

BUILDING USE POLICIES

1. Profit-making organizations will not be permitted the use of church facilities.
2. If the proposed building use of an individual or non-profit organization is compatible with the objectives of the church they will be eligible to apply to use the facilities, but approval will be on a case by case basis by the Property Committee.
3. It is clearly understood that any church activity shall have precedence over any outside activity.
4. Application for use of the church building shall be made in person at the church office during regular hours (9:00 - 5:00) no less than 30 days prior to the requested date.
5. Activities involving children and young people shall have adult supervision at all times, with a minimum of one adult per ten children.
6. No alcohol or controlled substance or use of tobacco products will be permitted inside the church building or on the premises.
7. The facility must be left clean and orderly. Recyclables should be cleaned and separated from trash and placed in the appropriate bins in the kitchen entryway. Non-recyclable trash is to be placed in the outside herby-curby. For groups anticipating large quantities of trash and recyclables, please consult the FPC Green Initiative Chair (call the church office for contact info). **Please also note that we do not use Styrofoam in this facility.**
8. If the kitchen facilities are used, such facilities (including dishes and utensils) shall be left clean and in proper order.
9. All lights, heating, or air-conditioning must be turned off and the building secured (by checking all doors) and space left as found before leaving. **(The church liaison will be responsible for unlocking as well as locking the building.)**
10. The cash donations per-event for the use of church facilities by non-members:

Sanctuary	\$250
Fellowship Hall	\$150
Kitchen	\$100

These cash donation fees are to be accepted at the time of approval. The Session reserves the right to change or waive the above amounts.
11. A \$100 deposit is required which will be refunded when inspection confirms that the premises were left clean and orderly.
12. The applicant shall be personally and financially liable for damage, theft, lack of cleanliness, and for the improper conduct of any person on the premises during the period of the event.
13. The First Presbyterian Church of Milledgeville, Inc is not responsible for any liability incurred due to the negligence or irresponsibility of an individual or individuals using the facility under this agreement.