

FIRST PRESBYTERIAN CHURCH

SMITHFIELD, NORTH CAROLINA



Building and Facility Usage Policy

*Approved by Session ~ 2-9-2014
Revised and Approved ~ 2-8-2015*

**First Presbyterian Church
Third and Church Streets
Smithfield, North Carolina 27577
919-934-0988
fpcsmithfield@nc.rr.com**

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Preface

First Presbyterian Church of Smithfield, NC (hereinafter known as FPCS) considers its property, facilities and resources gifts from God to be used generously in the services of its members and others in the community. It is the church's desire to show hospitality to all and, at the same time, be good stewards of the resources of FPCS.

We understand "mission" to be God's work for the sake of the world God loves. We understand this work to be centered in the Lordship of Jesus Christ and made real through the active and leading power of the Holy Spirit. Recognizing our human limitations and because of our fundamental unity in Jesus Christ, we believe that we are called to mission through the discipline of partnership. In doing mission in partnership, we seek to be guided by certain principles:

- Shared Grace and Thanksgiving
- Mutuality and Interdependence
- Recognition and Respect
- Open Dialogue and Transparency
- Sharing of Resources

The church has provided meeting space for non-affiliated community groups in the past and this policy is not intended to limit, but rather encourage community outreach... a core focus area identified by our church.

The policies and appendices that follow are the culmination of a series of meetings with many individuals and groups within and outside of the church. The fee schedule set forth reflects our commitment to sustaining and maintaining the facility and being good stewards of our gifts.

The Session of First Presbyterian Church-Smithfield retains sole discretion in the approval of facility use and fees.

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General Policy for Use of Church Facilities and Fee Schedule

First Presbyterian Church-Smithfield has provided a free meeting space for non-affiliated community groups in the past and this policy is not intended to limit but rather encourage community outreach. It is the desire of the church to make the facilities available to church and service groups both inside and outside of our congregation. The Session of FPCS shall make the decision for approval when outside organizations request the use of the facilities. Member requests will be addressed through Property Administration.

THE FOLLOWING GUIDELINES ARE SET FORTH FOR BUILDING AND FACILITIES USAGE:

- Activities of FPCS will take precedence over all other activities.
- Church facilities may be used by outside groups/individuals that are non-political and non-profit organizations, and whose charter and/or by-laws state that the primary purpose of such group is of a benevolent nature. A covenant agreement is recommended with groups requesting use on a continuous basis.
- The group using the room(s) is to specify what activities will be conducted in the requested room(s). Care must be made not to damage rooms or hallways by adhering posters, etc. on the walls, doors, or windows.
- If furniture is rearranged in a classroom or hallway during the event, the room/hallway should be left as it was originally arranged.
- Rooms designed as preschool rooms will not be utilized for non-church related activities by church or non-church members.
- To request use of the facilities by non-members, the representative of the group who completes and signs the "Request for Use of Facilities" form is responsible for that group.
- Adequate adult supervision must be provided for all youth and children's activities under guidelines consistent with the church's approved Safe Haven policy.
- If two or more groups request usage of the church at the same time, the policy is "first come, first served" and is based on acceptance of the "Request for Use of Facilities" form.
- Groups using the church are expected to leave the facilities and grounds in the same condition as, or better than, they were found.
- The group requesting use of the facilities agrees to not hold FPCS responsible with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user. If there is damage to the building furnishings, equipment or property, the group using the facility is responsible for repairs or damages.
- If the use of church facilities by a group or individual necessitates the church's custodian to work additional hours, there will be additional custodial charges in accordance with the Session approved fee schedule.
- The representative of the group using the facilities will be responsible for locking doors, turning off lights and fans in rooms used, including the restrooms, in accordance with the Building Security policy. If the kitchen is used, the user groups shall ensure all equipment is turned off, all equipment is stored in its proper places, dishwasher is turned off, and all unused food is removed from the church in accordance with the Kitchen Use Policy. All trash must be disposed of in the dumpster located in the church parking lot.
- Adults and children attending events must stay in the area(s) of the church assigned to the event.
- All groups must supply their own consumables including paper products and beverage products. Custodial and janitorial supplies will be provided by the church.
- **Food and drink may be served and consumed only in designated areas.**
- The use of a caterer should be indicated on the application.

- The representative requesting an external door church key for one time or continuous use must sign out the key through the church office. Keys are to be returned the following day or at the end of the intended use period. No key is to be duplicated.
- Cancellations shall be made with the church office as far in advance as possible. A cancellation fee may be charged at the discretion of Session.
- The Session will approve requests for building use by outside groups. Members may request use through Property Administration. Those approved may be charged a usage or custodial fee. The Session may reduce or waive fees at its discretion. When labor for setup, take-down or clean-up is required, a custodial fee, in accordance with the Session approved fee schedule, will be charged.
- All use of the church's technology resources is prohibited and governed by the First Presbyterian Acceptable Use Policy for Computers and Technology Resources.
- Smoking or use of tobacco products is allowed only in designated areas on church property.
- No alcoholic beverages or the use of non-prescription, controlled substances are permitted in or on church property.
- No skating or skateboarding is allowed in or on church property.
- No open fires are allowed in or on church property.
- No dyes, paints, or colored liquids may be used in or on church property.
- Churches are dedicated for the worship of God and as havens from the cares and concerns of the world. The carrying of lethal weapons, concealed or otherwise, within their walls is inappropriate except as required by officers of the law.

This policy and all supporting policies can be amended or waived without notice, at any time, by the Session of First Presbyterian Church-Smithfield.

Approved by Session :2-16-2014

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A MANUAL OF WEDDING GUIDELINES FOR FIRST PRESBYTERIAN CHURCH

Welcome

We are delighted that you wish to be married at First Presbyterian Church-Smithfield (hereinafter known as FPCS). This booklet has been prepared to assist you in planning your wedding by briefly setting forth our Presbyterian beliefs about marriage and our policies regarding marriage ceremonies in FPCS. Please share this booklet with those who will be involved in planning and participating in your wedding rehearsal and ceremony.

The following is taken from the Book of Order; The Constitution of the Presbyterian Church (USA), Part II, Chapter IV, 2011-2013. It sets forth in simple language the polity of the church regarding marriage.

Marriage (W-4.9000)

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians, marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.

Preparation for Marriage (W-4.9002)

a. In preparation for the marriage service, the teaching elder shall provide for a discussion with the man and the woman concerning

- (1) the nature of their Christian commitment, assuring that at least one is a professing Christian,
- (2) the legal requirements of the state,
- (3) the privileges and responsibilities of Christian marriage,
- (4) the nature and form of the marriage service,
- (5) the vows and commitments they will be asked to make,
- (6) the relationship of these commitments to their lives of discipleship,
- (7) the resources of the faith and the Christian community to assist them in fulfilling their marriage commitments.

This discussion is equally important in the case of a first marriage, a marriage after the death of a spouse, and a marriage following divorce.

b. If the teaching elder is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the teaching elder shall assure the couple of the church's continuing concern for them and not conduct the ceremony. The teaching elder may seek the counsel of the Session in making this decision.

Time and Place of the Service (W-4.9003)

Christian marriage should be celebrated in the place where the community gathers for worship. As a service of Christian worship, the marriage service is under the direction of the teaching elder and the supervision of the Session (W-1.4004—4006). The marriage ordinarily takes place in a special service which focuses upon marriage as a gift of God and as an expression of the Christian life. Others may be invited to participate as leaders in the service at the discretion of the pastor. Celebration of the Lord's Supper at the marriage service requires the approval of the Session, and care shall be

taken that the invitation to the Table is extended to all baptized present. The marriage service may take place during the Service for the Lord's Day upon authorization by the Session. It should be placed in the order as a response to the proclamation of the Word. It may then be followed by the Sacrament of the Lord's Supper (W-2.4010; W-3.3505).

Form and Order for Service (W-4.9004)

The service begins with scriptural sentences and a brief statement of purpose. The man and the woman shall declare their intention to enter into Christian marriage and shall exchange vows of love and faithfulness. The service includes appropriate passages of Scripture, which may be interpreted in various forms of proclamation. Prayers should be offered for the couple, for the communities which support them in this new dimension of discipleship, and for all who seek to live in faithfulness. In the name of the triune God the teaching elder shall declare publicly that the woman and the man are now joined in marriage. A charge may be given. Other actions common to the community and its cultures may appropriately be observed when these actions do not diminish the Christian understanding of marriage. The service concludes with a brief benediction.

Music and Appointments (W-4.9005)

Music suitable for the marriage service directs attention to God and expresses the faith of the church (W-2.1004). The congregation may join in hymns and other musical forms of praise and prayer. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life (W-1.3034; W-1.4004—4005; W-5.5005).

Recognizing Civil Marriage (W-4.9006)

A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the opening statement, the declaration of intention, the exchange of the vows by the husband and wife, and the public declaration by the teaching elder reflect the fact that the woman and man are already married to one another according to the laws of the state.

This ends the section of this manual concerning polity and procedure for a marriage as outlined in the Book of Order. First Presbyterian Church's particular guidelines and procedures concerning the service of marriage and the use of the church's facilities follow. You will note that we are guided by the Book of Order.

Active members of First Presbyterian Church-Smithfield and/or their children are given priority in the selection of dates for wedding, and they may confirm a wedding date up to twelve months in advance by signing a wedding agreement and paying the required fee. FPCS ordinarily does not permit non-member weddings; however, special requests shall be considered on a case-by-case basis by the minister who will take such requests before Session at his/her discretion.

Arrangements/Planning

The following guidelines are to aid those planning to use the facilities of First Presbyterian Church for a wedding ceremony.

1. Initial Contact: As soon as the couple determines they want to use the First Presbyterian Church facilities for their wedding ceremony, they should make an appointment with the minister to discuss the availability of possible dates for the ceremony. **A \$50.00 non-refundable fee is charged to secure the reservation.** Following this initial contact with the pastor, the couple will be referred to the First Presbyterian Church Wedding Guild. A member of the Guild will review the wedding guidelines found in A Manual of Wedding Guidelines for First Presbyterian Church with the couple and will assist them as needed in the planning of their wedding. A Guild member will also be present for the wedding ceremony.

2. Officiate: The minister of the church officiates at the ceremony. If the couple wishes to invite another member of the clergy to participate in the ceremony, they should make it known to the minister of First Presbyterian Church who will, in turn, with the approval of Session extend an invitation to the guest minister (New Hope Presbytery

614.0606). An honorarium of \$150.00 is suggested.

3. Counseling: Ministers of First Presbyterian Church require pre-marriage counseling prior to any wedding ceremony they perform in the facility (Book of Order, W-4.9002).

Music

Music suitable for the marriage service directs attention to God and expresses the faith of the church. (Book of Order, W-4.9005). The Director of Music and the minister must approve all music to be used in the wedding. The church organist shall be available to play for all weddings or an alternate musician must be approved by the Director of Music. The bridal couple may have additional musicians, i.e. string quartets and soloists, with the approval of the Director of Music. Musicians are to be paid by the bridal couple. A suggested honorarium for the organist is \$150.00.

