

ANSWERS TO FREQUENTLY ASKED QUESTIONS:

1. Applications **MUST** be submitted to use either facility at least **four** weeks in advance and no more than twelve months in advance of your planned event.
2. **ALL** events and use of any rental equipment must be approved by the Facilities' Committee.
3. In order for us to hold your date, your deposits (\$200) **MUST** be paid upon approval.
4. All remaining fees are due four weeks prior to an event.
5. We **DO NOT** offer a discount for additional days for facility usage. Example: Friday Set up and Saturday for the event.
6. We **DO NOT allow** use of the facilities on Sundays before 1:00 p.m., Wednesday evenings or on certain holidays (Thanksgiving, Christmas Eve and Day, New Years, Holy Week, etc.).
7. The front room at Revival is available for parties up to 125 people. The entire facility at Revival is available for parties up to 275 people. Due to Fire Code, we are unable to accommodate parties any larger.
8. The Revival facilities include 10 round (5ft.) tables that seat 8 each and 21 rectangle (6 ft.) tables that seat 6. We have 110 chairs.
9. We **DO NOT** provide linens, decorations, utensils, ice, etc. We provide a very limited amount of paper towels and garbage bags.
10. The user **SHALL NOT** drive nails, hooks, tacks, screws into any part of the premises. All decorations should be freestanding. Scotch, masking, duct tape, glue, etc. are not allowed on any surface. In no case will the facility be defaced, marred, or permanently altered. All decorations must be removed by the user by ending time.
11. No Rice, confetti, silly string, birdseed, etc. can be used in or outside of any of the facilities.
12. The Revival kitchen is catering style only. The stove may only be used for keeping items warm. No cooking outside or inside facility without approval.
13. Flameless candles **ONLY!!**
14. **ABSOLUTLEY NO ALCOHOL** can be served at the Rodgers Center!
15. We are **NOT** responsible for any items left after your event.
16. No vehicles or trailers allowed on the grass at Revival.
17. No inflatables allowed on the grass or in the building.

Sharon Hand is the coordinator for the Revival.

Any questions or concerns should be directed to her at smhand3302@gmail.com.



Building Community Use Policy

Our Fellowship buildings are open to the community for groups and individuals. These facilities are offered for use at the sole discretion of the Session of First Presbyterian Church in furtherance of its religious mission.

Applicable Laws and Rules.

1. The **front room** at Revival is available for parties up to **125** people. The **entire facility** at Revival is available for parties up to **275** people. Due to Fire Code, we are unable to accommodate parties any larger.
2. Any use of equipment/rentals other than what is provided must be approved by the committee.
3. All rental companies/vendors and caterers used must be licensed and insured.
4. No smoking, vaping, or any tobacco usage is allowed in ANY building. It is understood that if this rule is broken, it will result in the immediate termination of the event and loss of all deposits and fees.
5. There is to be no drug usage, sale, or possession not medically authorized. It is understood that if that takes place, it will result in the immediate termination of the event and loss of all deposits and fees.
6. Wine and beer may be served at the sole expense and responsibility of the host and only at the Revival. No beverage with alcohol content above 20% is permitted. No hard liquor is allowed as we do not carry a liquor license. The individual or organization requesting use of the facility shall insure the responsible and reasonable use of alcoholic beverages. Such individual or host is solely responsible for complying with all relevant laws and regulations and agrees to indemnify First Presbyterian Church in connection with any distribution or consumption of alcoholic beverages. In no case may alcoholic beverages be sold, nor may any person be employed or receive gratuities in connection with serving such beverages. It is understood that if this rule is broken, it will result in the immediate termination of the event and loss of all deposits and fees.
7. Possession of weapons and explosives are not allowed within any building or on the grounds. It is understood that if this rule is broken, it will result in the immediate termination of the event and loss of all deposits and fees.
8. Alteration and decorations: The user shall not drive nails, hooks, tacks, or screws into any part of the premises. All decorations should be freestanding. Scotch tape, masking tape, duct tape, glue, etc. are not allowed on any surface. In no case will the facility be defaced, marred, or permanently altered. All decorations must be removed by the user by the end of the event.
9. Restriction of use of fire and/or flames: No acts or performances will be staged in which fires or flames are involved. Open flame is strictly prohibited by fire code.
10. Noise limitations: It is agreed that all users must keep the noise associated with their event at a level that is respectful of our church neighbors.

Set Up and Clean Up.

1. It is understood that the user is to provide any linens, consumable products for serving food, cleaning products needed, etc. We provide a limited amount of paper towels, toilet paper, soap, and garbage bags.
2. It is understood that the user is responsible for taking out the garbage to the outdoor dumpster, regardless of the garbage bag being full.
3. It is understood that the user is responsible for removal and disposal of all leftover food. Please do not leave any crumbs, spills, etc.
4. It is understood the user is responsible for cleanup of any spills and to wipe off counters, tables, etc.
5. It is understood the user must secure the facilities prior to departing. This includes checking and locking all exterior doors and turning off all lights.
6. Make sure that all thermostats are set to auto and that the temperature for cooling is 78 / heat is 65.
7. All furniture, etc. must be placed where you found them. DO NOT PUSH furniture across the floors!
8. The basketball goal at the Revival is **NOT MOVEABLE!**
9. The key must be returned at the end of the event. **There will be a designated spot in the Revival for key drop off.** Please email the church office once your event is over at fpcathens@fpcathens.org.

**** In case of emergency or damage, the requester agrees to contact the appropriate authorities immediately and to report the emergency/damage to the Church as soon as practical. ****

I have read the "Building Community Use Policy" and agree to abide by it. I understand that I/we must pay a fee, a key deposit and a damage deposit prior to use and further that I/we will be financially obligated for any damage to the building, furnishings, or equipment through the use or abuse of the facility by the people I represent.

Signature: _____

Date: _____