



RULES GOVERNING USE OF FALLS CHURCH PRESBYTERIAN FACILITIES

Church property and grounds are under the general supervision of the Building & Grounds Team of the FCPC Session. Questions regarding specific use should be addressed to the Office Administrator or Facility Manager. Church requirements for use of the facility will take precedence; notification of conflicts will be made as soon as possible.

1. **RULES:** 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 Governing Use are observed; for setting up for the meeting ("setting up" refers to any items provided by the facility user that requires setup 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.
2. **ARRIVAL/DEPARTURE TIME:** Groups should arrive and depart at the times specified in the Facility Use Agreement.
3. **SETUP/CLEANUP TIME:** Groups should anticipate the amount of time necessary for setup and cleanup and include this time in the Application for Use of Facilities.
4. **ROOM USE:** Approval is for use of the specified space and its furnishings only. Additional approval is required if more space is required. AV equipment and musical instruments belonging to the church are not available for use by groups unless by prior authorization. Room occupancy will not exceed specified capacity for that space.
5. **PROHIBITED:**
 - X** Smoking inside building. A cigarette butt receptacle is located at the entrance to Memorial Hall.
 - X** Alcoholic beverages inside the church building or on church grounds.
 - X** Helium balloons in Sanctuary, Fellowship Hall, or Fellowship Hall Loft.
 - X** Signage or posters inside or outside of the building without express permission of the Session or its designated Committee or Staff member.
 - X** Driving nails/screws/tacks into walls or woodwork, removing church property from the premises, or making any changes to church property.
 - X** Moving furniture or other heavy objects from one part of the building to another without express permission of Facility Manager or Office Administrator.
6. **DEPARTURE CHECKLIST:** Rooms shall be left in the same condition in which they were found, including:
 - ☐ Tables/chairs wiped clean
 - ☐ Floors broom-swept (or mopped clean as needed)
 - ☐ Trash taken to dumpster located in the west parking lot (recycling can remain in marked bins)
 - ☐ A/C or heat turned off as appropriate for each room
 - ☐ Windows and doors properly closed and secured
 - ☐ Lights turned off, including those in adjacent restrooms

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 Facility Manager or Sexton about location of cleaning supplies.
7. **CANCELLATIONS:** When a scheduled meeting/event is canceled, those responsible for the meeting are requested to advise the church office in sufficient time. A meeting may be postponed until another date and no additional fees will accrue, as long as the facility and time requirements remain the same. However, this will be subject to the availability of the facility on the subsequently chosen date.