Facilities

The seating capacity of FPCS, including both sanctuary and vestibule, is approximately 260. There are approximately 225 additional seats for overflow in the Fellowship Hall. The church has a unity candle stand that the couple may use if they wish. The church also provides church members with a unity candle and two tapers. Sand unity sets are not allowed in the sanctuary.

The Youth Room (RM 215), Community Room (RM 217), Parlor (RM 135) or any adult classroom (RMS 133, 134, 136) may be used as dressing rooms for the bride and groom and their attendants. The bridal couple is to make sure these rooms are left in a neat condition and returned to their original setup. The minister-or a member of the Wedding Guild will point out these designated rooms to the couple.

Parking is available for the handicapped or persons age 65 or older in the parking lot at the back of the church (Church Street side). Other parking areas include on-street parking, the lot across the street from the church, and the front lot outside the main entrance. There is handicap accessibility to the sanctuary from the main entrance or Church Street entrance. Church event signs are available to mark parking areas.

Care of the Facilities

The sanctuary and the fellowship hall are places of beauty and dignity; however, the couple may choose to add other items, i.e. flowers, ferns, candles, etc. The following considerations must be observed:

1. The use of nails, screws, wires, tacks, scotch tape, etc., is forbidden in any part of the church facility.
2. Protective material must cover the carpet under candelabra, palm tubs, and other receptacles.
3. All decorations, which are not the property of First Presbyterian Church, must be removed immediately following the service in both the sanctuary and the fellowship hall.
4. The communion table is not to be used for decorations; the appointments that are ordinarily on the table must remain on the table.
5. Dripless or gas candles must be used and should not be lit more than thirty minutes before the service begins.
6. The minister must give permission for any furniture to be moved. Under his/her direction, the bridal couple's friends or family members may move designated items. All items moved must be returned to their original positions immediately following the ceremony.
7. The wedding couple is responsible for making all arrangements for the wedding and for the building, furnishings, and equipment in accordance with the Building Facility Use Policy.
8. The bridal couple shall make requests to the minister for any special considerations such as heating, air conditioning, lights, and equipment.
9. Care must be taken at all times not to scratch or otherwise damage pews or other furnishings with any attachments.
10. No food, drink, or gum is permitted in the sanctuary.

General Considerations

It is the responsibility of the bride and groom to inform the entire wedding party of the following considerations at the wedding rehearsal.

1. Confetti, rice, bird seed or other materials are not to be thrown in the sanctuary, including the narthex, in the fellowship hall or in any other part of the facility or on church property.
2. Smoking is not allowed inside any part of First Presbyterian Church-Smithfield, including the restrooms. Smoking outside the facility is allowed ONLY in designated areas.
3. Alcoholic beverages of any kind are not permitted in the church or on church property.
4. The facilities are to be maintained in a clean and orderly manner. All trash accumulated during the course of any activities connected with the wedding is to be placed in appropriate containers and disposed of in the outside receptacles. All items brought in for the wedding, such as food, boxes, flower stands, etc., are to be removed immediately after the service.
5. If the reception is held in the fellowship hall, any reception music shall be worthy and appropriate music that is approved by the minister and Director of Music of FPCS. The bridal couple is to refer to the Building Facility Use Policy for use procedures in the Fellowship Hall.

Rehearsal

A maximum of one hour is allotted for rehearsal time. It is imperative, therefore, that the rehearsal begins on time. The bridal couple must notify all wedding participants of the importance of beginning the rehearsal on time. It is **required** that the couple provides the marriage license at the rehearsal.

The couple must secure a designated director for the wedding and make sure that he/she has a copy of these wedding guidelines. The director will be responsible for working with the couple and the pastor in arranging the details of the ceremony, such as the processional, placement of attendants, and the recessional. Ultimately, the minister performing the service oversees every part of the event that occurs on church property.

Photography

Photographers will coordinate with the minister regarding the taking of pictures. Adequate time will be provided both before and after the ceremony for photography. **Flash photography is not allowed during the ceremony.** The photographer must remain in the back of the sanctuary during the entire service. Any deviation of this position must be approved by the minister. The photographer and any helpers should be dressed appropriately for a worship service. Video recording of the service is permitted only through the second floor window designed for that purpose. The church has DVD recording capabilities in the sanctuary and fellowship hall. If the couple wishes to have a DVD recording of the ceremony using the church's equipment, it is the couple's responsibility to contact and secure an operator for the recording equipment from a list of trained individuals provided by the church. The operator should be compensated for their time. A suggested honorarium is \$50.00. One copy of the recording will be provided to the bridal couple free of charge. Additional copies may be requested at a nominal fee.

Reception

Any use of the fellowship hall and kitchen facilities and the contents therein must be coordinated with a member of the Wedding Guild designated for that particular wedding and in accordance with the Building Facility Use Policy.

Expenses

First Presbyterian Church-Smithfield incurs special expenses during rehearsals and weddings as they occur when the building is normally not in use, such as heating, air conditioning, lighting, water, etc. Due to these expenses, fees are determined by the Building Facility Use Policy as approved by the Session of First Presbyterian Church, Smithfield.

Wedding Guild

A Wedding Guild composed of at least three persons shall be appointed by the Worship Team/Spirituality Quadrant to serve three-year terms on a rotating basis. The Guild, in cooperation with the pastor, shall assist the wedding couple as needed and in accordance with the guidelines of this manual. The member of the Guild that is assigned to a specific event must remain on site at all times during the event, (i.e., during wedding rehearsal, pictures, ceremony, etc.)

Approved by Session: 2-9-2014

**WEDDING GUIDELINES TO BE FOLLOWED BY PARTICIPATING
FLORISTS AND CATERERS**

(This page should be signed and returned with \$50.00 non-refundable deposit)

The sanctuary and the fellowship hall are places of beauty and dignity; however, the couple may choose to add other items, i.e. flowers, ferns, candles, etc. The following considerations must be observed:

1. The use of nails, screws, wires, tacks, scotch tape, etc., is forbidden in any part of the church facility.
2. Protective material must cover the carpet under candelabra, palm tubs, and other receptacles.
3. All decorations, which are not the property of First Presbyterian Church, must be removed immediately following the service in both the sanctuary and the fellowship hall.
4. The communion table is not to be used for decorations; the appointments that are ordinarily on the table must remain on the table.
5. Dripless or gas candles must be used and should not be lit more than thirty minutes before the service begins.
6. The minister must give permission for any furniture to be moved. Under his/her direction, the bridal couple's friends or family members may move designated items. All items moved must be returned to their original positions immediately following the ceremony.
7. The wedding couple is responsible for making all arrangements for the wedding and for the building, furnishings, and equipment in accordance with the Building Facility Use Policy.
8. The bridal couple shall make requests to the minister for any special considerations such as heating, air conditioning, lights, and equipment.
9. Care must be taken at all times not to scratch or otherwise damage pews or other furnishings with any attachments.
10. No food, drink, or gum is permitted in the sanctuary.

The facilities are to be maintained in a clean and orderly manner according to the Building Facility Use Policy. All trash accumulated during wedding activities is to be placed in appropriate containers and removed to the outside receptacles. All items brought in for the wedding must be removed as soon as practical following the ceremony and reception.

I have received a copy of the First Presbyterian Church Wedding Guidelines and agree to abide by them. I understand that any damage to the facilities during the time of the event is my responsibility.

Signature: _____ Date: _____

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**FUNERAL GUILD
Planning for Funerals and Memorials**

1. Scheduling the funeral service:

It is strongly encouraged that services for deceased church members be held at First Presbyterian Church-Smithfield because this is a place where faith is nurtured. In our sanctuary, vows are made and the Sacraments are received. The church offers a ministry of love and hope to all who grieve.

Services at First Presbyterian Church-Smithfield: Families requesting a funeral service are asked to contact the pastor and/or the church office (919-934-0988) at their earliest convenience. The pastor may be reached after church office hours at (919-820-1304) in case of emergency need or death. Whether the service will be at the church, funeral home, gravesite or another location, those requesting the service are asked to NOT confirm a date, time or location without contacting and coordinating with the pastor.

When the Funeral occurs at a location other than First Presbyterian Church-Smithfield and is conducted by the Pastor of First Presbyterian Church, the service remains under the authoritative guidance of the Pastor of First Presbyterian Church-Smithfield.

2. A Funeral is a Service of Worship at First Presbyterian Church-Smithfield.

Upon being notified of the death, the pastor will meet with family as soon as possible to plan the service. This can take place at the funeral home if preferred. Family will be asked to provide the pastor with preferred Scripture readings, hymn requests and other appropriate information. All music will be sacred and consistent with the Reformed tradition. Secular or pre-recorded music is not allowed. A bulletin will be prepared by church staff and the Pastor will notify and coordinate with the church organist. Additional musicians may be requested but they must be approved by the pastor and Director of Music.

Pall Bearers and Honorary Pall Bearers:

These will be chosen by the family and may have reserved seating during the Funeral.

Other Special Groups or Organizations:

The names of these groups should be provided to the funeral home staff and the Pastor if they will have reserved seating. The family should designate a person from the group/organization to notify those who will be seated in the reserved section.

Ushers:

Deacons from First Presbyterian Church provide this service and will be available to assist with parking and to assist families and guests inside the church.

Guest Book:

Families are responsible for providing a guest book. These are available from the funeral home or may be purchased at Christian book/supply stores.

3. The use or display of flowers, photos, or memorabilia:

One appropriate arrangement in addition to the casket spray may be used in the Sanctuary during a funeral. Other floral arrangements, photos or personal items may be displayed in the Great Hall. The family is responsible for providing the casket spray, if used, and the floral arrangement for the Sanctuary.

4. Viewing of the deceased:

Guided by the theology and practice of the Reformed tradition of worship (Book of Order W-4.10005) the casket will remain closed at First Presbyterian Church-Smithfield.

5. Use of a casket or urn pall:

A pall is a covering for a casket or urn that symbolizes our equality in death. The casket pall will be placed on the casket upon entry into the Great Hall and removed before the casket exits the church. The urn pall will be placed over the urn prior to the arrival of worshippers. Use of either pall should be requested from the Pastor when the initial arrangements are made. The United States flag may be used as a casket pall for veterans. These flags are provided by the funeral home. Flowers and other materials are NOT to be placed on top of any pall.

6. Other persons participating in the service.

The pastor of First Presbyterian Church-Smithfield, on behalf of the Session, must extend the invitation to another minister to participate.

7. Recording the service:

No flash photography may be used from the time worshippers arrive until the service is over. Videography will be provided only by First Presbyterian church members trained in the use of the equipment. Copies of the video are available upon request. The pastor or church office will secure a videographer.

8. Nursery:

Child care will be provided during the funeral service for infants through pre-school age children. The request should be made at the time the funeral arrangements are finalized.

9. The Columbarium:

First Presbyterian Church has a Columbarium available for members. The Pastor will direct families to the appropriate resource and contact person to discuss the policies and procedures for its use.

