



# BUILDING POLICY

**This manual is the property of  
First Presbyterian Church of Wheaton.  
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**First Presbyterian Church**  
**Of Wheaton**

**BUILDING POLICY**

**SUBJECT MATTER**

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# **GENERAL GUIDELINES FOR USE OF FACILITIES**

## **Church Vision That Guides Our Building Use:**

*We will welcome everyone as we would welcome Christ*

### **1) Goals**

- To use this space in a God honoring way
- To treat visitors as honored guests

### **2) Criteria To Determine Building Use:**

- Activity fits with who we are and what we believe
- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Group understands respect for the property

## **Statement of Policy:**

Our church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that:

Adequate facilities exist to effectively carry out the ministry objectives and goals

Users exercise proper care and safety

Such facilities are properly protected against loss or misuse

Wise stewardship is being expressed through energy conservation, cost reductions and safety measures

The life of the facilities is extended through a proper maintenance program.

## **Building Eligibility Guidelines**

The facilities and equipment of First Presbyterian Church exist for the primary purpose of being used by its members through its organizations and ministries.

1. A Space Use Request Form should be completed for all groups requesting facility use. A Use of Building Agreement may be required for outside groups.
2. Facilities are not available to outside groups for fund raising or for profit making activities.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections.
4. Certificate of Liability and Property Damage insurance coverage naming First Presbyterian Church of Wheaton as an additional insured **MUST** be on file prior to the date of the event by all outside groups to First Presbyterian Church for the purpose of covering liability and property damage or accidents that might occur on church property.

5. All groups or persons requesting use of church facilities must also have and adhere to Protection Guidelines (see attached) regarding minors. A minimum of 2 adults must be present at all times.

***The Priority of Use Shall Be As Follows:***

1. Recognized Groups Within the Church:
  - Church Services- (i.e. worship services, Sunday school, adult Ed)
  - Regularly scheduled church activities- (i.e. LOGOS, committee meetings, and small group meetings)
  - Church related activities- (i.e. Boy Scout /Cub Scout meetings, Exodus Walks, COLAM)
2. Church Members
  - Individual Parties and Special Events (Anniversary parties)
  - Weddings, Funeral and Receptions
  - Music Recitals (Not including private recitals for students)
  - Other informal Church Member requests (basketball, volleyball, etc.)
3. Outside Groups
  - Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by First Presbyterian Church.

## **RESERVATIONS**

A Space Use Request Form must be completed by all groups and submitted to the Administrative Assistant at least 2 weeks in advance of the activity. The Space Use Request Form provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

The Administrative Assistant will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

Approval Guidelines for the space request use shall be as follows:

1. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with First Presbyterian Church's mission statement and the building use philosophy.
2. No date is placed on the calendar until the form has been submitted and approved by the appropriate person(s).

The pastors/worship leaders approve of all worship related activities.

The Music Director must approve all music recitals.

The pastoral staff must approve all weddings prior to them being entered on the church calendar.

The Church Administrator approves all other usage.

3. Requests from outside groups longer than three months ahead of the use date (with

the exception of weddings) must have Session approval.

4. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

## **BUILDING USE PROCEDURES**

The ministry leader or organization representative is responsible for the following:

1. Submit the Room Set-up on the Space Use Request Form diagramming set-up to Facilities Coordinator. Separate forms for requests for any special equipment needs and sound equipment must also be completed.
2. After building use, clean up all the areas used. The area should be returned to the same condition as before use.
3. Turn out lights & close windows.
4. Report any maintenance problems and damages to the Supervisor of Buildings and Grounds.

## **PUBLICITY AND PROMOTION**

1. Any outside group using publicity material and/or making public service announcements in which the First Presbyterian Church name is used must have prior approval by the Church Administrator.
2. The sale of admission tickets to the event must be handled by the user with the approval of the Church Administrator.
3. There will be no postings of any kind adhered to the walls of any of the facilities. Postings that appear on the church kiosk or any other posting device must have prior approval of the Church Administrator.

## **FACILITY USE GUIDELINES**

First Pres has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

A custodian will be on duty during regular business hours. If building usage is requested for after regular business hours, and custodial services are required, the user will be charged a fee for the custodian's services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.

3. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
4. Dining or the serving of food is limited to pre-approved designated areas – check with the facilities coordinator.
5. Use of candles is allowed only in designated areas and must be approved by the Church Administrator.
6. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
7. If furniture or equipment is to be moved, it must be done with the permission of the Superintendent of Buildings and Grounds or Church Administrator to maintain the quality of the building's furniture and equipment, and prevent damage.
8. All decorations in the facility and on the grounds of First Presbyterian Church must be approved by the Church Administrator and/or Buildings and Grounds Committee. No items may be affixed to any surfaces without the consent of the Administrator or Supervisor of Buildings and Grounds
9. The user will be held responsible for any damage done to church property associated.
10. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
11. Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.
12. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
13. The following items are not allowed in or on church property:
  - Weapons
  - Alcoholic beverages
  - Tobacco products
  - Controlled substances/drugs
  - Anything that would distract from a Christian atmosphere.
14. Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of First Presbyterian Church, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
15. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

## **SPECIAL RULES FOR USE**

### **MINISTRY CENTER**

1. The capacity of the Ministry Center should not exceed fire code capacity at any one time, currently 450 with chairs, and 210 with tables and chairs.
2. The recreation area will be open only under the supervision of 2 adults (over 18) unless the Church Administrator approves arrangements prior to the event. If anyone is found in the gym or other recreation area during non-operating hours, of any age, without permission, they will be asked to leave.
3. During play or sports activities, the church requires participants to wear shoes without black soles. Shirts or tank tops, along with suitable attire, are required at all times.
4. Individuals or groups must request use of equipment in advance and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the participant(s). Equipment must be returned to the same place from which it was checked-out.
5. First Presbyterian Church does not assume liability or responsibility for any participant.
6. Gym mechanisms such as basketball hoops (raising and lowering), or volleyball system (set-up), etc. will be operated by authorized persons only.
7. Basketballs or volleyballs should not be kicked.

### **MCCORMICK CHAPEL**

#### **Suggested Functions**

Small Weddings  
Anniversaries  
Funerals  
Small Groups  
Bible Study

1. The capacity of the Chapel should not exceed 40 people at any one time.

### **LIVING ROOM**

#### **Suggested Functions**

Family gathering place prior to a funeral to be held at First Presbyterian Church  
Class meetings  
Small weddings/receptions  
Small conferences/seminars  
Welcome or registration center  
Wedding showers  
Wedding party pictures  
Small music recitals

1. The capacity of the living room should not exceed 40 people at any one time.

2. The piano should not be moved.
3. Bridal parties should bring no cosmetics, curling irons or hair dryers into the living room.

## **DINING ROOM**

### **Suggested Functions**

Committee/staff meetings  
Receptions/parties  
Adult small groups meetings  
Small group meals

1. No furniture may be borrowed from the dining room.
2. Crafts, craft demonstrations, painting, or painting preparation is not allowed in the living room/dining room area of the Parish House. All types of crafts and painting and related work must be done in the designated areas in the Undercroft, Sanctuary Hall, Classrooms or Stewart Hall.

## **KITCHEN**

The primary use of the kitchen facility will be for church wide functions such as banquets, meals for LOGOS, PW functions and other pre-arranged meal functions.

1. Organizations using the kitchen will be required to comply with the following procedures:
  - Read posted instructions carefully before using dishwasher/coffee makers, or request training prior to event.
  - Clean, dry, and put away all dishes and utensils according to approved methods i.e. dishwasher at 180 F.
  - Wash all counter tops and work areas with cleaner.
  - Do not leave leftovers in the refrigerator.
  - Check stove, oven, and other appliances to make sure they are turned off and nothing left inside of oven.
  - Remove overflow garbage to dumpsters.
  - Launder dish towels, tablecloths, etc. and return within 48 hours.

## **STEWART HALL**

### **Suggested Functions**

LOGOS dinners  
Sunday school class meetings  
Small weddings/receptions  
Small conferences/seminars  
Welcome or registration center  
Wedding showers  
PW Events  
Deacon Events



1. The capacity of the Stewart Hall should not exceed fire code capacity at any one time, currently 660 with chairs, and 310 with tables and chairs.

## **THE SON-LIGHT ROTUNDA**

### **Suggested Functions**

#### **Fellowship Hour**

#### **Welcome**

1. The capacity of the Son-Light Rotunda should not exceed fire code capacity at any one time.
2. The Son-Light Rotunda is not designed for seating for events, thus the use of tables and chairs (other than for suggested functions above) must be approved by the Church Administrator.
3. The Rotunda may not be used for registration or ticket sales for events; however the ramp between the Rotunda and Stewart Hall may be used with one or two small tables.