

FIRST PRESBYTERIAN CHURCH  
305 East Main Street, Durham NC  
Telephone: 919-682-5511

**POLICY AND PROCEDURE FOR USE OF FIRST PRESBYTERIAN CHURCH  
BUILDINGS AND GROUNDS**

**I. Policy:**

- A. First Presbyterian Church has historically welcomed the opportunity to make its space available for community events, performances, and for meetings of community groups. This service accords with the Church's stated mission of extending its hospitality to Durham and its surrounding communities.
- B. Although not a public forum, the Church welcomes the use of its Sanctuary, Chapel, East and Wilson Parlors, Watts-Hill Fellowship Hall, Kitchen, Christian Education Building, and the parking lot by any community organization or group committed to goals and means used to achieve those goals that harmonize with the teachings of Jesus Christ as understood by the Reformed tradition.

**II. Eligibility:**

- A. Members and non-members of First Presbyterian Church are welcome to use the facilities of the church.
- B. The Church does NOT permit the use of its premises by groups or organizations that promote or engage in violence or hatred, or that promote or endorse discrimination against any race, religion, gender, sexual orientation, ethnic group, or any economic class.
- C. Forums and public rallies for political candidates as well as meetings held to endorse candidates for political office are NOT appropriate uses of First Presbyterian Church space. HOWEVER, groups and organizations, including those that promote, sponsor or endorse political candidates, are welcome to use Church space for their business meetings.
- D. All organizations and groups using any Church space MUST make clear the anticipated impact of their use of such space on Church resources and facilities.
- E. Groups and organizations applying for use of the **sanctuary** space must meet the following criteria:
  - 1. A positive relationship must exist between the proposed program/performance, including its quality, to the mission of the Church and the preservation of the integrity of the worship space.
  - 2. The program or performance must benefit the Durham community.
  - 3. The sponsoring organization must designate a Group Coordinator to work with a representative of the Church in order to bring about a good faith collaboration between the two.

- F. Below are listed separate policies and procedures denoted by Roman Numerals for the use of: (IV) CHURCH SPACE EXCLUSIVE OF THE SANCTUARY; (V) NON-MUSICAL EVENTS IN THE SANCTUARY; (VI) MUSICAL EVENTS IN THE SANCTUARY. Select the procedure that meets the needs of your group. The Guidelines for Fees is included in this document. A separate Service of Marriage Guidelines is available from the Church Office.

### III. CONDITIONS OF USE:

- A. Use of the church premises depends on the availability of: (1) the desired church facilities; (2) the booking priority accorded church member groups; (3) the Church Sexton; (4) security arrangements if Church Sexton is unavailable.
- B. This use of church premises must comply with current laws, rules, and regulations of governmental authorities.
- C. Neither the Church building nor its grounds and parking lot may be used as a staging area for public demonstrations, protest marches, etc., without the express approval of the Session.
- D. Alcoholic beverages, narcotics, tobacco and firearms are prohibited anywhere on the church property. Excepted from this prohibition is wine as a communion element if its use is approved by the Session.
- E. Service animals are the only animals permitted within the church facility.
- F. Adult supervision of all children and youth is required both inside and outside the building before, during, and after each event.
- G. Reasonable care of Church property is expected whenever that property is used for any purpose: rehearsal, preparation, performance, meeting or program event. **Any moving, removing and/or obscuring of the various liturgical symbols in the sanctuary requires specific permission.** All Church property used during an event must be returned to its original/working condition and location upon completion of the event.
- H. To maintain building security, exterior doors may not be propped open at any time. If the Group Coordinator has been issued a Security System Code in order to access the facility, that code may not be shared with anyone else. The Group Coordinator and participants in the event will not let into the building anyone not connected with the event.
- I. The Group Coordinator is responsible to make certain that lights, as well as air conditioning/heating units, are turned off in spaces used, and that exterior doors are closed and locked upon departure.
- J. Events occurring outside ordinary business hours (M-F, 8 AM – 5 PM) require the presence of either a designee of the organization approved by the Business Administrator or a church representative, usually the Church Sexton, for whose services a fee is charged.

- K. The Church sound systems will not be available for use unless special arrangements have been made in advance for a trained sound system operator approved by the Church. The Minister of Music must explicitly approve any use of the Church's musical instruments.
- L. Admission fees, if any, must be approved in advance. The anticipated sale of books, recordings, and other promotional material must relate directly to the program offered and must be approved in advance.
- M. Publicity and its publication and dissemination is the responsibility of the group or organization using Church space, but no publicity for an event, program, or performance should be provided prior to approval of the event, program, or performance. Such advertising must clearly state the identity of the sponsoring group or organization, including its telephone number and, if available, its website and e-mail address.
- N. Staffing of the event, program or performance (i.e. ticket agent, ushers, security personnel etc.) is the responsibility of the group or organization and the Group Coordinator must be in attendance at the event sponsored by the group.
- O. Forty-eight hours advance notification to the Church is required should cancellation of an approved event, program or performance be deemed necessary. The group or organization must clearly notify the Parish Administrator or Business Administrator and media and ticket holders of the cancellation.
- P. The Group Coordinator is also responsible for arranging temporary parking passes for participants if any part of the event or preparation for it will occur during the day, Monday–Friday. (NOTE: Vehicles without proper permits are subject to towing at the owner's expense!) Parking lots adjacent to FPC's lot (library, law office, municipal) are NOT normally available for parking during the week. The church office can occasionally make special arrangements for overflow parking in nearby lots, but this must be arranged as far in advance as possible before the event.