10. Meal or Reception:

A meal for family and close friends will be provided at the church or other suitable site, at the family's request. In lieu of a meal, a reception may be held during the time of visitation at the church. A member of the Congregational Support Team/Mission and Outreach Quadrant will contact the family to determine the most appropriate form of assistance.

11. Fees:

There are no charges for use of the church facilities nor for the pastor or organist at the time of a funeral. However, gifts or honoraria may be given to the organist, the custodian, the videographer, the Pastor, or the Presbyterian Women.

In the event the pastor of First Presbyterian Church or the organist is not available to assist with the funeral, the family will ordinarily be responsible for paying a \$150.00 fee for a substitute.

Approved by Session: 2-9-2014

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RULES AND REGULATIONS

**MEMORIAL GARDEN
INCLUDING THE COLUMBARIUM**

THE MEMORIAL GARDEN

Glossary of Terms

Memorial Garden Committee

The Memorial Garden Committee shall be that group of persons selected and approved by the Session who have complete authority to represent First Presbyterian Church-Smithfield, NC, in all matters pertaining to the administration, operation, and maintenance of the Memorial Garden. This Memorial Garden Committee (hereafter referred to as the Committee) shall consist of nine (9) active members of First Presbyterian Church-Smithfield who have expressed an interest in cremation of human remains and have indicated their interest in perpetuating a Memorial Garden, including a columbarium. The Committee shall be inclusive of one (1) full time staff member, one (1) Session member, one (1) financial officer, and six (6) members at large. The Committee shall consist of at least two subcommittees: a Membership Committee and a Policy Committee, and such other subcommittees as the Committee may deem necessary for the administration, operation, and maintenance of the Memorial Garden, including the columbarium.

Membership Subcommittee

The Membership Committee shall be that group of persons selected by the Committee and approved by the Session. This committee shall be active members in good standing of First Presbyterian Church-Smithfield, who have expressed an interest in endorsing human cremation and have expressed an interest in perpetuating the Memorial Garden, including the columbarium. This Committee, consisting of three (3) persons, acts as the authorized representative of the Memorial Garden of First Presbyterian Church-Smithfield.

Policy Subcommittee

The Policy Committee shall be that group of persons selected by the Committee and approved by the Session for the express purpose of establishing guidelines for the Memorial Garden, including the columbarium. This group shall have three (3) active members in good standing of First Presbyterian Church-Smithfield, who have expressed an interest in endorsing human cremation and in perpetuating the Memorial Garden, including the columbarium.

Memorial Garden

The Memorial Garden of First Presbyterian Church-Smithfield, including the columbarium.

Columbarium

A wall located in the alcove of the Memorial Garden having niches.

Niche

A cubicle in the columbarium intended for the inurnment of the cremated human remains of one or two persons.

Certificate Holder

One who holds a duly authorized certificate for the interment of cremated human remains in the Memorial Garden.

Personal Representative

One who is authorized to act on behalf of a certificate holder or certificate holder's designee because of relationship by kinship or appointment by law.

First Presbyterian Church

First Presbyterian Church, 215 S. Third Street-Smithfield, NC.

Session

The governing body of First Presbyterian Church-Smithfield, NC.

I. Design and Function

A. Design

The Memorial Garden shall be the landscaped garden between the sanctuary and the present Fellowship Hall at the Third Street entrance to First Presbyterian Church-Smithfield. The columbarium shall be in the alcove on the outer wall of the sanctuary.

B. Primary Uses

1. Internment of Ashes of the human dead in a niche or the scattering of human ashes in the garden.
2. Memorial Inscriptions. A brick wall in the garden shall be reserved for bronze plaques bearing the names and dates of birth and death of persons whose ashes have been scattered in the garden or elsewhere.

C. Other Uses

1. Meditation. The Memorial Garden is intended to be used for private meditation at any time, unless it has otherwise been approved for a church function.
2. Approved Function. Functions to be held in the Memorial Garden shall follow the policy for the use of other areas of church property and shall be in keeping with the beauty, sanctity, and size of the Memorial Garden. Requests for the use of the Memorial Garden for such functions shall be directed to the church's pastor(s) or to the Committee.

D. Restriction

Permission for use of the Memorial Garden for other than church functions shall not be allowed.

II. Eligibility

A certified holder shall have the exclusive right to inter human cremated remains in the Memorial Garden and shall be one who meets any of the following criteria:

- A. Present and former members of First Presbyterian Church.
- B. Present and former pastors of First Presbyterian Church.
- C. Present and former employees of First Presbyterian Church.
- D. Spouses, parents, children and their spouses, and grandchildren (natural, adopted, foster, or step) of A, B, and C above.
- E. Others who shall be recommended by the pastor(s) and who shall be approved by a majority of the Memorial Garden Committee. Only the ashes of persons who are certified holders, or the human ashes of their eligible designees, shall be interred in the Memorial Garden.

III. Rites

Any service of rites of interment of ashes in the Memorial Garden shall be coordinated with the pastor(s) of First Presbyterian Church-Smithfield.

IV. Application to Become a Certified Holder

Any person who desires to purchase the right to inter ashes in the Memorial Garden or the right to place a memorial inscription on the columbarium wall shall make written request to the Committee. Such application will state the desired use, the name of the person to be memorialized or whose ashes are to be deposited, and the grounds of eligibility for such named people (as described herein in Section II.)

V. Fees

A fee will be collected by the treasurer of the Committee for each primary use of the Memorial Garden as set forth in paragraph I-B herein. Such fees are stated in the Schedule of Fees attached hereto and incorporated herein by reference. The fee for the right to use a niche will include the cost of opening and closing the niches. Costs of perpetual care of the Memorial Garden will be covered by the schedule of fees for each use. The cost of a bronze marker and niche door and inscription will be included in the schedule of fees.

VI. Exclusive Rights to Use Niche

Exclusive Right. A purchaser of the exclusive right to use a niche shall pay the full cost of the niche and shall be entitled to name one or two persons whose ashes are to be interred therein, provided such named person(s) qualify as eligible, as that term is defined above

VII. Delivery of Certificate

Upon receipt of payment in full of the scheduled fee as provided in Section V herein, the Committee shall deliver to the purchaser a Certificate of Purchase and Agreement, together with the Rules and Regulations, as amended, for use of the Memorial Garden. A Certificate of Purchase and Agreement shall be issued only in the name of the

purchaser or personal representative thereof, and shall not be issued until the purchaser has agreed to and has signed a copy of the Rules and Regulations, as amended. The person to whom the Certificate is assigned and delivered shall be the Certificate Holder.

VIII. Transfer of Right to Use Memorial Garden

A. Unilateral Transfer by Certificate Holder Prohibited

All rights conferred by a Certificate of Purchase and Agreement issued pursuant to the Rules and Regulations shall be specific to the Certificate Holder and shall not be assignable or transferable by unilateral act of such holder, including exchange for value, inter vivos gift and testamentary transfer, and such rights shall not be subject to pledge as collateral for any loan.

B. Membership Committee Approved Transfer of Rights

A Certificate Holder shall have the right to make written application to the Committee for transfer to an eligible designee of such holder's rights to inter ashes in the garden. The applicant shall state the grounds of eligibility of the proposed designee under the terms of Section II herein. The Committee may approve such request provided it finds the proposed designee eligible under the Rules and Regulations. Upon such approval, the certificate holder shall surrender the original Certificate and the Committee shall issue a new certificate to the approved designee or personal representative thereof. Thereafter, the designated Certificate Holder shall be subject to the Rules and Regulations and shall receive credit for all fees paid by the transferor.

C. Refund for Surrendered Certificate

In the event the Committee shall deny a proposed transfer of right to use the Memorial Garden, the Certificate Holder may deliver his/her certificate to the Committee, and the Committee, upon request, shall refund a sum equal to the Purchase price of said certificate, without interest.

IX. Interment in Niche of Columbarium

A. Presentation of Certificate

Presentation to the Committee of the original Certificate of Purchase and Agreement shall be required at the time of the exercise of the rights authorized by such certificate.

B. Location

The Committee shall consider the request of a purchaser for the right to use a specific niche in the columbarium; however, the Committee shall have the right of final allocation of all niches.

C. Capacity of Niche

Not more than the cremated remains of two (2) persons may be interred in any one niche.

D. Containers

The urn containing cremated remains of the eligible decedent to be inured in the Memorial Garden shall be provided by and paid for by the family or legal representative of the eligible decedent. The urn shall be properly sized to meet the dimensions of the niche.

E. Engraving

Only the name and dates of birth and death for each person whose ashes are interred in a niche shall be engraved on a door of the niche. The Committee shall place an order for the plaque no later than one month following interment. The cost of the engraving is included in the schedule of fees.

F. Opening of Niche

A niche may be opened and the contents removed therefrom only for good cause, as determined by a majority vote of the Committee. The person seeking such opening and removal shall pay all costs incurred to restore the niches, if any, including, but not limited to, a new granite cover and fasteners.

G. Removal of Ashes

In the event that a person's ashes are removed from a niche by the person's family, the family will be responsible for the cost of the purchase of a granite niche door for the columbarium. No refund will be made for the niche, and the Committee reserves the right to resell the niche at a future date. Legal representation will sign the release for the removal of ashes, and that document will be filed with the church record.

X. Memorial Tributes

There shall be no memorial tributes, markers, plantings, or decorations of any kind at the actual site of ground interment or scattering at the columbarium or elsewhere in the Garden. Memorial floral tributes may be offered at worship services at First Presbyterian Church. Memorial contributions may be directed to First Presbyterian's Memorial Garden Fund.

XI. Change of Address

Each certificate holder or the personal representative of such person shall have a duty to notify the Committee of any change of address.

XII. Permanent Records

The Committee shall maintain a permanent record of the names of the deceased and the location in the columbarium where each person's ashes have been interred.

XIII. Rights Reserved to the Committee

A. Relocation

The Memorial Garden Committee reserves all right and authority to exhume and reinter ashes, and to move the columbarium if for any reason it becomes necessary for First Presbyterian Church to relocate the church and/or Memorial Garden, provided, however, the Committee shall make reasonable, good faith efforts to provide written notice not less than six (6) months in advance of such proposed move to each certificate holder or personal representative thereof.

B. Revocation

1. Right Not Exercised at Death of Holder

The right to inter ashes in a niche must be exercised within three (3) years of the date of death of the certified holder or designee thereof. Failure to comply with the three (3) year rule shall result in the automatic revocation of the right to use such niche. In this event, the Committee shall have the right to assign use of the niche in question to another purchaser, provided that the Committee shall make reasonable, good faith effort to notify the survivors or personal representative of the certificate holder before reassigning the niche.

2. No Contact for Three (3) Years

In the event the Committee is unable to contact the certificate holder for three (3) consecutive years, after making reasonable, good faith efforts to do so, the Committee shall have the right to revoke the Certificate of Purchase and Agreement and to reassign the niche formerly allocated to the certificate holder.

C. Refund Policy

A certificate holder, or the survivors or personal representatives of such person, whose right to inter in a niche has been revoked under the provisions of subsections 13-B (1) and (2) herein, shall be entitled upon request to receive a refund from the Committee of a sum equal to the fee paid for such right, without interest.

XIV. Effect of Rules and Regulations

All certificate holders or their designees shall be subject to those Rules and Regulations as set forth and as amended from time to time. All certificate holders or their designees shall acknowledge that the columbarium is required to be in compliance with all applicable state and federal regulations which may, from time to time, be modified and amended. Any changes in state and/or federal regulations applicable to the operation, maintenance, existence and administration of the columbarium will automatically amend this agreement.

XV. Amendments

Amendments to these rules and regulations shall require a majority vote of the total membership of the Committee.

XVI. Referral to Church Session

Any and all matters arising in connection with the policies, operation, and maintenance of the Memorial Garden not covered in this document of the Certificate of Purchase and Agreement shall be referred to the Church Session with the recommendation of the Committee.

GUIDELINES AND POLICIES

First Presbyterian Church has established a place on the church property for the preservation of the ashes of cremation for church members, their immediate family, and others as approved by the Session or its designated committee. The name of the garden shall be The Memorial Garden. These operating guidelines and policies are designated to assure that the procedures to be followed in inurnments and scattering are carried out in a reverent and orderly manner and to describe and explain the services provided by First Presbyterian Church in connection with these activities.

1. Administrative Procedure.

The Garden shall be managed by The Memorial Garden Committee. The Committee shall be accountable to the Session and will establish and modify, from time to time, guidelines for the Garden subject to review and approval of the Session.

2. Records.

A list of persons whose ashes have been scattered in the Garden and a diagram of niches of the Garden and of the memorial tablet of plaques will be kept in the church office. For each niche that is used, the diagram will indicate the name(s) of the person(s) whose cremains have been placed in the niche and dates of birth and death. The church administrator of First Presbyterian Church shall maintain and have custody of these records. These records shall include names of purchasers and contracts.

3. Memorial Garden Contributions.

All contributions for the benefit of the Garden shall be credited to a restricted account of the church named "The Memorial Garden Fund." The Fund shall be used for the maintenance and landscaping of the Garden unless the Session shall determine that the fund balance exceeds the expected expenses, in which case a portion of the balance may be redesignated by the Session to be used for other purposes.

4. Eligibility.

The Garden shall be for use by "Eligible Decedents" who are:

- A. Present and former members of First Presbyterian Church.
- B. Present and former pastors of First Presbyterian Church.
- C. Present and former employees of First Presbyterian Church.
- D. Children (natural, adopted, foster, or step) of A, B, and C above.
- E. Others who shall be recommended by the pastor(s) and who shall be approved by a majority of the Memorial Garden Committee. Only the ashes of persons who are certified holders, or the human ashes of their eligible designees, shall be interred in the Memorial Garden.

5. Niches.

Specific niches for the inurnment of cremated remains will be available at time of need only. Assignment of specific niches will be done by the Committee or its designee, but such assignment shall not constitute or be construed as a conveyance of interest in real property. Assignment of cremains to a specific niche shall constitute only a license to use such niche pursuant to these Guidelines and Policies as amended from time to time. Actual inurnment in a niche will be done at a time coordinated by the Committee and the senior pastor.

6. Interment Service.

Only an ordained minister serving First Presbyterian Church, or an ordained minister invited by the Session, shall be authorized to place the remains of any person in the Garden niche or perform scattering of cremains. The committal service shall be at the convenience of the senior pastor of First Presbyterian Church and the family of the Eligible Decedent.

7. Schedule of Fees.

Niche and first engraving:	\$1000.00
Second inurnment in same niche and engraving:	200.00

The Memorial Garden Committee reserves the right to review and make fee adjustments based on financial hardship of the purchaser. The Memorial Garden Committee reserves the right to adjust the fee schedule as it deems necessary. Those fee adjustments will not affect those who have purchased a niche in the columbarium.

8. Urns.

The urn containing the cremated remains of the Eligible Decedent to be inurned in the Garden shall be provided by and paid for by the legal representative or family of the Eligible Decedent. No urn shall exceed the interior dimensions of 10" x 10" x 10".

9. Multiple Inurnments in a Niche.

The cremated remains of no more than two (2) Eligible Decedents may be placed in the same niche.

10. Right of Removal.

As a condition of using the Garden, a representative of the Eligible Decedent shall grant First Presbyterian Church, in writing, a legally binding right to remove the cremated remains of the Eligible Decedent inurned therein and to cause the reinurnment of such remains in any other appropriate location upon the occasion of the relocation of the Garden for any reason. Any such removal or transfer shall be in the sole discretion of First Presbyterian Church and shall comply with all applicable laws. A niche may be opened and the contents removed only for good cause as determined by a majority vote of the Committee. Any expense incurred will be borne by those requesting such action. All such openings and removals shall be documented by First Presbyterian Church, and before any such removal is made, First Presbyterian Church shall be given a written release for any and all further responsibility.

11. Removal of Cremated Remains by Entities Other than First Presbyterian Church.

The cremated remains of an Eligible Decedent inurned in the Garden may be removed by such person authorized by law to do so and upon compliance by such person with all requirements of state, municipal, or other pertinent laws. If, after the removal of the cremated remains of an Eligible Decedent from their assigned niche, no other remains are still present in the niche, all the rights to use the niche shall revert to First Presbyterian Church. No contributions of any type shall be refunded by First Presbyterian Church to any person, estate, or state upon the removal of any inurned remains. Any expense shall be borne by the party removing the inurned remains.

12. Memorandum of Understanding.

Before inurnment or scattering of cremains of an Eligible Decedent, a representative of the Eligible Decedent shall execute a Memorandum of Understanding. By executing this document, the representative shall warrant to First Presbyterian Church that the representative has been duly authorized to do so and that all persons who have a legal right to decide where to inurn or scatter the cremains of the Eligible Decedent are in agreement that they may be placed in the Garden. In the event of litigation that seeks to remove cremains from the Garden, the Eligible Decedent's estate or family shall have the sole responsibility for defending such litigation.

13. Security of Cremains.

First Presbyterian Church shall not willfully take any action or willfully fail to do any act that would result in the loss, destruction, or desecration of any cremains in the niches. The estate, heirs, and devisees of the Eligible Decedent shall assume the risk of the loss, destruction, or desecration of the Eligible Decedent's cremains from any and all other causes.

14. Amendment or Waiver of Operating Rules.

The Session of First Presbyterian Church may, at any time, amend, repeal, suspend, or waive any or all of the rules and requirements of these Guidelines and Policies. Waiver of any rule or requirement shall not be construed, unless specifically so stated by the Session, to constitute a continuing waiver of that rule or requirement with respect to any situation or occurrence arising thereafter.

*Approved by Session-1998
Reviewed February 2014*

FIRST PRESBYTERIAN CHURCH, SMITHFIELD, NC
MEMORANDUM OF UNDERSTANDING of MEMORIAL GARDEN NICHE

First Presbyterian Church has set aside a plot of land known as First Presbyterian Church Memorial Garden for the inurnment or scattering of the cremated remains of the Church members, their families, and others approved by the Session.

The Church has established a set of Guidelines and Policies governing eligibility and use of the Memorial Garden that are incorporated by reference into this Memorandum of Understanding. The signed acknowledges the signer has received a copy of those Guidelines and Policies and is familiar with them. The signer agrees to be bound by those Guidelines and Policies and by any future changes as may be made by the Church. The Church agrees to a Niche in the Garden for the cremated remains of the person named below (the Decedent) and to have inscribed on a plaque the name and birth and death dates of this person.

The doors to the Columbarium niche openings are 12" x 12". This limits space for lettering, allowing 12 to 13 characters per line. Print below the name as you desire it to appear on the Columbarium.

Name(s) of inurned _____

Date of Birth _____ Niche Location _____

Date of Birth _____

The Church shall retain title to the Niche and to the plaque. The Church grants to the Signer a license to use the Niche in accordance with the Guidelines and Policies referred to above. The Signer authorizes the Church its sole discretion to relocate the cremated remains to another proper location, and this authorization shall be binding upon the Signer and heirs, devisees, executors, administrators, and assigns of the Decedent.

The Signer retains whatever property right the Signer has in and to the mortal remains of the person or persons anticipated to be inurned and further warrants that he or she has authority to execute this Memorandum of Understanding on behalf of the Decedent's estate, heirs, devisees. The Signer of this Memorandum of Understanding will hold the Church harmless (including attorney fees) from all claims that the Signer lacked authority to act on behalf of the Decedent's estate. The Signer, for himself/herself and for the heirs, devisees, executors, administrators, and assigns of the Decedent, hereby assumes all risk of the loss, destruction, or desecration of the Decedent's remains from any and all causes except for such loss, destruction, or desecration resulting directly from the willful act of willful failure to act of the Church. The Signer agrees to give full consideration to making a contribution to First Presbyterian Church for the benefit of the Garden as outlined in the Guidelines and Policies.

This is the _____ day of _____, 20____.

_____(SEAL) _____(SEAL)
First Presbyterian Church Certificate Holder

Certificate holder: Name _____

Address _____

Phone _____

**First Presbyterian Church
Third and Church Street
Smithfield, NC 27577
919-934-0988
fpcsmithfield@nc.rr.com**

Acceptable Use Policy for Use of Church Fellowship Hall and Kitchen Facilities

1.0 Overview

An Acceptable Use Policy for Use of Church Fellowship and Kitchen Facilities by Members and Outside Groups is a written agreement between First Presbyterian Church of Smithfield and all Members and Outside Groups that describes the terms and conditions for the church facility space. To better serve our congregation's Outreach and Missions, First Presbyterian Church may be used by members of the congregation, as well as Non-Profits and Outside Groups designated to enhance our Community Outreach opportunities as approved by the Session. First Presbyterian Church Smithfield has identified Community Outreach as a core objective as stated in the First Presbyterian Church Smithfield Mission Statement.

2.0 Application & Coverage

This policy applies to all Members and Outside Groups use of the church's fellowship hall and kitchen facilities. This policy may be modified as deemed appropriate by the Property Administration/Stewardship Quadrant, Presbyterian Women/Mission and Outreach Quadrant, or if needed, the Session of First Presbyterian Church. No policy can lay down rules to cover every possible situation. Instead, it is designed to express First Presbyterian Church's philosophy and set forth general principles for use by members or outside groups making a request for use of our kitchen facilities.

3.0 Compliance

Members and Outside Groups requesting use of First Presbyterian Church's fellowship and kitchen facilities must comply with the agreements contained within the Acceptable Usage Policy of Use of Church Fellowship Hall and Kitchen Facilities, the Guidelines for Fellowship Hall and Kitchen Use, and all stated policies contained within the General Policy of Church Facilities and Fee Schedule, if applicable. All groups requesting usage will be required to complete the Request for Use of Facility form. If, at any time the stated policies are not being adhered to, future use may be restricted or denied by First Presbyterian Church Property Administration/Stewardship Quadrant, Presbyterian Women/Mission and Outreach Quadrant in writing after thorough investigation of stated non-compliance.

