

Jackson's First Presbyterian Church

Building Usage Policy

General Rental

General Rentals pay the full rental fee, any custodial costs associated with set-up and clean-up, and any potential utility costs. Fees are due at the time of application or upon finalization of the reserved time and date. In some cases, half of the fee may be waived until the day of the event. In cases of long term rentals other arrangements may be made that follow the intent of a reservation for the space (50%) and its later use (50%). The later use portion of the fee is refundable. All fees are for the Church and do not apply to the Hive. Hive costs are significantly higher (2x) on a square foot basis.

Church Member Sponsored Usage

Rental and other fees may be waived for Church member usage. The fees will be waived for uses when the building is normally occupied: typically during office hours, or after hours when the building is normally scheduled to be used (Monday evenings, Thursday evenings).

Mission Aligned Usage

The Mission Committee may waive fees for usages that the Mission Committee deems are part of the Mission of the Church. These uses will be for groups such as the Boy Scouts, Girl Scouts, AA, NA, and other community groups that work to benefit the community at large. Typically, these groups may provide a donation for the use.

Weddings

There is no fee for the use of the building for Church members for weddings. For weddings for non-members there is a fee. The fee is updated on an annual basis.

Funerals

There is no fee for the use of the building for Church members for funerals. For funerals for non-members there is a fee. The fee is updated on an annual basis.

Fees for Clean-up, Damages, & Security Costs and Dispute Resolution

In cases where damages are found after an event or clean-up or security costs are incurred that were not anticipated a request for reimbursement will be made of the appropriate group. The group may respond to the appeal for the cost to rectify the issue. The dispute will be decided by the Property Committee, Finance Committee, and Minister. Failure by the group to compensate for damages as ultimately determined by the aforementioned committees will result in an end to any future building use.

Failure to pay fees.

If a party fails to pay a fee for the use of the building or for damages or cleaning incurred, there will be no further use of the building until the fees are paid up.

Not for Profit

In no case is the building to be used for events that make a profit. Groups using the building **must be** a non-profit organization (501(c)(3), 501(c)(4), social advocacy organization, or charitable foundation). Documentation of the organization must be attached to the Rental Agreement. An Attestation that there is not financial gain by an individual, social advocacy organization or charitable foundation is acceptable, if (501(c)(3), or 501(c)(4) documentation cannot be provided.

Jackson's First Presbyterian Church
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**FIRST PRESBYTERIAN CHURCH OF JACKSON
2023 BUILDING USE CONTRACT**

Name of Group: _____
Contact Person: _____
phone: _____
e-mail: _____

Date(s) of Event: _____ (or see attached)
Time of the Event: _____

Building usage outside of normal business hours, may require additional charges for security, and utilities.

Purpose of Event: _____

Not For Profit Documentation: Provide Copy of (501(c)(3), 501(c)(4), or letter attesting to not for profit status.

Key/Code: _____

Security system charges will be passed on for alarm activation that is not resolved on a timely basis with Comtronics.

Room(s) to be used: _____

Building Usage Fee: _____

see chart

Waived: Y/N

Date Paid: _____

If yes, member name: _____, or

Mission Committee Approval: _____

Date: _____

Additional Fees: _____

Conditions for use:

All Groups are limited to the area they have contracted to use. However, access to restrooms is always available. Any breakage or damage should be reported immediately, compensation may be required. Rooms used by a group are expected to be left clean and in good order, with trash disposed of in containers provided. Failure to keep the room clean or clean up after use, may result in a cleaning fee. If trash containers are filled, then trash should be disposed of in the dumpster in the back of the parking lot.

Responsible Party: _____

Date: _____

Printed Name: _____

Title: _____

Church Representative: _____

Date: _____

Printed Name: _____

Title: _____

The Building Use Contract is good for no more than one year. Building Usage Fees are reviewed and adjusted annually by the Session.