FIRST PRESBYTERIAN CHURCH BUILDING USE POLICY AND FEES
(Effective March 7, 2023)

POLICY

Who may use First Presbyterian Church's facilities?
First Presbyterian Church facilities are available for use by not-for-profit groups and individuals whose intended use is consistent with the mission and vision of First Presbyterian Church. Facilities may be available for other groups and individuals upon approval of Session (governing body) and negotiation of fees.

How is the facility reserved?
A **Building Use Form** is part of this policy. This form must be completed and returned to the church office to use the facility on the requested date(s) to be confirmed. Approval of the Session of First Presbyterian Church *may* be required for some events.

Are there fees for the use of First Presbyterian Church facility?
Yes, fees are necessary to help defray church costs and appropriately pay First Presbyterian Church personnel. See **Schedule of Fees** are part of this policy.

Are there other policies that those requesting to use the building need to know?

- First Presbyterian's facility is smoke-free. Smoking is prohibited everywhere in the building and on its grounds. The possession or use of any illegal drug, alcohol, or weapon, licensed or not, is also prohibited in the building and on its grounds. Violation of this rule may lead to removal of the offending person(s) and possible termination of the event.

- The kitchen is a "holding kitchen" only. Food items may be warmed or refrigerated in the kitchen, but no food preparation or cooking is permitted. All food must be brought in ready-to-eat. Reserving only Ryerson Hall for any event other than a reception does not include use of the kitchen.

- First Presbyterian is not responsible for the loss of any personal property by building users or their guests.

What are First Presbyterian's regular hours?
Normal hours of operation are:

Monday–Thursday: 9:00 a.m.– 3:00 p.m.
Building Closes: 9:00 p.m.

How and when should fees be paid?
Building use fees must be paid to First Presbyterian Church, via check or cash prior to the day of the scheduled event unless other arrangements are agreed to in advance. Any fee for additional staff hours (for example those needed additional cleanup) that were not included in the initial payment will be billed by First Presbyterian and are due upon receipt of the notice.

NOT-FOR-PROFIT AND INDIVIDUAL
SCHEDULE OF FEES

For MEETINGS (up to two hours) by groups *not* related to First Presbyterian Church.

Room:

Coover Lounge (seating capacity 25)	$ 50
Ryerson Hall (seating capacity 135)	$100
Holding Kitchen (no cooking permitted)	$ 50
Sanctuary (seating capacity 200)	$100
Beach Room (seating capacity 10)	$ 50
Room 14 (seating round tables, 10–12)	$ 25
Pastor's Place (seating round tables, 10–12)	$ 25

Fees for longer times, for events other than meetings, for rooms not listed, or for times not during regular hours are by special arrangement.

For CONCERTS by groups *not* related to First Presbyterian Church.
It is assumed that concerts will NOT take place during regular hours.

Use of Sanctuary (seating capacity 200)	
Includes one 2 1/2-hour rehearsal during regular hours	$100
Extra rehearsals, each	$ 75
Use of Yamaha baby grand piano and/or organ	Included
Tuning of piano (to be arranged by First Presbyterian)	$130
After-concert reception, including use of holding kitchen.	
Ryerson Hall	$100
Coover Lounge	$ 50
Personnel Costs	
Custodian	$20/hour

For WEDDINGS
Please see the separate wedding policy booklet and fees.

For MEMORIAL SERVICE/FUNERALS,

Sanctuary:	$100

Additional fees will apply for custodians, musicians, reception, etc.

This policy and quoted fees are subject to change without notice.

Circumstances not addressed by this policy may be accommodated by First Presbyterian Church and should be discussed first with its Office Manager who will bring any requests to the Head of Staff and Session as needed.

First Presbyterian Office Manager is responsible for administering this policy.

Building Use Form

First Presbyterian Church
2701 Rochester Ave.
Iowa City, IA 52245
Phone: 319-351-2660

Complete and return to request reservation.

Name of organization _____

Address _____

Contact person _____

Contact phone _____ e-mail _____

Event Description _____

Requested date of use _____ Time of Event _____

Building Use Start time _____ Building Use End time _____

Room(s) requested _____

_____

Rehearsal dates and times (if applicable) _____

Approximate number of participants/ audience members_____

Approximate number of performers or presenters_____

Total Fee (From Fee Worksheet) _____

Additional comments:

_____

_____

Not-for-Profit and Individual
Fee Worksheet

USAGE	FEE
Meeting Room Use	
___ *Coover Lounge Meeting*	$ 50
___ *Ryerson Hall Meeting*	$100
___ *Holding Kitchen*	$ 50
___ *Beach Room Meeting*	$ 25
___ *Sanctuary*	$100
___ *Other Meeting Room*	
Concert Use	
Concert in Sanctuary	$100
Extra rehearsal (s) #____ X	$ 75
Yamaha piano tuning	$130
Ryerson Hall Reception	$100
Coover Lounge Room Reception	$ 50

_____**TOTAL**

Please return this worksheet with your completed Building Use Form to First Presbyterian