4.0 Responsibility & Consequences

Members and Outside Groups are responsible for any activity originating from their meetings and attendees which they can reasonably be expected to control. In cases when unauthorized use of resources, facilities, or equipment is identified, or violation of stated agreement is identified or suspected, the member or Organizational Representative and the Pastor will review the offense and corrective action established to prevent any reoccurrence. If after review, the stated offense is deemed to be unacceptable, the agreement will be determined as void.

5.0 Use of the Fellowship Hall, Kitchen or Other Areas covered under specified policies within the Building Usage Policy Handbook

In order to insure compliance with the Building Use Policy of First Presbyterian Church-Smithfield, a copy of the stated policy will be provided to all members and outside groups requesting use of areas of the church, which should be reviewed and signed. Strict compliance to all policies will be required and monitored during use. This will allow security and functionality to be maintained for future use by the church. First Presbyterian Church cannot guarantee security and compliance; therefore it is incumbent upon the requesting party to comply in total to all policies.

This Acceptable Use Policy for the Use of Fellowship Hall and Kitchen Facilities by Members and Outside Groups has been developed by the Property Administration/Spirituality Quadrant and the Presbyterian Women, and approved by the Session of First Presbyterian Church, Smithfield, NC.

First Presbyterian Church – Smithfield

Agreement Form for Use of Church Fellowship Hall and Kitchen Facilities

Member's Name: _____

Organization

Representative's Name: _____

Organization: _____

I have read the Acceptable Use Policy for Use of Church Fellowship Hall and Kitchen Facilities of First Presbyterian Church – Smithfield and agree to abide by its provisions. I understand that consequences for damage to the facility, kitchen, or appliances will include payment of damages through the non-refundable fee charged up front. Failure to abide by the provisions of this agreement could result in other disciplinary action up to and including facility damage or loss of property, and/or legal action in accordance with the applicable laws.

Guidelines for Fellowship Hall and Kitchen Use

First Presbyterian Church - Smithfield

The Fellowship Hall and Kitchen Use Policy is to be used for both member and non-member use of the kitchen at First Presbyterian Church Smithfield. Groups or individuals requesting the use of the church fellowship hall and kitchen facilities will follow the guidelines set forth for the building and facility usage. **The Request for Use of Church Facility Form** will be completed with the request for use of the Fellowship Hall and Kitchen facilities and to what level is being requested. The Church staff will coordinate with the Facility Use sub-committee of the Property Administration/Stewardship Quadrant, and this committee will have the ultimate responsibility of coordinating this activity. If approved by this sub-committee, the Church Staff will approve the request, and provide all appropriate policies from the Building Use Policy Handbook, including the Kitchen Use Policy.

There are fees associated with use of all Church Facilities. The Fellowship Hall and Kitchen Usage Fees are contained within the General Policy for Use of Church Facilities and Fee Schedule.

The fellowship hall and kitchen facilities may be used to prepare for an event taking place after worship. At no time should such preparation disrupt church services. There is a door leading directly to the kitchen from the parking lot.

The following guidelines and rules for the use of the fellowship and kitchen facilities are listed below:

- **Caterer/Cook** – Check with the Caterer or kitchen help to see if the equipment in the Kitchen and Fellowship Hall is adequate. Allow time to become familiar with the facility under the guidance of a church contact person. You will need to check with the caterer/cook to see if they need volunteers in the kitchen and how many are required.
- **China, drinking glass, and flatware** – these items are available for use. They are to be cleaned, dried, and returned to their proper place. In-stock disposable plates, cups, flatware, and napkins are for church events and the need for restocking should be reported in written form to the church secretary. Members and Non-members using the kitchen for personal use are required to supply their own disposable products.
- **Piano** – the use of the piano in the fellowship hall requires special permission. Contact the church office staff for approval.
- **Podium** – the use of the podium is available.
- **Table Set-Up** – Member and Non-member use of the tables and chairs are responsible for the set-up and storage after use. There are Rectangular and 60” Round tables stored in the Fellowship Hall storage room. The church custodian may assist, with advance notice, for set-up of church functions. There will be a fee involved for his services for non-church events.
- **Food & Beverage Supplies** – these items are provided for church sponsored events. Other users of the kitchen are to provide their own food and beverages.
- **Food Stuffs** – there are normally items in the refrigerator, freezer, and on countertops for use by various groups within the church. These items must be labeled with group name, date, and intended use. Do not store food in large pots in the refrigerator. Divide all food stuff into smaller containers. Leftover food should be taken home or dated/labeled for intended use. If sharing, please label “for anyone” or “help yourself”.

- **Dishwasher** – Operating instructions are inside cabinet door above dishwasher. Please *turn power off* before leaving the kitchen.
- **Coffee Maker** – Rinse in hot water. Store parts inside urn for future use. Supply your own coffee if not preparing for a church sponsored function.
- **Stoves/Ovens** – Check for leftover food. Instructions for use are inside door of upper cabinets near appliances. Make sure stoves and ovens are *turned off* and wiped clean. Use *only stainless steel cleaner* on stainless steel appliances. Cleaner is stored above kitchen sink.
- **Exhaust Hood Fans** – Please use exhaust fans to avoid excessive odors. *Turn off* after use.
- **Ice Machine** – Please use scoop. Place scoop on scoop holder provided after use.
- **Warming Cabinet** – Instructions for the use of the warming cabinet are posted on the refrigerator door. *Turn off* after use.
- **Dishtowels/Potholders/Aprons** – All used items should be taken home, washed, and returned to their proper place in the kitchen after each use. Non-church members are required to bring their own items. All members removing the items to be cleaned should enter into log book the date they are taking the items. Kitchen log book are located in the first island drawer closest to the warming cabinet.
- **Dishes, cooking utensils, pots & pans, supplies, etc.** – Make sure all cleaned items are stored in their properly labeled location. Do not leave dishes to drain.
- **Clean Sinks** – No debris should be left in the drain of the sinks.
- **Counter Tops** – Make sure all counter tops are washed and dried after each use. No cutting allowed on counter tops. PLEASE USE CUTTING BOARDS. Cutting Boards are provided in labeled cabinet.
- **Kitchen Floor** – Sweep the kitchen floor. It is not necessary to mop the floor. However, please wipe up any spills with cold water *ONLY*, in accordance with the floor care guidelines listed under **Cleaning Supplies**.
- **Tables and Chairs** – Put away all tables and chairs that you use after each use, unless it is requested by the church staff to leave them for another group.
- **Table Cloths** – Use requires prior approval from the Presbyterian Women Coordinator. Linens may be taken home and washed following the care instructions posted inside the linen cabinet unless requested to leave them out for another group.
- **Garbage** – take all garbage to the outside receptacle located in the NE corner of the parking lot adjacent to the First Baptist Church parking lot. Be careful not to drip inside the building. Replace garbage bag in containers. Take recyclables home with you.

CLEANING SUPPLIES

Cleaning supplies are located on the shelf above the kitchen sink and in the kitchen storage closet. Broom and dust pan are located in the kitchen storage closet.

The newly waxed floors, which are now polished and buffed, may be cleaned with **COLD WATER ONLY**. It is to be cleaned with a product we obtain from Whitley Wholesale, known as Speedy Mop cleanser. It is stored in our custodial closet. Our custodian will do a thorough cleaning after the event.

NO WARM /HOT WATER AND NO SOAPS/DETERGENTS/PINE SOL/ETC. ARE TO BE USED ON THE FLOOR AS THIS WILL BEGIN TO IMMEDIATELY BREAK DOWN THE WAXED FINISH.

Owner manuals for all appliances are located in the drawer below the microwave. Shortcut appliance use instructions are inside cabinets near each appliance. Labels and Kitchen log book are located in the first island drawer closest to the warming cabinet.

Approved by Session: 2-9-2014

**First Presbyterian Church
Third and Church Street
Smithfield, NC 27577
919-934-0988
fpcsmithfield@nc.rr.com**

Use of Church Facilities by Non-Profit or Outside Groups

(Covenant Agreements)

1.0 Overview

An Acceptable Use Policy for Use of Church Facilities by Non-Profits and Outside Groups (hereafter referred to as the Covenant Agreement) is a written agreement between First Presbyterian Church of Smithfield and all Non-Profit and Outside Groups that describes the terms and conditions for the church facility space. To better serve our congregation's Outreach and Missions, First Presbyterian Church may enter into agreements with various Non-Profits and Outside Groups designated to enhance our Community Outreach opportunities as approved by the Session. First Presbyterian Church Smithfield has identified Community Outreach as a core objective as stated in the First Presbyterian Church Smithfield Mission Statement.

2.0 Application & Coverage

This policy applies to all Non-Profits and Outside Groups use of the church's building facilities. This policy may be modified as deemed appropriate by the Session of First Presbyterian Church. No policy can lay down rules to cover every possible situation. Instead, it is designed to express First Presbyterian Church's philosophy and set forth general principles when entering into Covenant Agreements between First Presbyterian Church Smithfield and any and all Non-Profits and Outside Groups making a request for use of our facilities.

3.0 Compliance

Non-Profits and Outside Groups requesting use of First Presbyterian Church's facilities must comply with the agreements contained within the Covenant Agreement, the church's rules and policies, the terms of contracts, and all stated policies contained within the General Policy of Church Facilities and Fee Schedule, if applicable. All groups requesting usage will be required to complete the Request for Use of Facility form. In addition, the Covenant Agreement will comply with all applicable procedures as specified within the Building Usage Policy Handbook as it is deemed required. The Covenant Agreement will include a semi-annual or annual review between First Presbyterian Church Smithfield and the Non-Profit and Outside Groups to ensure compliance to the policies, or as deemed necessary to address any issues which arise during the agreement. If, at any time the stated policies are not being adhered to based on a thorough investigation of the alleged non-compliance, the agreement may be terminated by First Presbyterian Church..

4.0 Responsibility & Consequences

Non-Profits and Outside Groups are responsible for any activity originating from their meetings and attendees which they can reasonably be expected to control. In cases when unauthorized use of resources, facilities, or equipment is identified, or violation of stated agreement is identified or suspected, the Organizational Representative and the Pastor will review the offense and corrective action will be taken to prevent any reoccurrence. If after review, the stated offense is deemed to be unacceptable, the Covenant Agreement is to be deemed to be void.

5.0 Use of Kitchen or Other Areas covered under specified policies within the Building Usage Policy Handbook

In order to insure compliance with all policies of First Presbyterian Church, all Non-Profits and Outside Groups requesting use of areas of the church covered under any separate policies stated within the Building Usage Policy

Handbook, a copy of the stated policy will be provided to be reviewed and signed; and contained within the Covenant Agreement. Strict compliance to all policies will be required and use will be monitored. This will allow security and functionality to be maintained for future use by the church. First Presbyterian Church cannot guarantee security and compliance, therefore it is incumbent upon the requesting party to comply in total to all policies.

