

BUILDING USE POLICY AND FEES

POLICIES

Who may use First and Central Presbyterian Church's facilities?

First & Central facilities are available for the use of "not-for-profit" groups and individuals whose purposes are consistent with the mission and the vision of First & Central Presbyterian Church. Facilities are also available for other groups and individuals upon approval of Session (governing body) and negotiation of fees.

How is the use of the facility scheduled?

A **Building Use Form** may be obtained from the Church Office or First & Central's website. This form must be completed and returned to the Church Office in order for the use of the facility and the requested dates to be confirmed. Approval of the Session of First & Central Presbyterian Church *may* be required for some events.

Are there other policies that those who use the building need to know?

- A First & Central custodian or other staff person must be on duty for all uses of the Church facility by groups not related to First & Central.
- First & Central's facility is a smoke-free facility. Smoking is not permitted anywhere in the building.
- The use of electrical equipment must be cleared with First & Central's Building Supervisor.
- First & Central is not responsible for the loss of any personal property by building users or their guests.
- No alcoholic beverages are permitted on church property.
- First and Central's **Regular Hours** are:
 - Monday-Thursday: 8:30 a.m. – 9:00 p.m.
 - Friday: 8:30 a.m. – 4:00 p.m.

Are there fees for the use of First & Central's facility?

Yes. The fees for use are intended to defray church costs and appropriately pay for the services of involved personnel. See **Schedule of Fees** below.

How and when should fees be paid?

Fees for the use of the facility should be paid to **First & Central Presbyterian Church** by the day of the scheduled event.

What additional equipment is available upon request?

Coffee urns, Overhead projector, VCR/DVD and monitor.

**Not for Profit and Individual
Schedule of Fees**

For MEETINGS by groups not related to First & Central Presbyterian Church.

Room Use:

Fees assume use for a maximum of two hours during regular hours.

DuVal Room (seating capacity 30 people)	\$50.00
Memorial Hall (seating capacity 200 people)	\$100.00
Room 208 (seating capacity 20 people)	\$50.00
Choir Room (seating capacity 30 people)	\$75.00

Fees for extended use of space, for events other than meetings, for rooms not listed, or for uses not during regular hours are by special arrangement.

For CONCERTS by groups not related to First and Central.

It is assumed that most concerts will NOT take place during regular hours.

Use of Sanctuary (seating capacity of 350)	
Includes one 2 ½ hour rehearsal during regular hours	\$200.00
Extra rehearsals, each	\$75.00
Use of Steinway grand piano	No Charge
Tuning of piano (Arranged only by the Church)	\$95.00
After-concert Receptions, including use of kitchen	
Memorial Hall	\$100.00
DuVal Room	\$50.00
Custodian (Other than regular hours)	\$20.00/hour

Policy is subject to change without notice.

The Head of Staff shall be responsible for the administration of these policies.

When special circumstances exist, certain fees and policies may be negotiated in consultation with the Head of Staff.

**Not for Profit and Individual
Fee Check-Off Column**

USAGE	FEE	YOU PAY
Meeting Room Use		
_____ <i>DuVal Room Meeting</i>	\$50.00	_____
_____ <i>Memorial Hall Meeting</i>	\$100.00	_____
_____ _____		
_____ <i>Room 208 Meeting</i>	\$50.00	_____
_____ <i>Choir Room</i>	\$75.00	_____
_____ <i>Other Meeting Room</i> _____	_____	_____
Concert Use		
_____ Concert in Sanctuary	\$200.00	_____
_____ Extra rehearsal (s) #_____ X	\$75.00	_____
_____ Steinway piano tuning	\$95.00	_____
_____ _____		
_____ Memorial Hall Reception	\$100.00	_____
_____ _____		
_____ DuVal Room Reception	\$50.00	_____
_____ _____		
TOTAL PAID TO CHURCH		_____
_____ Custodian (regular hours)	\$20.00	_____
TOTAL PAID TO CUSTODIAN		_____

**Please return this page with building use form to:
First & Central Presbyterian Church
1101 North Market Street
Wilmington, DE 19801-1223
302-654-5371 / FAX (302)654-5932**

Building Use Form

First & Central Presbyterian Church
1101 North Market Street
Wilmington, DE 19801
Phone: 302-654-5371
Fax: 302-654-5932

To confirm reservation, please return this form.

Requested date of use _____ Beginning time of use _____

Time of event _____ Ending time of use _____

Room(s) requested _____

Rehearsal dates and times (if applicable) _____

Name of organization _____

Address _____

Contact person _____

Contact phone _____

Contact email _____

Approximate number of persons expected in audience _____

Approximate number of performers or presenters _____

Equipment you need First & Central to provide (microphone, overhead projector,
video equipment, coffee urns, etc.)

Additional comments:
