FIRST PRESBYTERIAN CHURCH
510 West Ottawa Street
Lansing, Michigan 48933
Phone 517-482-0668

General Guidelines for Short-Term Use of Church Facility

The First Presbyterian Church of Lansing, Michigan, is committed to an extended program of outreach and service. To that end, we believe our downtown location and facilities afford us a unique opportunity to serve the local community.

Our space or any part thereof is available to the membership and the community at large for events that are consistent with the values of Presbyterian Church USA (PCUSA).

Individuals or groups in charge of activities not sponsored by the church may be required to cover the costs incurred in using the building.

RESERVING THE CHURCH FACILITY

Applications for use of the Church Facilities are available through the Church Office (517-482-0668).

1. All requests must be submitted electronically - **click here** or scan the QR code at the bottom of the form.

2. Completed applications will be reviewed for approval and the applicant will receive a response within 2-3 business days.

3. If the date must be changed after original confirmation, the office must be notified and a new date may be negotiated.

FEES AND DEPOSITS

A fee may be charged for the use of the facility. In some instances, deposits may also be required.

1. **All fees and deposits are due 30 days in advance. Fees are refunded if cancellation is made prior to the church incurring any expense. Fees not received on time may cancel your date.**

2. The recommended fees for use of the facility are **subject to individual review:**

Room	**4 hour rental**	**8 hour rental**
Litten Hall	$200	$300
Sanctuary	$200	$300
Molly Grove Chapel	$200	$300
Parlor/Library/Other Rooms	$100	$200
Kitchen	Check at time of request	Check at time of request

Important Notes
Custodial fees are included in hourly rentals. There is a $120.00 minimum for the custodian. Additional fees apply for technical support (audio/visual).

3. Groups are expected to leave the building in its original state by the stated hour or will face an additional charge and will not be invited to return to our space.

ROOM ARRANGEMENTS

1. Room arrangements are subject to change. If Chapel furniture rearrangement is desired, please arrange at least 30 days in advance.

GENERAL GUIDELINES

1. A representative of the First Presbyterian Church may be on the premises during facility use.

2. Alcoholic beverages and smoking are prohibited in the facilities and on the grounds.

3. Minors using the facilities must be accompanied by appropriate adult chaperones who shall be responsible for the actions of the minors and any damage to the building or property.

4. Persons signing the Usage Agreement must be at least 21 years of age.

5. Users of the facility shall be liable for damages resulting from negligent use.

6. Users of the facility shall comply with applicable fire and safety regulations and shall respect the physical elements of the facility.

7. Heating, ventilation, air conditioning, sound, special lighting systems, and other equipment installed in the church facility shall be operated only by persons authorized by the Building and Grounds Committee.

8. The use of nails, staples, screws, tape and the like are not permitted.

9. Church organs and grand pianos shall be used only as authorized by the Music Director or the Church Organist.

10. Any money collected for rent must be received as a donation to the church.

10/92
rev. 8/00
rev. 4/04
rev. 2/07
rev. 9/07
rev. 10/13
rev. 9/15
rev. 6/23
Rev. 11/25
Rev. 1/26