6.0 *Inappropriate Uses of Computing and Network Resources*

In most circumstances, the use of computing and network resources by individuals while on the premises of First Presbyterian Church are not allowed. Any attempt to use the computers or Network resources owned and maintained by First Presbyterian Church is inappropriate and unacceptable. In the event that the Covenant Agreement covers the use of First Presbyterian Church's Computing and Network Resources, strict compliance will be required as stated in the Acceptable Use Policy for Computers and Technology Resources as specified in the Building Usage Policy Handbook.

7.0 *Media Equipment*

First Presbyterian Church has an assortment of media equipment including, but not limited to, televisions, DVD and VHS players/recorders, LCD projectors, laptops, digital cameras, video cameras, and interactive whiteboards. This equipment is **NOT** necessarily available to any Non-Profit or Outside Group without it being specified in the Covenant Agreement. As a rule, non-members of the church are not allowed to use any technology resources of the church, including but not limited to, network and Internet access. Any individual requesting use of equipment is financially liable for the safe and immediate return of all equipment in question. Without express written permission from the head of staff, no technology resources belonging to First Presbyterian Church may be taken off site. Personal technology devices, including but not limited to, cell phones, PDAs, laptops, iPads, and tablets are to be used under the direction of and in compliance with the directives of the Acceptable Use Policy for Computers and Technology Resources of First Presbyterian Church. Personal technology devices are the sole responsibility of the owner and First Presbyterian Church is not responsible for any damaged, lost or stolen device. If the organization is requesting the use of any computers, network, media including televisions, DVD and VHS player, LCD projectors, video cameras, or interactive whiteboards, it must be covered in the Covenant Agreement, and training in the use of these devices must be completed, prior to use, by the First Presbyterian Church Communication and Technology Team/Stewardship Quadrant, or directed by Head of Staff, i.e. Pastor.

This Acceptable Use Policy for Facility Use by Non-Profits and Outside Groups has been developed by the Property Administration/Stewardship Quadrant and approved by the Session of First Presbyterian Church, Smithfield, NC.

Approved by Session: 2-9-2014

**First Presbyterian Church
Third and Church Street
Smithfield, NC 27577
919-934-0988
fpcsmithfield@nc.rr.com**

Agreement Form for Use of Church Facilities of First Presbyterian Church-Smithfield

Name _____

Position _____

I have read the Acceptable Use Policy for Use of Church Facilities of First Presbyterian Church - Smithfield and agree to abide by its provisions. I understand that consequences for inappropriate use include suspension of access to the designated space and revocation of the Covenant Agreement and/or other disciplinary action up to and including termination of employment, and/or legal action in accordance with the applicable laws.

Signature _____ Date _____

A Covenant of Understanding Between

_____ **and First Presbyterian Church of Smithfield (FPCS)**

_____ **(Date)**

An agreement for the congregation of FPCS to host _____ at the First Presbyterian Church of Smithfield NC. The two entities agree to the following agreements:

1. _____ (Organization) will have use of the following space at FPCS on _____ (Date), or from _____ (start date) to _____ (end date) with an option for renewal on a semi-annual basis:
 - a. The _____ (Room/Area), _____ Bathrooms and Elevator Tower (if needed) and Hall area.
 - b. The available hours of use for said space within the church will be _____ (Days) between _____ (from/to Times). The published _____ Meeting times for this site are specifically from _____ (actual times). _____ (actual days).
2. If needed, _____ (Organization) may purchase a storage cabinet in consultation with the Furnishing Team of FPCS Property Administration – Contact is Anita Liverman (FPCS) to be used in _____ area of _____ (Room #). Cabinet would remain property of _____ (Organization) while in use.
3. FPCS designates a smoking area outside of the building (e.g. near dumpster) for _____ (Organization) use prior to and following their meetings.
4. The elevator tower stairwell, elevator for special needs, and main (north) entrance side door will serve as the primary entry and exit for the _____ (Organization).
5. FPCS will provide two Blue Level keys to _____ (Organization) representatives for opening and closing the aforementioned areas of access.
6. If the Organization requires a stated donation within its by-laws, _____ Organization shall provide a contribution of \$ _____/month to FPCS in support of host facility resources and in accordance with _____ (Organization) by-laws. This amount is received by FPCS as an affirmation of this covenant agreement in keeping with the organizational requirements of _____ (Organization).
7. _____ (Organization) will clean up assigned spaces, to include the designated smoking area, after their meetings, leaving the space in as good or better condition than found. FPCS will provide basic custodial supplies and support for the adjacent _____ floor bathrooms.
8. To facilitate cooperation between the two groups, First Presbyterian Church and _____ (Organization) will name representatives to meet regularly (semiannually to annually) to discuss any issues that might arise.
9. For Outside Groups requesting use of church facilities, the fee of \$ _____ will be required to rent the requested space, as outlined by the First Presbyterian Church Smithfield Fee Schedule in the Building Usage Policy Handbook.
10. All groups will be required to follow the Acceptable Use Policy for Church Security and Lock-up Procedure for all applicable areas to insure that the security of the facility is maintained after use by each group.
11. Additional pertinent information related to this agreement can be added here!

Covenant Signatories

Joseph L. Hester, Jr.

Moderator of Session/Pastor, First Presbyterian Church
pastorjoe@fpcsmithfield.org (919) 934-0988 church/ (919) 820-1304 cell

Clerk of Session, First Presbyterian Church

Mission and Outreach Quadrant Chair, First Presbyterian Church

Representative: _____ (Organization) _____ (Contact Person)

(Email)

(Phone #)

**First Presbyterian Church
Third and Church Streets
Smithfield, North Carolina 27577
919-934-0988
fpcsmithfield@nc.rr.com**

Acceptable Use Policy for Computers and Technology Resources

1.0 *Overview*

An Acceptable Use Policy for Computers and Technology Resources (hereafter referred to as the AUP) is a written agreement between First Presbyterian Church of Smithfield and all users that describes the terms and conditions for the use of technology. To better serve our congregation and provide our employees and volunteers with appropriate tools to do their jobs, First Presbyterian Church acquires and maintains various technology products including computers, computer systems, projectors, printers, software, networks, and other technological resources as required. These technological resources are intended for church related purposes only. Limited personal use is permitted if the use imposes no tangible cost to the Church, does not unduly burden the Church's computer or network resources, has no adverse effect on the mission statement of the Church and is approved by the Communication and Technology Team/Stewardship Quadrant with Session oversight. However, users are expected to demonstrate a sense of responsibility and not abuse this privilege.

2.0 *Application & Coverage*

This policy applies to all users of the church's computing resources including non-employees. This policy may be modified as deemed appropriate by the Session of First Presbyterian Church. Users are encouraged to periodically review the policy as posted on the church's website (www.fpcsmithfield.org). No policy can lay down rules to cover every possible situation. Instead, it is designed to express First Presbyterian Church's philosophy and set forth general principles when using technology resources, electronic media and services.

3.0 *Compliance*

Users of First Presbyterian Church's computing resources must comply with federal and state laws, the church's rules and policies, the terms of contracts, and software licenses. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography, the Electronic Communications Privacy Act, and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities. Users are not permitted to download and/or install any software onto any computer system without express permission from the Communication and Technology Team/Stewardship Quadrant. If installs are required, a member of the team with administrative rights to the computer system will perform any installs.

4.0 *Responsibility & Consequences*

Users are responsible for any activity originating from their accounts, which they can reasonably be expected to control. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the systems administrator or head of staff, who will notify the committee. Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of the church's computers, networks or peripherals. Deliberate attempts to circumvent data protection or other security measures are not allowed. Users who violate this policy may be denied access to the Church's computing resources and may be subject to other penalties and disciplinary action, including possible termination of employment. First Presbyterian Church may also refer suspected violations of applicable law to appropriate law enforcement agencies.

5.0 Data file Protection

In order to insure enhanced security, backup and recovery of application data files, all church related users data files are required to be created and maintained on the church's main network server.

- User data files on the network server are routinely backed up to a secure offsite storage facility.
- All data files stored on the church's computer systems become the property of First Presbyterian Church. Users also should be aware that files or messages that the user has deleted may be stored elsewhere and are not necessarily erased from the network.
- Users should be aware that First Presbyterian Church cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

6.0 Electronic Mail

For purposes of this document, e-mail includes any electronic messaging involving computers and computer networks. All e-mails stored on the church's computer systems become the property of First Presbyterian Church. First Presbyterian Church maintains the right to request copies of any and all e-mail, sent or received by a user, from the church's Internet Service Provider and also to recover deleted files. Remember that persons who receive e-mail from an account with a "fpcsmithfield.org" address, or from someone acting with a capacity as a representative of the Church, might think the message represents the Church's point of view. Therefore, all e-mail must be formulated and sent with the intent of the previously stated purpose: It must be compatible with the mission of First Presbyterian Church.

7.0 Inappropriate Uses of Computing and Network Resources

While not an exhaustive list, the following uses of computing and network resources by individuals are considered inappropriate and unacceptable:

- Chain mail that misuses or disrupts resources
- Virus hoaxes
- Spamming or e-mail bombing attacks
- Offensive or disruptive content – This includes, but is not limited to, harassing or hate-mail, obscene or vulgar language, pornography, sexual comments or images, and derogatory or defamatory messages.
- Junk mail – Unsolicited e-mail that is not related to First Presbyterian's business and is sent without a reasonable expectation that the recipient would welcome receiving it
- False identification – Any actions that defraud another or misrepresent or fail to accurately identify the sender.
- Additionally, anyone connecting to the church's wireless network, even when using personal technology devices, must comply with this policy.

8.0 Internet Etiquette and Responsible Use for our Youth

In addition to the above rules, the following apply specifically to young persons under the age of 18:

- Do not reveal your personal information (i.e., name, address, phone number, etc.) online to **anyone**.

- If a youth accidentally finds anything inappropriate on a website, they are to immediately turn off the monitor and notify the supervising adult.
- Youth are not allowed to download software or print documents from the Internet without the supervising adult's permission.
- An adult must be present *at all times* and closely monitor a youth that is using the Internet at First Presbyterian Church. The youth must ask for and receive permission to access the Internet from that adult.
- Any youth that sees another person, student or adult, not adhering to this policy will notify the head of staff or a member of the Communication and Technology Team/Stewardship Quadrant.
- Automatic notification will be made to the individual and parent/guardian of any student under the age of 18 involved in any violation of this AUP. Violations include, but are not limited to, the following:
 - Internet abuse such as choosing to visit inappropriate websites, downloading controversial material, or the use of abusive language
 - Hardware abuse or malicious mistreatment of any piece of technology hardware
 - Software abuse, such as attempting to illegally copy media
 - Network abuse, such as illegal/inappropriate use of usernames and passwords, accessing non-authorized files, misuse of network resources, inappropriate language in emails, discussion groups, etc.

