



RULES GOVERNING USE OF FALLS CHURCH PRESBYTERIAN FACILITIES

1. Individuals, groups, officers of an organization, and the individual in charge while the facility is being used will be responsible for maintaining order; for seeing that the rules are observed; for setting up for the meetings (i.e., "setting up" refers to any items provided by the facility user that requires set up and/or arrangement for the specific event, excluding tables and chairs provided by Falls Church Presbyterian Church); and for leaving the building clean and in order after use, with windows and doors properly closed and secured. Doors must be locked and lights turned off after evening meetings/events.
2. Groups should anticipate the amount of time necessary for setup and cleanup and include this time in the Application for Use of Facilities form.
3. Groups are expected to arrive and depart at the times specified on the Facilities Use Agreement.
4. Rooms shall be left in the same condition in which they were found, with tables wiped clean, floors broom-swept, and trash removed to the dumpster located in the west parking lot. If a room is not adequately cleaned, a custodial fee will be charged to clean the room. In advance of the event, speak with the Facilities Manager or Sexton about the location of cleaning supplies.
5. Approval is for use of the specified space and its furnishings only. Additional approval is required if more space is required. Audio/visual equipment and musical instruments belonging to the Church will not be made available for use by groups. The approved group attendance will not exceed specified capacity for that space.
6. Smoking is NOT permitted in the church building, nor will alcoholic beverages be served in the building or on the church grounds.
7. Helium balloons are PROHIBITED in the Sanctuary, Fellowship Hall, and Fellowship Hall Loft.
8. When a scheduled meeting/event is canceled, those responsible for the meeting are requested to advise the church office in sufficient time to avoid waste of light and heat. A meeting may be postponed until another date, and no additional fees will accrue if the facility and time requirements remain the same. However, this will be subject to the availability of the facilities on the subsequently chosen date.

9. Fellowship Hall Events

- a) Lock all exterior doors
- b) Wipe off all tables and clean up any large messes. Broom, dustpan and mop are in kitchen.
- c) If you have used the kitchen, please clean counter surfaces. Wash any pots or dishes you may have used and return them to their original locations.
- d) If you are using the large Hobart industrial dishwasher, instructions are posted by the Hobart. Please read and follow all steps. Follow shutdown instructions when you are finished. If you just have a few dishes, please use the smaller dishwasher (opposite microwave).
- e) Unplug the tall red warming oven if used (it is easily rolled out to find the plug).
IT IS VERY IMPORTANT that you unplug this oven.
- f) Be sure oven and all burners are off
- g) Turn off RED fan switch above stove
- h) Turn off all lights, including those in bathrooms

9. The Church property is under the general supervision of the Buildings and Grounds Committee of the FCPC Session.

- a) Specific permission is required for moving furniture or other heavy objects from one part of the building to another.
- b) Driving nails, screws or tacks into the walls or woodwork, removing Church property from the premises, or making any changes to Church property are prohibited.

10. No signage or posters for any organization other than for this church and its related programs shall be displayed on the property, in and out of the building, without the express permission of the Session or its designated Committee or Staff member.

11. Church requirements for use of the facility will take precedence; notification of conflicts will be made as soon as possible.

PLEASE TURN OFF HEAT/AC, TURN OFF ALL LIGHTS, AND LOCK ALL DOORS.