the Certificate Holder/ additional insured. Minimum of a \$2,000,000.00 Policy. The insurance document must be submitted to the Director of Facilities prior to scheduling the date of the event.