9.0 Media Equipment

First Presbyterian Church has an assortment of media equipment including, but not limited to, televisions, DVD and VHS players/recorders, LCD projectors, laptops, digital cameras, video cameras, and interactive whiteboards. This equipment is available to any adult who has completed training on the device requested and has received approval from the head of staff or Communication and Technology Team/Stewardship Quadrant. As a rule, non-members of the church are not allowed to use any technology resources of the church, including but not limited to, network and Internet access. Any individual requesting use of equipment is financially liable for the safe and immediate return of all equipment in question. Without express written permission from the head of staff, no technology resources belonging to First Presbyterian Church may be taken off site. Personal technology devices, including but not limited to, cell phones, PDAs, laptops, iPads, and tablets are to be used under the direction of and in compliance with the directives of the AUP of First Presbyterian Church. Personal technology devices are the sole responsibility of the owner and First Presbyterian Church is not responsible for any damaged, lost or stolen device.

This Acceptable Use Policy for Computers and Technology Resources has been developed by the Communication and Technology Team/Stewardship Quadrant and approved by the Session of First Presbyterian Church, Smithfield, NC.

Approved by Session 3-1-2013

**First Presbyterian Church
Third and Church Streets
Smithfield, North Carolina 27577
919-934-0988
fpcsmithfield@nc.rr.com**

Agreement Form for Use of Computers and Networks

Name _____

Position _____

I have read the *Acceptable Use Policy for Computers and Technology Resources* and agree to abide by its provisions. I understand that consequences for inappropriate use include suspension of access to the computer system and revocation of the computer system account and/or other disciplinary action up to and including termination of employment, and/or legal action in accordance with the applicable laws.

Signature _____ Date _____

**First Presbyterian Church
Third and Church Streets
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Acceptable Use Policy for Church Security and Lock-up Procedures

1.0 Overview

An Acceptable Use Policy for Church Security and Lock-up Procedure is a Session-approved document that describes the procedure for insuring the First Presbyterian Church building is secured by church members, Staff, Committee Chairs, or individuals/groups that have been issued a key prior to leaving the church after use.

2.0 Purpose of Procedure

The purpose of this procedure is to take all appropriate action to insure the safety and security of our facilities and staff after use. The facilities are provided for all members of the church, as well as select outside groups. We must insure that the facilities are safe and secure for all users, and take all appropriate efforts to insure that no damage is experienced due to lack of our own responsibilities. An unsecured facility can result in placing our Staff and facilities in jeopardy. In addition, an unsecured building can result in theft, unauthorized persons in the building, or damage to our facilities. In any of these events, it is appropriate to ensure that we take all necessary steps to ensure a safe and secure environment for everyone. An attached Checklist is part of this procedure to guide all users of the church facilities in the appropriate areas to check and ensure adequate security prior to leaving the building after each use.

3.0 Compliance

Users of First Presbyterian Church's facilities must comply with the church's rules and policies, and the terms of contracts if outside groups are authorized to use our facilities. Examples of applicable policies and procedures are covered under the appropriate sections of the First Presbyterian Church Building Use Policy Handbook, and compliance will be strictly enforced under the applicable section. This will include the use of the Church facilities by Staff, Committee Chairs, Non-Profit groups using the facilities under the accepted Covenant Agreement, and all church members.

4.0 Responsibility & Consequences

Users of the building are responsible for any activity when they schedule the use of church facilities. They are ultimately responsible for the scheduling and adherence to the Policy, and actions will be taken originating from their actions, or lack thereof, if they can reasonably be expected to control. In cases when unsecured areas are identified after use, the Head of Staff will be notified, and an appropriate investigation will be made to determine the failure experienced against the stated Policy. If needed, this investigation will be performed jointly with a member of the Property Administration/Stewardship Quadrant. The investigation will include an investigation of the acceptable approval of planned events, approved usage by Session, or scheduled meetings by Committee Chairs or Staff. Assurance will be confirmed that the person scheduling the activity was adequately informed of their responsibility, and their failure to ensure the security and lock-up after the event.

5.0 General Use Guidelines for use of the Building

All Staff, Committee Chairs, Outside Authorized Groups, and Church Members should familiarize themselves with the general guidelines which have been established and are stated in the First Presbyterian Church Building Usage Handbook under the General Policy for Use of Church Facility. These General Guidelines are in addition to the Security and Lock-up Procedure Checklist, and each user of the facility should be knowledgeable of these guidelines.

This Acceptable Use Policy for Security and Lock-up Procedures has been developed by the Property Administration/Stewardship Quadrant and approved by the Session of First Presbyterian Church, Smithfield, NC.

Approved by Session: 2-9-2014

First Presbyterian Church

Agreement Form for Security and Lock-up Procedures

Name _____

Position _____

I have read the Acceptable Use Policy for the Security and Lock-up Procedure and agree to abide by its provisions. I understand that consequences for inappropriate use include suspension of access to the facilities of First Presbyterian Church, Smithfield and revocation of the use of the facilities could result and/or other disciplinary action up to and including termination of employment, and/or legal action in accordance with the applicable laws.

Signature _____ Date _____

First Presbyterian Church – Smithfield

Building Security & Building Lock-up after use

NOTE: If light switch has a plastic guard assuring the “ON” position, the lights will automatically go off. MAKE SURE THEY HAVE NOT BEEN REMOVED! Bathroom Faucets are electronic on/off.

Item to Check	Location	If problem found, please log in Property Problem Log book in Workroom
Shut off Lights	Narthex	
Lock Front Door	Narthex	
<i>Light at the top of the old stairwell will remain on – for security</i>	<i>Old stairwell (at choir room)</i>	
Close Doors to Sanctuary	Vestibule	
Shut off Lights	Vestibule	
Close Double Doors from Vestibule to Ramp	Great Hall Ramp/Steps	
Shut off Light (chandelier)	Great Hall Ramp/Steps	
Lock Outside Door	Early Education Entrance	
Shut off Lights	Early Education Hallway	
Shut off Lights and Fans	Men’s and Women’s Group Bathrooms in Preschool Hall	
Ensure Double Door from Fellowship Hall and Columbarium is locked	Fellowship Hall	
Turn “OFF” overhead projector by remote in storage room	Fellowship Hall	
Check if switch guard is in place – if not, shut off lights	Fellowship Hall	
Lock Outside Door	Kitchen Hallway	
Shut off Exhaust Fans, Dishwasher, and Faucets	Kitchen	
Check if switch guards are in place – if not, shut off lights	Kitchen	
Close Doors to Fellowship Hall	Great Hall	
Check portable fans in Adult Classrooms – if on, unplug from wall	All Adult Classrooms	
Check if switch guards are in place – if not, shut off lights	All Adult Classrooms	

Item to Check	Location	If problem found, please log in Property Problem Log book in Workroom
Lock Door To Adult Classroom Hallway from Preschool	Adult Education Hallway	
Shut off Lights	Adult Education Hallway	
Lock Door from Elevator Lobby to Adult Classroom Hall	Elevator Lobby	
Turn off all Ceiling fans in the Youth Room upstairs	Youth Room	
Shut off Lights	Upstairs Bathrooms	
Shut off Lights	Upstairs Hallway	
Shut off Lights	Upstairs Stairwell (Elevator)	
<i>Lights in lower stairwell will remain on – for security</i>	<i>Elevator Stairwell and Stairwell at the end of Adult Hallway</i>	
Shut off Lights	Elevator Lobby	
Lock Door from Great Hall to Elevator Lobby (from inside)	Elevator Lobby	
<i>The two lamps on the credenza remain on</i>	<i>Office Suite Lobby</i>	
Check if switch guard is in place – if not, shut off lights	Workroom	
Lock Workroom Door	Office Area	
Lock Office Suite Door	Office	
Shut off Lights & Fan	Reception Bathroom	
Power Down Computer Monitor at Reception Desk	Reception Desk	
Shut off Lights	Great Hall	
Lock Front Entrance Door	Entrance to Great Hall	
Lock Side (Front) Door	Entrance to Stairwell (outside)	

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Acceptable Use Policy for Building Readiness

1.0 Overview

An Acceptable Use Policy for Church Building Readiness Procedure is a Session-approved document that describes the procedure for insuring the First Presbyterian Church Building is open and ready for scheduled events and also secured at the end of the event. Although most church events occur during normal business hours, there are times when events are scheduled outside of normal business hours or on weekends. This Acceptable Use Policy for Building Readiness will identify the proper procedure for opening and closing the facility after events.

2.0 Purpose of Procedure

The purpose of this procedure is to take all appropriate actions to insure the safety and security of our facilities and staff during and after use. The facilities are provided for all members of the church, as well as select outside groups. We must insure that the facilities are safe and secure for all users, and take all appropriate efforts to insure that no damage is experienced due to lack of our own responsibilities. All persons requesting use of the building, once approved in accordance with the overall facility use policy(s), will be provided this policy/procedure to guide you through opening of the building and the proper closing to ensure that the building is left secured and safe for the next user. An unsecured facility can result in placing our Staff and facilities in jeopardy. In addition, an unsecured building can result in theft, unauthorized persons in the building, or damage to our facilities. It is, however, the intent to provide a safe, comfortable venue to hold your events. In any of these events, it is appropriate to ensure that we take all necessary steps to ensure a safe and secure environment for everyone while attending or leaving the facility. An attached Checklist is an integral part of this procedure providing the required responsibilities of all users of the church facilities in the appropriate areas. It is to be used to check and ensure adequate set-up, provide a comfortable environment to hold the event, and ensure security prior to leaving the building after each use.

3.0 Compliance

Users of First Presbyterian Church's facilities must comply with the church's rules and policies, and the terms of contracts if outside groups are authorized to use our facilities. Examples of applicable policies and procedures are covered under the appropriate sections of the First Presbyterian Church Building Use Policy Handbook, and compliance will be strictly enforced under each applicable section. This will include the use of the Church facilities by Staff, All Church Members, Committee Chairs and Non-Profit groups using the facilities under the accepted Covenant Agreement.

4.0 Responsibility & Consequences

Users of the building are responsible for all activities when they schedule the use of church facilities. They are ultimately responsible for the scheduling and adherence to the Policy, and actions will be taken originating from their actions, or lack thereof, of all things they can reasonably be expected to control. In cases when unsecured areas are identified after use, the Head of Staff will be notified, and an appropriate investigation will be made to determine the failure experienced against the stated Policy. If needed, this investigation will be performed jointly with a member of the Property Administration/Stewardship Quadrant. The investigation will include a review of the acceptable approval of planned events, approved usage by Session, or scheduled meetings by Committee Chairs or Staff.

It will be confirmed whether the person(s) scheduling the activity was adequately informed of their responsibility, and consequences of their failure to ensure the opening of the facility and ensuring the security and lock-up after their event.