#### **IV. PROCEDURES FOR NON-SANCTUARY CHURCH USE:**

- A. The sponsoring group or organization, through the Group Coordinator, contacts the Parish Administrator of First Presbyterian Church to determine the feasibility of the date(s) of the intended use. This step will avoid scheduling conflicts with Church groups that enjoy priority in the use of the premises or with other groups or organizations that have a prior claim on such use.
- B. The sponsoring group or organization, through the Group Coordinator, submits to the Parish Administrator a completed APPLICATION FOR RESERVATION OF FIRST PRESBYTERIAN CHURCH SPACE.
- C. The Senior Pastor or the Associate Pastor approves the application by signing in a timely manner the completed APPLICATION FOR RESERVATION OF FIRST PRESBYTERIAN CHURCH SPACE, or, for any application warranting it, the Pastor may refer the application to the Church Session for its consideration and approval or rejection, or a Pastor may make exceptions to the above-stated eligibility and/or conditions of use.

**V. PROCEDURES FOR NON-MUSICAL EVENTS IN THE SANCTUARY:**

- A. The sponsoring group or organization, through the Group Coordinator, contacts the Parish Administrator of First Presbyterian Church to determine the feasibility of the date(s) of the intended use. This step will avoid scheduling conflicts with Church groups that enjoy priority in the use of the premises or with other groups or organizations that have a prior claim on such use.
- B. The sponsoring group or organization, through the Group Coordinator, submits to the Parish Administrator a completed APPLICATION FOR RESERVATION OF FIRST PRESBYTERIAN CHURCH SPACE.
- C. The Senior Pastor or the Associate Pastor approves the application by signing in a timely manner the completed APPLICATION FOR RESERVATION OF FIRST PRESBYTERIAN CHURCH SPACE or, for any application warranting it, the Pastor may refer the application to the Church Session for its consideration and approval or rejection, or a Pastor may make exceptions to the above-stated eligibility and/or conditions of use.
- D. The Senior Pastor or the Associate Pastor reviews the completed APPLICATION FOR RESERVATION OF FIRST PRESBYTERIAN CHURCH SPACE and makes a recommendation for its approval or rejection to a designated representative of the Worship, Music and Lecture Committee for approval or rejection. The Parish Administrator notifies the group or organization through its Group Coordinator of such approval and of any additional conditions of use that may be deemed necessary.

**VI. PROCEDURES FOR MUSICAL EVENTS IN THE SANCTUARY:**

- A. The sponsoring group or organization, through the Group Coordinator, contacts in writing or by e-mail the Minister of Music with details of the proposed group/individual use and program.
- B. The Minister of Music, in consultation with the Music on Main committee (a subcommittee appointed by the Worship Committee) approves or disapproves the event. If approved, the Minister of Music consults with the Parish Administrator regarding availability of desired dates.
- C. The Administrative Assistant mails to the Group Coordinator confirmation of: (1) dates; (2) General Policy; (3) Guidelines [see Guidelines for Concerts in the Sanctuary (VI. D.)]; (4) Application for Reservation to be filled out by the group/individual.
- D. **GUIDELINES FOR CONCERTS IN THE SANCTUARY:**

The sanctuary of First Presbyterian Church is particularly well suited for the performance of certain types of music – including both the music that is an important part of our worship services and additional recitals and concerts of religious and secular works. As a part of the larger community of Durham, and as custodian of such a performance space, our congregation feels a responsibility to make that space available for the religious and cultural benefit of our neighbors as well as ourselves. Through its history the Christian

Church as a whole has performed a crucial cultural role in inspiring, in encouraging, commissioning, sponsoring, and providing great music. First Presbyterian Church in particular has long traditions of outreach and leadership in providing venues for a wide variety of community meetings and ensuring that the arts are an important part of life and education in Durham.

1. The organizer must come to the church and check out the space to determine the layout arrangements in advance of the concert.
2. The organizer must provide ushers unless otherwise determined with the Minister of Music or the Parish Administrator.
3. If children are going to be present, the organizer must provide chaperones: chaperones must be in attendance with the children **at all times**.
4. All receptions must be approved by the Minister of Music. An additional fee may be required. See Guidelines for Fees.
5. Sound system use must be approved by the Audio-Visual Coordinator or designated substitute. An additional fee is required.
6. The organization must provide its own music stands, programs, and publicity notices, including those for the church newsletter or bulletin. If the organ is to be used, the following statements should be included in the program:
  - a. *First Presbyterian Welcoming Statement*
  - b. *Organ by Austin Organ Company, opus 581 (1916, 1964)*
  - c. *The present sanctuary was completed in 1916. The original architectural firm was Milburn, Heister, and Company of Washington DC. The sanctuary was renovated in 2006 by DTW Architects of Durham, NC. The Principal Architect was John Thompson and the project manager was Susan Straw. The design consultant was Terry Eason, Chapel Hill, NC.*
7. Security is required for all events. Please inquire with the Minister of Music or the Parish Administrator if the Church Sexton is available to provide security; if not, the organizer is responsible for providing an outside security firm.
8. Any ASCAP fees must be paid by the musical artist or group unless the Music on Main agrees to pay the fees.

