

If you wish to rent the facilities or grounds of First Presbyterian Church, Grapevine, for events or meeting, excluding weddings, please follow the following process.

WHO CAN USE THE FPCGV FACILITIES?

FPCGV Church organizations and its members have priority for using the facilities. We welcome the use of our facilities for those church members aged 21 and older, or youth with the supervision of an adult.

Non-Members and Non-Profit organizations are also welcome. Requests for use will be considered on an individual, first come, first served basis. Each party/organization will be asked to provide a commercial liability insurance policy in the amount of at least \$1,000,000 stating the First Presbyterian Church of Grapevine as "additional insured" for the period of the agreement (see attached Building and Use Occupancy License) and to sign our Building Use and Occupancy License (a copy of this agreement is located in the back of this booklet).

Use of the FPCGV Sanctuary *MUST* be approved by the Worship & Music Ministry, except in the event of a wedding or funeral.

***Weddings and funerals are not included in this policy as they are ministries provided by the Pastors and church. There are separate policies in place for each.**

WHAT IS THE PROCESS?

- 1) Contact the Church office to find out if the room, sanctuary or building is available on your requested date and time. Please be prepared to provide the office with the following information:
 - A) Your name, organization and contact information.
 - B) Location/room requested
 - C) date and time of your event/meeting
- 2) If your date and time is available, the church office will then forward your information to a Event Coordinator for approval. Once your event has been approved, that Coordinator will contact you directly to explain the process.
- 3) All deposit fees will be collected by the Coordinator and, once the deposit(s) are paid, your event will then be scheduled on the church calendar. Each event/meeting is done on a first come, first served bases.

WHAT ARE THE RULES?

- 1) No smoking. The buildings and grounds of FPCGV is a smoke-free facility.
- 2) No alcohol may consumed in the building or on church property.
- 3) The facility may be used only during the times specified on the individual Building Use and

Occupancy License agreement.

- 4) It is your responsibility to make sure that the building/room is left the way that you found it. Please remove all trash and anything that you brought with you. If you wish to “hire” the cleaning company that FPCGV uses, please talk to your Event Coordinator about fees and scheduling.
- 5) The Event Coordinator (EC) will make sure that the lights are turned off, the windows are closed and the doors are locked.
- 6) Heating and Air Conditioning program controls are NOT to be adjusted except by the Event Coordinator.
- 7) You are to supply all supplies (i.e., coffee, disposable plates, cups, food, drinks, etc.) needed for your event.
- 8) Any event/meeting held shall not exceed 175 people in Fellowship Hall and 475 people in the Sanctuary.
- 9) If you are using the Sanctuary there will be additional fee(s) to hire someone who has been trained to run the lights, sound board and cameras. This fee will be paid directly to that person at the time of the event.

WHAT ARE THE FEES?

Non-Members:

Sanctuary	\$500
Fellowship Hall (up to 4 hours)	\$200
Each Additional Hour	\$ 50
Fellowship Hall Kitchen	\$200
Classroom Space (2 hours)	\$50
Perking Lot (Coffee Bar)	\$40
Light/Sound Technician	\$125

DEPOSITS:

Non-Refundable Deposit-EC	\$100
Refundable Cleaning Deposit	\$100

Refundable deposits will returned to the person making the deposit via check within 30 days. The rental fees are due to the Event Coordinator *PRIOR* to your event/meeting.

Cancellations: If, for any reason, you need to cancel your scheduled event/meeting, please inform the FPCGV office as soon as possible. Your \$100 cleaning deposit will be refunded within 30 days or your cancellation.

Fees and Deposits are intended to cover the costs associated with building use. Modifications to these may be granted for reasons recommended by the Event Coordinator and approved by the Property Committee Chairman.

If you have any questions, please contact the FPCGV church office at (817) 481-7129 or email the Property Ministry at property@fpcgv.org.