5.0 Understanding the Automatic Temperature Controls

The Church Building was built with a central programmable thermostatic control system for all areas of the church. These temperatures are pre-set for automatic control of temperature needs for staff, members, and visitors in order to ensure a comfortable environment while the building is occupied. At all other times, the system has been programmed to revert to an “unoccupied” setting in order to minimize waste and out of control utility costs during unoccupied times. These units control the temperature for both heating and air conditioning all year at pre-set and programmed temperature settings deemed acceptable by the users. They are programmed for the normal times the church is in use, (occupied settings) and automatically adjusted during all other times known as unoccupied settings. Understanding that there will be times that the church is used outside of these times programmed, the system installed was outfitted with a special override thermostat system which can be adjusted during normally programmed “unoccupied times”. This is activated by pressing the small black button on the top of the thermostat sensor control to allow the air conditioning or heat to come on for a specified period of time. One press equals 15 minutes of activation, with a maximum of 2 hours. After the time elapses based on the number of pushes, the thermostat will revert back to the programmed “unoccupied” setting. **YOU CANNOT CONTINUE TO PRESS THE BUTTON TO INCREASE FOR MORE THAN 2 HOURS.**

The adjustable thermostats are located as follows:

- a. For Fellowship Hall and Kitchen – located on inside wall of Fellowship Hall
- b. For Community Room – located on inside wall of Youth Room
- c. For Adult Classrooms – located on inside wall of Parlor.

6.0 Request of use of other areas in the church

In most cases, other areas will not be used on a requested basis. However, if other areas are requested to be used during normal business hours, the staff can be notified to assist. If other areas are requested to be used outside of normal business hours, arrangements will be made to notify the member and communicate the required opening and closing requirements prior to the event

7.0 General Use Guidelines for use of the Building

All Staff, Committee Chairs, Outside Authorized Groups, and Church Members should familiarize themselves with the general guidelines which have been established and are stated in the First Presbyterian Church Building Usage Handbook under the General Policy for Use of Church Facility. *These General Guidelines are in addition to the Building Readiness Procedure Checklist, and each user of the facility should be knowledgeable of these guidelines.*

This Acceptable Use Policy for Building Readiness has been developed by the Property Administration/Stewardship Quadrant and approved by the Session of First Presbyterian Church, Smithfield, NC.

Approved by Session: 2-9-2014

**First Presbyterian Church
Third and Church Streets
Smithfield, North Carolina 27577
919-934-0988
fpcsmithfield@nc.rr.com**

Agreement Form for Building Readiness Procedures

Name _____

Position _____

I have read the Acceptable Use Policy for the Building Readiness Procedure and agree to abide by its provisions. I understand that consequences for inappropriate use may include suspension of access to the facilities of First Presbyterian Church, Smithfield and revocation of further use of the facilities could result. The Church reserves the right to adjudicate other disciplinary action up to and including termination of employment, and/or legal action in accordance with the applicable laws based on the user not following these Policies.

Signature _____ Date _____

First Presbyterian Church – Smithfield

Building Readiness and Building Lock-up after use

EXHIBIT A – Use of Fellowship Hall & Kitchen for an Event

NOTE: If light switch has a plastic guard assuring the “ON” position, the lights will automatically go off. MAKE SURE THEY HAVE NOT BEEN REMOVED! Bathroom Faucets are electronic on/off.

Item to Check	Location	Checklist
<u>Opening the Building</u>		
Unlock both Front Doors at Entrance	Entrance to Great Hall	
Turn on lights (switch located to the right of Front Doors)	Entrance to Great Hall	
Unlock Office Suite Door	Office Suite	
Unlock Early Education outside door and turn on handicap access	Early Education Entrance	
Turn on Hallway light leading to Bathrooms	Early Education Hallway	
Turn on both Bathroom lights (Men’s & Women’s)	Bathroom Hallway	
Turn on Lights for Great Hall at double switch across from FACP room	Bathroom Hallway	
Prop open all Fellowship Hall doors	Great Hall	
If kitchen is used, prop open Kitchen door	Kitchen/Fellowship Hall	
If serving space is needed, open buffet window	Kitchen	
Lights in Fellowship Hall and Kitchen are automatic sensors, additional light switches are located on inside walls	Fellowship Hall and Kitchen	
<u>Securing the Building</u>		
Lock Early Education outside entrance door	Early Education Entrance	
Turn off Hallway light leading to Bathrooms	Early Education Hallway	
Turn off both Bathroom lights and fans (Men’s & Women’s)	Bathroom Hallway	
Turn off Lights for Great Hall at double switch across from FACP room	Bathroom Hallway	
<i>MAKE SURE ALL AUTOMATED SENSOR LIGHTS ARE OFF</i>	<i>Fellowship Hall and Kitchen</i>	
If kitchen is used, close Kitchen door	Kitchen/Fellowship Hall	
If serving space is used, close buffet window	Kitchen	

Item to Check	Location	Checklist
Ensure Double Door from Fellowship Hall and Columbarium is locked	Fellowship Hall	
<i>Turn "OFF" overhead projector by remote in storage room, if used</i>	Fellowship Hall	
Check if switch guard is in place – if not, shut off lights	Fellowship Hall	
Lock Outside Door	Kitchen Hallway	
Shut off Exhaust Fans, Dishwasher, and Faucets	Kitchen	
Check if switch guards are in place – if not, shut off lights	Kitchen	
Close Doors to Fellowship Hall	Great Hall	
ENSURE DOOR is Locked from Great Hall to Elevator Lobby (from inside)	Elevator Lobby	
<i>The two lamps on the credenza remain on</i>	<i>Office Suite Lobby</i>	
Check if switch guard is in place – if not, shut off lights	Workroom	
Lock Workroom Door	Office Area	
Lock Office Suite Door	Office	
Shut off Lights & Fan	Reception Bathroom	
Shut off Lights	Great Hall	
Lock Double Front Entrance Doors	Entrance to Great Hall	
Lock Side (Front) Door	Entrance to Stairwell (outside)	

First Presbyterian Church – Smithfield

Building Readiness and Building Lock-up after use

EXHIBIT B – Use of Community Room for an Event

NOTE: If light switch has a plastic guard assuring the “ON” position, the lights will automatically go off. MAKE SURE THEY HAVE NOT BEEN REMOVED! Bathroom Faucets are electronic on/off.

Item to Check	Location	Checklist
<u>Opening the Building</u>		
Unlock side Front Door at Entrance	Entrance to Stairwell	
Turn on stairwell lights	Bottom of Stairwell	
Turn on lights for Elevator Lobby	Elevator Lobby	
Turn on second floor hallway lights	Upstairs Hallway	
Unlock door to Community Room	Community Room	
Lights in Community Room are on automatic sensor	Community Room	
<u>Securing the Building</u>		
Make sure plastic guard is in place, if not, turn off	Community Room	
Lock Community Room door	Community Room	
Turn off second floor hallway lights	Upstairs Hallway	
Turn off lights for Elevator Lobby	Elevator Lobby	
Turn off Stairwell lights	Bottom of Stairwell	
Lock side Front Door at Entrance	Entrance to Stairwell	

**First Presbyterian Church
Fee Structure for Facility Use**

<u>Refundable Deposits</u>	<i>Facility Security Deposit</i>	\$150.00
	<i>Key Deposit</i>	\$25.00
* <i>Refundable Deposits are to be made in the form of a separate check that will be held by the church treasurer until the event is concluded, an assessment is made, and the key is returned. If all policies and procedures are found to be in compliance, the check will be returned to the contact person requesting use of the facility.</i>		

<u>Custodial Services</u>		\$100.00
* <i>The custodial fee covers a consecutive 4-hr period for events. For each hour or part thereof, an additional fee of \$25.00 will be assessed.</i>		

***Fees listed below are based on a 4-hr consecutive event (minimum charge).
For each hour after 4, the rental fee will increase to \$50.00 per hour.***

Available Spaces

Sanctuary	<i>Members</i>	\$100.00
	<i>Non-Members</i>	\$250.00
Fellowship Hall and Kitchen <i>(With no use of appliances)</i>	<i>Members</i>	\$100.00
	<i>Non-Members</i>	\$300.00
Fellowship Hall and Kitchen <i>(With full use of appliances)</i>	<i>Members</i>	\$200.00
	<i>Non-Members</i>	\$450.00
Youth Room	<i>Members</i>	\$50.00
	<i>Non-Members</i>	\$100.00
Community Room	<i>Members</i>	\$35.00
	<i>Non-Members</i>	\$45.00
Parlor	<i>Members</i>	\$50.00
	<i>Non-Members</i>	\$60.00
Classrooms	<i>Members</i>	\$35.00
	<i>Non-Members</i>	\$45.00
Nursery	<i>Members</i>	\$0.00
	<i>Non-Members</i>	\$0.00
Showers (Bridal, Baby, etc.) <i>(Fellowship Hall)</i>	<i>Members-for members/ by members</i>	\$50.00
* <i>No Usage Deposit is required and Custodial Service Fees do not apply !</i>		

In the event that a request is made for use spanning over 2 days (back to back), fees will be charged by "event". No custodial services will be performed until the conclusion of the event. If the event spans several days or on intermittent days, "per day" fees will be charged.

*Approved by Session 2-9-2014
Revised and Approved 2-8-2015*

First Presbyterian Church
Third and Church Streets
Smithfield, North Carolina 27577
919-934-0988
fpcsmithfield@nc.rr.com

REQUEST FOR THE USE OF CHURCH FACILITIES

(Request subject to Session Approval)

Date _____ Date Received _____
(Church Use Only)

FPCS Member _____

Outside Organization

Name of Group Making Request _____

Contact Person _____
Print Name Signature

Day Phone _____ Address _____

Purpose of Use of Facility _____

REQUESTED USE:

Dates needed: *from* _____ *to* _____ **Type of room needed** _____

Time: *from* _____ am/pm *to* _____ am/pm

Day(s) of Week: _____

Number of People expected: *Preschool age* _____ *Elementary age* _____
Youth _____ *Adults* _____

If there are children present who will not be involved in the program, they must be supervised by a representative of your group in a separate room!

Is such a room needed? _____ *For how many?* _____

Will refreshments be served? _____ **Will the kitchen be needed?** _____
from _____ am/pm to _____ am/pm

Other special requirements? _____

If the facilities are not returned to their original condition or if there are unauthorized persons using the building while the group is present and they are not reported to the church staff, then permission for continued use of the facilities will be reviewed by the Session of First Presbyterian Church-Smithfield.

Request Approved by _____ Date _____
Room(s) Assigned: _____
Key # _____ Issued to: _____ Key Returned _____

FIRST PRESBYTERIAN CHURCH – SMITHFIELD

AVAILABLE SPACES

√ *Space Available* *Cost* √ *Space Available* *Cost*

	Sanctuary <i>(Room # 108)</i>				Parlor <i>(Room # 135)</i>	
	Fellowship Hall (only) <i>(Room # 115)</i>				Classroom <i>(Room # 136)</i>	
	Kitchen (no appliance usage) <i>(Room # 113)</i>				Classroom <i>(Room # 212)</i>	
	Kitchen (appliance usage) <i>(Room # 113)</i>				Youth Room <i>(Room # 215)</i>	
	Nursery <i>(Rooms # 123 & # 131)</i>				Community Room <i>(Room # 217)</i>	
	Library/Classroom <i>(Room # 133)</i>					
	Classroom <i>(Room # 134)</i>					

Approved by Session 2-9-2014

PLEASE CHECK AVAILABLE SPACES YOU NEED TO BOOK!

THIS FORM MUST ACCOMPANY THE “REQUEST FOR USE OF CHURCH FACILITY FORM”