

Policy And Procedure Frederica Presbyterian Church Use of Church Facilities

Frederica Presbyterian Church's building and equipment are available, under certain conditions, for meetings and gatherings of various community organizations. The primary use of the facility is to support the official functions of the Church, and, therefore, Church functions may preempt the use of Church facilities by outside organizations. Alcoholic beverages are permitted in the Social Hall and Courtyard only. Moderation is required. Our policy of moderation will be strictly enforced. The activity will be monitored, and if it gets out of hand, it will be terminated, and the organization may be barred from further use of Church buildings for its activities.

Procedure:

All requests for the use of Church facilities must be approved by the Session. A first time request must be submitted in writing with an explanation of the organization's mission and setting forth the nature of the function to be held. Once approved by the Session, an organization may continue to use the facilities on a recurring basis without further Session approval so long as the organization complies with this policy. The scheduled use may require adjusting from time to time to avoid conflict with Church functions.

No user fee shall be required; however, a refundable security deposit shall be paid as set forth in the application form on the reverse. Where appropriate, and in its sole discretion, the security deposit may be waived by the Session.

While no user fee is charged, any contribution to the Church by the user organization will be gratefully.

Frederica Presbyterian Church
150 Delamotte Road, P.O. Box 20254, St. Simons Island, GA 31522
(912) 634-2240

REQUEST FORM FOR USE OF CHURCH FACILITIES

Organization (or Individual): _____
Event: _____
Date of Event: _____
Anticipated Attendance: _____
Start and End Time _____
Contact Person: _____
Phone numbers: _____

Available Rooms:

Social Hall (120 seated auditorium style; 100 seated at tables)

Classrooms (15 - 25)

Kitchen - has coffee pot, stove, refrigerator, freezer, dishwasher, microwave oven, ice machine and deep fryer. (You are responsible for providing your own paper and plastic products.)

Available tables and chairs:

Round tables that seat 8 people- 6.

Rectangular tables seating 6 people - 17

Folding chairs – 100+

Piano (available for use in Social Hall only)

Other needs:

A refundable Security Deposit of \$200 shall be paid at the time the Church is reserved for the proposed activity to insure that the facility is left in a proper condition of cleanliness and no church property has been damaged. Within two business days following the activity, the Security Deposit shall be refunded less any deductions for extraordinary cleaning requirements and damage to church property, if any.

NOTE: IF ALCOHOLIC BEVERAGES ARE SERVED AT THE ACTIVITY, NO EMPTY ALCOHOLIC BEVERAGE CONTAINERS SHALL BE LEFT ON THE PREMISES.

I have read the Policy and Procedure for Use of Church Facilities and agree to abide by its requirements. Attached is a statement of my organization's mission/purpose.

Signed _____ Date _____