

Updated January, 2017

Rental Policies for the Presbyterian Friendship Center

Use of the church facilities will be limited to those compatible with the mission of the First Presbyterian Church of La Grande:

We are individuals called together to worship a loving God
in response to the saving grace of Jesus Christ.
As a community of believers, we are led by the Holy Spirit
to feed the hungry and welcome the stranger;
to teach the truth of the Gospel;
and to become fully alive in Christ.

All scheduling will be done through the church secretary in consultation with the pastor. A refundable cleaning and key deposit is due at the time of scheduling. **All other fees and certificate of liability insurance are due two business days prior to the event.** Any event is subject to final approval by the Session. First Presbyterian Church of La Grande may refuse use of the building without cause and may cancel an event without notice in the case of an emergency.

Use of the facility:

- a. Direct church activities have first priority of use. Early sign-up is expected.
- b. Second priority belongs to groups supported by designated mission funds of First Presbyterian Church of La Grande. These groups will be charged \$100 per day to cover utilities and expenses. The required cleaning deposit and proof of liability insurance is required. Early sign-up is expected.
- c. All other requests for use are honored on a “first come basis.”
 - i. Church members for personal use (weddings, anniversaries, funerals, etc.). The refundable cleaning deposit and proof of liability insurance is required. No use fee will be charged, but members are encouraged to give a donation to the church to cover utilities and expenses.
 - ii. Church members use for other events (business meetings, club meetings, etc.). Both the refundable cleaning deposit and use fee will be charged; proof of liability insurance is required.
 - iii. Rental for non-church affiliated events. Both the refundable cleaning deposit and the use fee will be charged; proof of liability insurance is required.
- d. Church property is not available for political advocacy events or for any event in conflict with our Mission Statement.
- e. Use of the church building, including the sanctuary must be approved on an individual basis by Session, with fees to be determined by Session.

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GENERAL RULES

The church secretary will schedule a required tour of the facility with a member of the PFC Oversight Committee and the user and provide a cleaning standards checklist.

Groups and individuals using the church buildings are responsible for the following:

1. Setting up and taking down of tables and chairs including putting them away correctly.
2. Becoming informed of proper use of all PFC/church equipment.
3. Using safe food handling practices as taught by the State of Oregon Food Handlers Certification Class if food is served. This certification is required if using the PFC kitchen. The person from the sponsoring group who is certified must be present at all times when the PFC kitchen is being used and when food is served. Copy of the certification must be provided to the church before keys to the PFC will be checked out.
4. Leaving the kitchen and meeting rooms in prime condition as described on the cleaning checklist. Complete cleanup of the facility is expected the evening of the event. This includes removal of any decorations or materials brought into the building or placed in the parking lot **by the end of the rental period.**
5. Following the First Presbyterian Church of La Grande building use policies.
6. Providing written proof of liability insurance to cover the event.
7. Sponsoring groups will be liable for all breakage, damage, and/or missing equipment. This charge will be in addition to the standard cleaning deposit. Before receiving their deposit refund, a member of sponsoring group shall do a follow-up tour with a member of the PFC Oversight Committee to assess any damage.
8. Following La Grande city noise restrictions - 10 pm to 7 am.

Users of church facilities **shall not:**

1. Remove tables, chairs, tableware, and/or other equipment from the premises.
2. Move the removable divider wall in the PFC (open or close it). The wall may be moved only by authorized church personnel upon advance request.
3. Use tobacco, either inside the buildings or in the parking lot.
4. Use glitter, chocolate fountains, or beverages containing red dye in carpeted areas.
5. Prop open any doors, except for the brief and limited purpose of loading or unloading equipment and supplies.
6. Adjust any thermostats.

A rate of \$40.00 per hour is used to establish any appropriate cleaning charges. The remainder of the refundable cleaning deposit and key charge will be mailed to designated person. Checks are issued on or around the tenth and twenty-fifth of each month. We try to meet the date falling closest to the completion of your event/use. For events happening close to the payment date(s) the deposit may not be refunded until the next cycle. Key(s) must be returned immediately after the event.

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FOOD SERVICE, CATERING, AND ALCOHOL USE AT THE PFC

If you are using a third party vendor/caterer to make and/or serve food or alcohol at the Presbyterian Friendship Center, the vendor/caterer **must** provide proof of liability insurance and an Oregon Food Handler's Card two weeks prior to your event. If alcohol is service, we require an additional deposit of \$300.0. Alcohol can only be provided and served by a vendor with an Oregon Liquor Control Commission license. Wine, champagne, and beer are the only types of alcohol allowed. Self-service or "bring your own" service of alcohol is not permitted.