



First Presbyterian Church of Perry  
1922 North 15<sup>th</sup> Street | P.O. Box 489  
Perry, Oklahoma 73077  
580.336.9177 | perrypresby@gmail.com

## **FACILITY POLICY FOR SPECIAL EVENTS**

*First Presbyterian Church of Perry offers its facility as a space to worship, educate and fellowship. We also open our doors to the community for special events. The below policy outlines the building usage and rental requirements.*

### **Permitted Uses**

- Worship of God and Jesus Christ in accordance with the Directory for Worship – Presbyterian Church (USA).
- Congregational functions as planned by the Session and/or its committees and/or the staff.
- Session, Deacon, Trustees, Presbytery, Synod and related Presbyterian Church (USA) meetings.
- Individual member use approved by Session.
- Non-profit, community, school or university supported groups or individuals which are recommended by an active member of the Congregation.

### **Prohibited Uses**

- All individuals or groups who promote views that conflict with the First Presbyterian Church of Perry's mission statement.
- All individuals or groups wishing to change local, state or federal government(s) through unlawful or violent means; who intend to use the facilities for illegal activities; or any group promoting a political candidate.
- All individuals or groups who openly advocate the abuse of alcohol, drugs, or other substances.
- All individuals or groups wishing to promote violence, hatred or ill-will toward humankind.
- Profit-making events other than church related fundraising except as approved by Session.

### **Church Facility Usage Fee**

- Please contact the church office to check the availability of your desired event date. The reservation must be approved by the Pastor and Session of First Presbyterian Church of Perry. The Session is empowered by the Book of Order of the Presbyterian Church (USA) to regulate the use of its buildings and facilities (G-10.0102 (o)). Session meetings are held the third Tuesday of each month.



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- Building use fees at First Presbyterian Church include use of the entire facility for your event, unless otherwise arranged. Full payment must be received 7 days prior to the event date.
  - **Member fee: Free**
  - **Non-Member fee: \$200**
  - Cash or check are the only forms of payment accepted. Checks should be made out to First Presbyterian Church of Perry and dropped off at the church office, or mailed to PO Box 489, Perry, OK 73077.

## Facility Information

- Scheduling
  - No special events will be scheduled on Sundays, during funerals or other scheduled church-related events, during Holy Week (Palm Sunday through Easter), Thanksgiving Day, on December 24-25, or on conflicting days with our Mother's Day Out program held on Tuesdays and Thursdays from 8 a.m. to 3:30 p.m.
- Size
  - According to the Fire Marshall, maximum occupancy is: \_\_\_\_\_
  - The pews in the church Sanctuary seat 250
  - The Fellowship Hall can comfortably accommodate up to 100 guests in a reception style setup (round tables with 8 or 10 chairs to a table). There is one TV screen in the Fellowship Hall with capability to stream live video and audio from the Sanctuary.
    - Eight round tables, two eight-foot long tables, two six-foot long tables and 100 chairs are available for use in the Fellowship Hall. Client is responsible for all set up and is expected to put items back to the original location they were found.
- Audio/Visual
  - The Sanctuary features a state of the art sound and lighting system. A large screen with projector is built-in and available for wedding ceremonies to use.
  - The Fellowship Hall includes a large TV screen and audio capabilities.
  - Two TV screens are also located in the foyer area outside the Sanctuary.
  - Operation of A/V equipment shall only be operated by those who have received approved instructions/training.



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- Kitchen
  - A large kitchen is connected to the Fellowship Hall. Operation of food preparation equipment and the dishwasher shall only be operated by those who have received approved instructions/training.
- Parlor Room
  - The Parlor includes a large lounge area, large table seating at least 12 people, sink, power outlets, and a bathroom with large mirrors.
- Classrooms
  - We have four classrooms with tables and chairs based on age level of our Sunday School classes.
- Youth Room
  - Our spacious youth room is located near the men's restroom and includes a TV and sofa.
- Nursery
  - Nursery room is equipped with toys, a crib, and a restroom.
- Restrooms
  - The facility includes a large women's restroom and a large men's restroom. An additional restroom is located in the Parlor.
- Parking
  - FPC has a large parking lot with \_\_\_ spaces.
- Baby Grand Piano
  - Our baby grand piano may be used for special events. Any harm to the piano will be the responsibility of the client and will incur a damage fee. The piano may not be moved.
- Playground
  - Adult supervision must be administered while children are playing on the playground. Any injuries or accidents that may occur on the playground are the responsibility of the client.



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## General Guidelines

- First Presbyterian Church is a non-smoking, non-tobacco facility.
- No alcoholic beverages are allowed on church property.
- No pets are allowed in the facility.
- Food and drink are not permitted inside the Sanctuary.
- The client is responsible for all set up and tear down of tables, chairs, decorations, etc. All decorations should be removed the night of the ceremony.
- If decorating the pews, decorations must be secured with materials other than tape, glue, thumb tacks, nails or other damaging materials.
- Candles should be non-drip.
- Decorations should not be placed on the piano.
- In the Sanctuary, the baptismal font, the pulpit, and communion table can be moved for the ceremony, but must be placed back in original location following ceremony by the client for Sunday morning worship.
- The Sanctuary is decorated with greenery and a Christmas tree in the month of December and will remain in place through Christmas day.
- All groups are responsible for leaving the facilities clean and orderly after use and are responsible for any damages incurred. An additional cleanup charge may be assessed for areas not left in satisfactory condition, as determined by the church staff.
- No one other than FPC staff or service personnel are allowed in mechanical areas, custodial closets, or on the rooftops.
- All decorations, signs, displays, and banners must be approved by the church staff at least 48 hours prior to the event. No temporary decorations or items shall be attached to the walls in any manner.
- The church is not responsible for lost, damaged, or stolen articles.
- The church is not responsible for any injuries that may occur while client is using facility.

*\*Exceptions to any of these policies may be made by the Session of First Presbyterian Church of Perry. First Presbyterian Church reserves the right to change or modify this facility use policy as it deems necessary without notice to any other party. Such changes shall be binding upon the individuals and organizations using the facilities at the time of change.*



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**By signing, you acknowledge you have read the policy thoroughly and agree to comply with all requirements, fees and guidelines.**

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Date Payment Received

\_\_\_\_\_  
Signature of client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Pastor or Clerk of Session

\_\_\_\_\_  
Date