

**Faith Presbyterian Church**  
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Rev. Lou Snead, Pastor

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## **FACILITY USE GUIDELINES**

Believing that God calls us to be good stewards of our church facilities, it is the desire of the session to share the benefits of these facilities with the non-profit, civic, educational and faith oriented communities around us as much as possible. We try to honor all facility reservations that meet our current policy statement which is in this pamphlet.

Please complete and return to the church the **Facilities Use Application or Wedding Service Request Application** and retain these Procedures for your records. For wedding requests, an additional Wedding Service Policies guideline also applies.

A church staff member will be in touch with you as soon as possible. If you have questions or would like to schedule a time to view our facilities, please contact the church at the above number.

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## *OUR CHURCH'S MISSION STATEMENT*

The mission of Faith Presbyterian Church is to be an inclusive and welcoming community sharing the good news of God's grace and love in the name of Jesus Christ and in the spirit of His life and teachings. We are committed to ministries of compassion and social justice in our diverse local and global communities. We seek to nurture, under the guidance of the Holy Spirit, a Presbyterian witness within our congregation and in the world around us. We welcome participation in the full life of the church by all persons, regardless of race, color, national origin, age, gender, sexual orientation, or physical ability.

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## FACILITY USE POLICY STATEMENT

THE FACILITIES OF OUR CHURCH ARE AVAILABLE AS SPACE IS AVAILABLE FOR USE TO CONGREGATION MEMBERS, AUSTIN AREA INTERFAITH MINISTRIES, WEDDINGS, AND NON-PROFIT ORGANIZATIONS OF THE COMMUNITY. IN ALL CASES, UNEXPECTED EVENTS OR NEEDS IN THE LIFE OF THE CHURCH WILL TAKE PRECEDENCE OVER ANY OTHER SCHEDULED EVENT WHICH MAY UNFORTUNATELY RESULT IN THE CANCELLATION OF THE RESERVATIONS.

USE OF FAITHPC FACILITIES ARE IN ACCORDANCE AND AGREEMENT WITH THE TERMS AND CONDITIONS AND CURRENT FEE SCHEDULE. UPON RECEIPT OF THE APPLICATION, THE BUILDING AND RESOURCES COMMITTEE (BARC) WILL REVIEW AND DETERMINE IF THE REQUEST(S) MAY BE HONORED. BARC WILL FORWARD REQUESTS TO THE FAITHPC SESSION (CHURCH'S GOVERNING BODY) FOR FINAL APPROVAL.

THE CHURCH DOES NOT CHARGE RENTAL FEES, BUT THE SESSION DOES REQUEST A DONATION FOR USE OF THE FACILITY SPACE AS OUTLINED IN THE TERMS AND CONDITIONS.

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# THE SESSION OF FAITH PRESBYTERIAN CHURCH

## FACILITY USE TERMS & CONDITIONS—July 2011

- A. Requests by individuals &/or families in our community to use our facilities will be restricted to religious celebrations and events (such as weddings and receptions). These requests will be considered in consultation with the pastor.
- B. Requests by religious groups, organizations & church agencies will be considered on the basis of compatibility with the mission of our church and our desire to avoid confusion over sponsorship. These requests will be considered in consultation with the pastor. Requests by ministries related to our church to use our facilities will be considered as “in-kind support” without a request for a donation to cover the utility and clean-up costs. Use of our facilities by related ministry groups for fund-raising activities will be approved only after authorization is granted by the Session of the church.
- C. Our church facilities are not for rent, but for a recommended donation to the church. Requests to use our facilities will normally be granted on a first-come, first-serve basis with the understanding that the church will receive a financial donation as outlined on the **Facilities Use Request Application** or **Wedding Service Policies**, to offset the utility and custodial care costs for the usage requested.
- D. No food or beverages can be brought into the Sanctuary, and no alcoholic beverages or smoking are permitted anywhere on the church campus.
- E. Use of facilities after 10:00 p.m. requires special permission from BARC.
- F. Requests for use of our church facilities begin with submission by an individual or group of a completed and signed **Facility Use Request Application** or **Wedding Service Request Application** to the Building and Resources Committee (BARC) of our church. BARC will normally serve as the Session’s agent in considering and negotiating requests for the use of our church facilities, to avoid conflicts for space and time, and to enforce any policy issues. Assuming no issues arise within these guidelines, BARC will make a recommendation to the Session to grant approval. Upon Session approval, BARC will see that event dates/times are scheduled on the church’s master calendar.
- G. In unusual cases, when a request cannot be brought to the monthly BARC and Session meetings for approval before the date of requested use, the BARC Chair may initiate an email review and vote by the committee and the Session. If necessary, the BARC Chair and Pastor may pre-approve a request, with a recommendation to be made to the Session as a post-event approval for insurance purposes.
- H. Permission to use the facilities does not include the use of church materials, equipment, or supplies. Tables and chairs may be used and must be returned to their proper place. Tables and chairs for use off church property can be requested on a case by case basis, by filling out the application form.
- I. The group contact person agrees on behalf of the group to abide by specific rules, guidelines, and conditions which will be provided upon approval of use of the facilities.
- J. The group agrees to the Supervised Child Care Policy stated below.
- K. The group is responsible for any damage to church property or equipment and is expected to pay for the repair or replacement of any such damage to church property or equipment.

L. BARC reserves the right to alter these policies without notice.

## **SUPERVISED CHILD CARE POLICY—July 2011**

The following policy has been adopted by the session of Faith Presbyterian Church because of our concern for the safety of children who are brought to our church campus, particularly by community and service groups using our facilities for meetings and events.

1. The child care needs of non-church groups is the responsibility of each group requesting use of our church facilities and the church is to be notified through the **Facilities Use Request Application** or **Wedding Services Request Application** when children accompany adults for meetings or events held at our church.
2. Any child/all children who accompany groups meeting at our church are to be supervised by an adult assigned by the group during the time period the group is using our church facilities. The name and contact information of the supervising adult should be given to church office prior to children being brought to our church campus.
3. Childcare that is provided by groups using our facilities is to be confined to the area(s) assigned for that purpose by BARC.
4. While the church does not assume liability for child safety by groups using our church facilities, any injury to a child while on our church campus and/or any child safety issues relative to child care being provided at our church facilities should be reported immediately to the church office.
5. Any group providing child care at Faith Presbyterian Church is responsible for honoring the property and the care of our church facilities by ensuring that the Facility Use Terms and Conditions are maintained.
6. The contact person for the group will attest on the **Facilities Use Request Application** or **Wedding Service Request Application** that these policies regarding the supervision of children during the use of facilities at Faith Presbyterian Church have been read and communicated to the group/organization.

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## **WEDDING POLICIES & PROCEDURES—July 2011**

*In addition to these general Facilities Use Policies, there are specific policies, terms and conditions concerning weddings. Please contact the church office for the specific weddings guidelines. Applicants for weddings at FaithPC are asked to submit only the **Wedding Service Request Application** and not the **Facility Use Request Application**.*

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