## **VII. FEES:**

The procedure for payment of fees and a schedule of fees is included in the separate GUIDELINES FOR FEES.

**FIRST PRESBYTERIAN CHURCH**  
**305 East Main Street**  
**Durham NC 27701**

**BUILDING AND GROUNDS**  
**GUIDELINES FOR FEES**

A. Individuals, officers and groups using the church facilities for official church business are exempt from the payment of fees. The Pastor, in his or her discretion, may waive the payment of fees.

B. Fee Schedule:

	<b>Max. Occ. #</b>	<b>½ Day Charge</b>	<b>Full Day Charge</b>
Watts-Hill Fellowship Hall	125	\$50	\$100
Wilson Parlor	30	\$50	\$100
East Parlor	30	\$50	\$100
Education Building	Variable	\$25	\$50
Kitchen	N.A.	\$25	\$50
Sanctuary	450	To be arranged Church Sexton as Security Min - \$125	
Chapel	20	To be arranged	

C. No charge is made for use of the parking lot, but the Group Coordinator must obtain temporary parking passes from the Church office for use of the lot during normal business hours Monday through Friday. No passes are required on Saturdays or Sundays.

D. Church Sexton’s fee: A \$25 minimum fee is charged for each scheduled event; an additional \$25 minimum fee as determined by the Parish Administrator is charged for additional setup, takedown, clean-ups and late closings. Security is a minimum of \$75.

E. All fees must be paid by the responsible Group Coordinator to the Parish Administrator or Business Administrator at least one week in advance of the confirmed event. Checks should be made payable to: First Presbyterian Church.

F. Fee schedule is subject to change upon approval of the Church Session.

Contacts:

Valerie McMillian, Parish Administrator  
 Email: v.mcmillian@firstpres-durham.org  
 Phone: 919-682-5511 ext. 215

Tom Bloom, Business Administrator  
 Email: t.bloom@firstpres-durham.org  
 Phone: 919-682-5511 ext. 216

Kathy Parkins, Minister of Music  
 Email: k.parkins@firstpres-durham.org  
 Phone: 919-682-5511 ext. 219

## APPLICATION FOR RESERVATION OF FIRST PRESBYTERIAN CHURCH SPACE

1. Name of applicant's organization or group: \_\_\_\_\_
  
2. Purpose (meeting/event/concert) for which Church space is needed:  
\_\_\_\_\_
  
3. Group Coordinator's (or Individual Artist's) name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number(s): Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
  
4. Responsible person (chair/director/conductor) who will be present during the applicant's use of the space requested: \_\_\_\_\_  

Is this person a member of First Presbyterian Church? \_\_\_ Yes \_\_\_ No
  
5. Number of people in the applicant's group or organization to be using Church space:  
\_\_\_\_\_
  
6. Space needed (check all space(s) needed):  
Sanctuary \_\_\_; Chapel \_\_\_; East Parlor \_\_\_; Wilson Parlor \_\_\_; Watts-Hill Fellowship Hall \_\_\_;  
Kitchen \_\_\_; Education Building \_\_\_ (number of classrooms needed \_\_\_\_\_);  
parking \_\_\_ (number of spaces \_\_\_\_\_, large groups should make special arrangements with the Parish Administrator);
  
7. Time(s) and date(s) of each use of each space checked in #6 above, including set-up, rehearsals, etc. and clean-up:  
  
From \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Date: \_\_\_\_\_
  
8. Support services needed from the Church, especially use of the sound system:  
\_\_\_\_\_

9. Clean-up arrangements:

10. Security arrangements:

11. Parking arrangements (see Section III.P):

**Agreement:**

The applicant agrees that

- a. the *Policy and Procedure for Use of First Presbyterian Church Buildings and Grounds* and the *Guidelines* have been read, understood, and will be complied with;
- b. the agreed upon use is not assignable;
- c. the church premises are adequate and safe for the use proposed;
- d. the user assumes liability for damage to or loss of church property as well as for any personal injuries incurred by persons participating in or attending the applicant's event(s);
- e. First Presbyterian Church of Durham cannot guarantee the use of space when there are circumstances beyond our control, especially as they relate to public health and safety.

Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Group Coordinator's (or Individual Artist's) Signature:

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Minister of Music or Pastor's Signature:

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**For Church Administrator Use:**

Date of initial contact: \_\_\_\_\_ Date of confirmation / cancellation: \_\_\_\_\_

Reserved in ACS    Sexton:  on duty    off duty    Schedule and compensate for \_\_\_\_\_ sessions

Use Fee: \_\_\_\_\_ Payment type:  cash    check no. \_\_\_\_\_ Date payment received: \_\_\_\_\_

Fee Exempt Form on file:  Yes    No