



First Presbyterian Church

37 South Market Street

Johnstown, New York 12095

(518) 762-8263

Guidelines for Use of Church Building & Grounds

For Use of Facilities by Church Members and Community Groups

1. Session will consider requests for permission to use the building for other than direct worship purposes when given the following information:
 - a. Name of the group sponsoring the event or meeting
 - b. Individual responsible for the groups abiding by the building policy
 - c. Activities intended by the group
 - d. Date and time (start time and ending time)
 - e. Approximate number of and age range of attendees
 - f. Group's insurance coverage
 - g. Room(s) or location requested for use
Fellowship Hall, Sanctuary, Kitchen, Knox Room, Side Yard
 - h. Services being requested
Will the custodian need to be on site? Will the organist be need to be involved?
2. Use of church property shall be limited to those occasions and events appropriate to the purpose, service and mission of the church as determined by the Session.
3. Any group meeting must not prohibit any responsible member of the community to attend.
4. The church employs a custodian for the normal use, care and maintenance of the building and yard. A custodial fee may be required for special events.
5. After permission to use a room has been granted, please discuss room arrangements directly with the custodian at least one week in advance. The custodian will help to provide any heating and lighting necessary.
6. Opening and closing of the Church building will be done by the custodian unless a member of the Building & Grounds Committee is designated.

Use of Furniture, Equipment, and Supplies

7. When permission to use a room has been granted, the user may make use of the furniture and equipment therein with due regard for its care.
8. Permission to use the kitchen equipment, silverware and china should be obtained from the Session.
9. Following their use, all equipment and facilities are to be clean and in the proper place as originally found.
10. The group's assigned responsible representative will be charged for damages should they occur because of the group's negligence. (Determined by Session)
11. Neither the church nor the Session can be held responsible in any way for non-church items stored or left behind by any group using the church building or yard.
12. An organization requesting to use the church organ and/or piano must contact the church organist.