

First Presbyterian Church of Highlands
Faith and Fellowship Center Use Policy

Our Vision

Our vision is for a Faith and Fellowship Center (the “Center”) that is a vital part of the lives of the members of our congregation and all in our Highlands community who wish to share it with us. It should be a center of faith, love and service to God and our neighbors. It is our gift of thanksgiving for God’s many blessings.

Use Policy

It is the intent of the Session that the Center be made available on an inclusive basis for all appropriate church and community uses, including those offering programs for spiritual, physical, and mental growth, without regard to profit for the sponsor. Use of the Center for wedding receptions is not covered by this policy.

Guidelines

All prospective users of the Center shall be provided with a copy of the guidelines attached to and made a part of this policy, and shall agree in writing to comply with them.

Fees

No fees or deposits, other than clean-up fees for Coleman Hall and the kitchen, shall be charged for use of the Center. Clean-up fees may be waived when deemed appropriate.

Administration

The Session hereby delegates to the Senior Pastor the duty to administer this policy. The Senior Pastor, in turn, may delegate some or all administrative duties under the policy to the church’s Administrative Manager.

The Senior Pastor shall provide a monthly report to the Session listing all uses of the Center other than uses for church activities, as well as clean-up fees collected or waived.

A church representative shall be present in the Center during each event.

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Faith and Fellowship Center Use Guidelines

As used in these guidelines, the terms “we” and “our” mean First Presbyterian Church of Highlands, and the terms “you” and “your” mean the person, group or organization using our Faith and Fellowship Center (the “Center”) for an approved event, as well as people who attend that activity. We are pleased to make the Center available for your use, subject to all applicable guidelines. Please remember at all times that the Center is part of our church campus and should be treated with respect.

These guidelines apply to the entire Center and surrounding church property:

1. Alcoholic beverages and controlled substances are prohibited.
2. Smoking is prohibited.
3. No animals except service animals are allowed.
4. Rowdy, boisterous or unduly loud behavior is prohibited. You must comply with the Town of Highlands noise ordinance as well.
5. You must vacate the Center no later than 10:00 p.m. Before leaving, you must close and lock all windows and doors.
6. You are responsible for all damage and loss to the Center, its furniture, equipment and other contents.

These guidelines apply to Coleman Hall and the adjoining kitchen:

7. Table seating in Coleman Hall is limited to 160 people.
8. You may decorate Coleman Hall but may not attach decorations to the walls or windows. Decorations must be removed at the end of your event.
9. It is your responsibility to arrange the tables and chairs for you event, and to return them to their original configuration afterward.
10. We do not provide catering services, but we can give you a list of recommended caterers.

11. If you use our kitchen, you or your caterer must meet with our Food Coordinator before the day of your event to become familiar with the kitchen equipment.
12. You are responsible for any injuries resulting from the use of our kitchen equipment.
13. At the end of your event, you must remove all trash and garbage from the Center and place it in the dumpster on Church Street across from the Center.

These guidelines apply to clean-up fees:

14. If you are going to use Coleman Hall but not the kitchen, the clean-up fee is \$150.
15. If you are going to use Coleman Hall and the kitchen, the clean-up fee is \$250.
16. All clean-up fees are payable at the time we approve your application to use the Center.
17. No clean-up fee is required for use of the classrooms on the lower level of the Center.