

Facility Use Request
First Presbyterian Church, 116 S. Loudoun St., Winchester, VA 22601; 540-662-3824

Agreement of Responsibilities

First Presbyterian Church considers the shared use of our facilities to be a valued part of our mission. We also consider it a priority to make wise use and good care of the resources God has given us. We expect all groups, organizations, and individuals (hereafter called “groups”) who use our facilities to share this responsibility and abide by the following:

- This is a smoke-free, alcohol-free and drug-free facility. At no time does First Presbyterian Church allow smoking, alcohol or unauthorized non-prescription drugs in the facility or on the grounds. Groups congregating outside during breaks are responsible for keeping the grounds clean and litter free.
- Groups should be aware that others may be using different areas of the facility at the same times and must conduct events in a way that does not unduly disrupt or inconvenience others.
- On rare occasions, the worship life of the congregation or special events in the life of the church will take precedence over previous commitments and may change the location, time or date when a group will be able to use the facility. In such case, the church staff will provide as much prior notice as possible.
- The facilities will not be used for political or profit-making purposes or enterprises.
- The group will be responsible and accountable for any and all damages done to the facility or its contents which can be directly connected to the negligence or actions of that group. It will be the responsibility of that group to report such damages as soon as possible to the church office.
- Prior to beginning use of the facility, the Responsible Person must meet with a staff member of the church to walk through the facility and specific areas designated for use, and to understand safety procedures and security concerns, both interior and exterior. Should the group later wish to deviate from these specified areas, procedures or concerns, a representative must submit a revised Form for review and approval by the Facility Council.
- The church reserves the right to monitor all events held on its premises.
- For those groups using the facility on fee-free basis, First Presbyterian Church will welcome any good will offerings from that group.
- Only the Responsible Person for the group will be given an exterior key to provide entrance and security to the facility. That person must:
 - Be an adult with a current address and telephone number on record.
 - Sign a Key Release Form, to be kept in the church office, which includes pick-up, return and possible deposit requirements.
 - Understand these policies and requirements
 - Never, under any circumstances, make a duplicate key.
- Every group using the facility will be expected to exhibit good stewardship, including but not limited to the following:
 - Provide its own supplies and materials, unless arrangements have been made otherwise.
 - Contact the church in advance of any event which requires special set-up or clean-up. The church may be able to provide help with such events for an additional fee.

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- Return all furniture and items to the configuration and condition in which found.
- Properly clean up and dispose of any food, drink and litter. Any potentially odorous trash should be bagged and removed from the facility.
- Turn off all lights and fans, including those in restrooms, prior to leaving the facility.
- Return all thermostats to original settings.
- Properly lock and secure all doors and windows.
- For help during normal office hours, please contact the church office. For any after-hours emergency, please contact the Facilities Council Moderator, Debbie Lawall at 540-869-1489 (home); 540-550-6890 (cell).
- The original signed copy of this form will remain in the church office. The group's Responsible Person will receive a copy to use for regular reference.

Each group is responsible for understanding and implementing these policies and guidelines and for conducting its events in the manner intended in its agreement with First Presbyterian Church. Failure to abide by this neighborly spirit and/or understanding of good stewardship will negate the privilege to use the facility.

The following signature of a responsible person for the group indicates an understanding of and agreement to abide by these policies and guidelines.

Signature _____

Printed Name: _____

Phone Number: _____

Facility Council Signature: _____

Printed Name: _____