

Policy for Use of the Presbyterian Centre (TPC)

The Presbyterian Centre is an integral part of First Presbyterian Church of Orangeburg (PCUSA) and as such is a Christian facility to be used to the glory of God and for the use and fellowship of its members and approved guests. Use of the Presbyterian Centre will be limited to members and organizations whose objectives do not conflict with the objectives, philosophy and mission of the First Presbyterian Church. The Facilities Unit of First Presbyterian Church reserves the right to refuse and/or cancel organizations and activities that do not meet those guidelines.

The following guidelines apply:

- ✚ Church sponsored activities take precedence for the use of TPC.
- ✚ TPC may be used by individual members for special occasions after filling out the "Request for Use of TPC" and submitting it to the church office.
- ✚ TPC may be used by outside groups which are non-political and are on the pre-approved list. All others must be approved by the Facilities Unit or the Session, if requested by the Facilities Unit.
- ✚ The use of tobacco, alcohol or controlled substances will not be allowed. The use of abrasive or profane language is not allowed. No weapons of any type may be brought into the facility except by law enforcement personnel in their official capacity.
- ✚ The telephone is to be used only in cases of emergency or for notification of parents for pick-up. The telephone is not to be used for personal calls nor should any long distance call be placed.
- ✚ The person reserving TPC should be responsible to see that the facility is left in satisfactory condition. We hope that you found TPC suited to your use and in good condition. We appreciate your help in keeping it fit for the next user.
- ✚ Rental of TPC will include a basic PA system, two microphones and a podium. If the church's audio-visual equipment is needed, an approved and trained technician from the church's Multi-Media Division must be present to operate the equipment during the rental hours and a fee of \$50 per hour will be charged
- ✚ Rental includes the date of rental and setup or rehearsal if available.
- ✚ If the church's kitchen is to be used, a responsible person with the group or organization or their caterer must first meet with the church's Director of Facilities.
- ✚ There is no charge for the use of TPC for the groups that are supported by First Presbyterian in our line item budget, except for the custodial fee and unless it involves overtime for the custodial staff. Those groups are expected to set-up and clean-up after each function. If overtime is involved then those expenses will be met by the group using the Centre based on the fees on the attached sheet.
- ✚ No pets are allowed other than service animals for handicapped people.
- ✚ No illegal gambling or games of chance are allowed.

Important reminders:

- Return chairs and other furnishings to locations where you find them.
- Clean area of debris, spills and paper.
- Dry mop floors if necessary.
- Restrooms should be neat.
- Turn off lights.
- Lock doors and double check.
- Report any maintenance or operational issues at once to contact number provided.

If damage occurs during the use of the building or equipment, the group will be responsible for the costs of the repairs.

Liability

- ✚ The use of TPC and all equipment will be at the risk of the participants.
- ✚ First Presbyterian Church does not assume any liability or responsibility for any participant.
- ✚ First Presbyterian Church does not make any express or implied warranty of the premises, equipment, machinery, fixtures or furniture.

The Presbyterian Centre (TPC) Fee Schedule

	Lobby	Multi-Purpose Room	Custodial Fee
Members and First Presbyterian sponsored agencies	No charge	No charge	\$50.00 - \$150.00
Not for Profit Agencies	\$200.00	\$ 600.00	\$50.00 - \$150.00
For Profit Agencies	\$400.00	\$1,000.00	\$100.00 - \$150.00

- Use of multi-purpose includes use of the lobby.
- A \$200.00 floor-waxing fee may apply to large groups (established at time of booking).
- Custodial fee varies (established at time of booking).
- Usage fees are based on four hours. Extended hours or multi-day usage subject to extra fees (established at time of booking).
- Stage props and amount of time left on stage must be approved by Facilities.
- Prices subject to change; all prices are set at time of booking.
- Church audio-visual person has to be present in order to use audio-visual room at a rate of \$50.00 per hour.
- If your group is approved, full payment is due at the time event is booked. (This insures that you receive the time and date you are requesting.)
- No event is considered booked until full payment has been paid.

First Presbyterian Church
Orangeburg, South Carolina
Request For Use of Facilities

Name of organization _____

Name of Person requesting use: _____

Daytime # _____ Cell phone _____ Evening # _____

Address _____

Email address _____

Facility Needed (specify rooms) _____

Purpose (please be specific) _____

Date needed: _____ Day of week _____ Time: From _____ to _____

Ongoing need: From _____ to _____ Church related? yes ____ no ____

Special needs: (specify quantity needed)

Tables (round) _____ Chairs at each table _____ Chairs not at tables _____

High chairs _____ Lectern _____ Number of people attending _____

Kitchen and/or appliances: (specify) _____

* Note: If kitchen or appliances are used, the person responsible must be instructed on use by our kitchen supervisor prior to the event.

x _____ (responsible party)

x _____ (kitchen supervisor)

Other needs: Location of tables and chairs (attach diagram, if needed)

I have read and understand the "Request For Use of Facilities"
form of First Presbyterian Church, Orangeburg, South Carolina.

Signed _____ Date _____

I agree to pay the fees listed below in order to book the date requested. Event is not booked until payment is received.

Fee agreement: _____

Signed _____ Date _____