

**FIRST PRESBYTERIAN CHURCH**  
**616 W. 10<sup>th</sup> Ave.**  
**Anchorage, Ak 99501**  
**(907) 272-6411**  
**(Fax) 274-4901**

**CHURCH FACILITY USE POLICIES**

The First Presbyterian Church of Anchorage tries to serve the Christian community in every possible way. One way is by making our facilities available to other Christian organizations subject to approval. Please fill out the application to use the Church facilities bearing in mind that consideration is given in the following order of preference:

1. Groups who are part of First Presbyterian Church
  2. Groups of the Presbytery of the Yukon or the Presbyterian Church (USA)
  3. Ecumenical church groups
  4. Other Christian groups or organizations
- The following rules apply to all groups or organizations:
1. **No smoking** is permitted inside the building.
  2. **No alcoholic beverages** are to be consumed upon the premises.
  3. **No animals** (except seeing –eye dogs) are permitted inside the building.
  4. If you use the kitchen or nursery, you must also abide by the kitchen use policies or the nursery use policies as provided separately.
  5. User groups must request all rooms, areas and/or equipment they wish to use at the time of application. Use of the facilities shall be limited to these rooms, areas and and/or equipment as well the times specified in the application. **If additional time is necessary for set-up, this must be included in your request at the time of application.** The equipment available to users varies by area or room. A list of equipment is available from the office.
  6. Scheduling the use of facilities must be done through the Church office during business hours from 9:00 a.m. to 4:00 p.m., Monday through Friday except holidays. Additionally, any changes must also be done through the Church office.
  7. Reservations for one-time use of the facilities will not be accepted more than six months in advance unless special arrangements are made with the Church office.
  8. If use does not occur during Church office hours, the user is responsible to pick up keys from the Church office during regular office hours and return keys on the first working day following the event.
  9. A reservation is confirmed when both the user and First Presbyterian Church have signed the application. If applicable, fees are due within 30 days of confirmation.
  10. You are responsible for set-up, take-down and/or clean-up unless arrangements were requested at the time of application. Set-up, take-down and/or clean up includes but is not limited to setting up chairs, tables (including refolding and restacking them in the racks provided), setting up and returning all special equipment (i.e., VCR's, screens, etc.) and accessories to storage, vacuuming or sweeping floors and emptying all trash containers and taking the plastic bags to the dumpster located in the back parking lot. Rooms are to be returned to their original order after use.

If it is requested at the time of application that the custodial staff perform these duties, a minimum \$30 charge will be required and paid in advance. A \$15 per hour fee for these services will be charged and billed to your organization or group. The \$30 charge will be applied towards your total set-up, take down or clean up bill. Additionally, if you want the custodian to do the set-up, you must provide to the Church office a floor plan showing the desired seating arrangements **at least three days before the meeting or event**. Advance set-up can only be done if it does not interfere with the daily operation of the Church.

11. The Church does not supply any linens, paper or plastic goods except the usual amenities in the rest rooms. User is required to furnish all supplies needed and to remove all used and excess supplies when use is complete.
12. Use is conditional upon user agreeing to indemnify and hold harmless First Presbyterian Church and any member or agent thereof from loss or liability suffered by any person as a result of user's activity which loss or liability is caused by or in any way connected with the use of the premises by user. The Church is not responsible for lost or stolen articles. The user is responsible for the security of all valuables and other items brought on Church property. This includes all items left in vehicles in the parking lot.
13. User is absolutely prohibited from attaching, even temporarily, anything to the ceiling, walls or floor of any area in or on the Church. Any exception to this prohibition must be approved in writing prior to the meeting or event.
14. For each utilized area on the premises, including rest rooms, user is responsible for:
  - (a) Leaving the rooms in clean and orderly condition;
  - (b) Turning off all lights in every area used, including the rest rooms;
  - (c) Turning off all equipment;
  - (d) Removing all equipment, supplies and/or food belonging to the user;
  - (e) Closing all windows in the areas used; and
  - (f) Returning the areas and equipment used to their original configuration, arrangement and/or storage location.
15. The Trustees may cancel permission to use the facility for good cause.

● In addition to the above, the following rules also apply to **Ecumenical and/or other Christian groups or organizations**:

16. No organizational fundraising activities are permitted.
17. There is a usage fee of \$50 per day, payable in advance to cover the cost of wear and tear, utility expenses and increased use of Church supplies (toiletries, etc.).
18. A \$100 damage/security deposit is required, payable in advance. Should damages occur to Church property, your organization will be required to pay for all repairs and/or replacements in full. All spills, damage and accidents must be reported to the Church offices as soon as possible. This deposit will be refunded upon satisfactory inspection of the facilities and the return of the Church keys.
19. Fees for one time only use are due at the time of reservation. Fees for multiple use are to be paid in advance.