

**FIRST AND CENTRAL PRESBYTERIAN CHURCH  
BUILDING USE POLICY AND FEES  
(Effective August 12, 2019)**

**POLICY**

**Who may use First and Central Presbyterian Church's facilities?**

First & Central facilities are available for use by not-for-profit groups and individuals whose intended use is consistent with the mission and vision of First and Central Presbyterian Church. Facilities may be available for other groups and individuals upon approval of Session (governing body) and negotiation of fees.

**How is the facility reserved?**

A **Building Use Form** may be obtained from the church office or First & Central's website, [www.firstandcentral.org](http://www.firstandcentral.org). This form must be completed and returned to the church office in order for use of the facility on the requested date(s) to be confirmed. Approval of the Session of First & Central Presbyterian Church *may* be required for some events.

**Are there fees for the use of First & Central's facility?**

Yes, fees are necessary to help defray church costs and appropriately pay First & Central personnel. See **Schedule of Fees** below.

**Are there other policies that those requesting to use the building need to know?**

- A First & Central custodian or other staff person must be present during all events held on the premises.
- Some events, for example concerts and large meetings, may require set up, breakdown, and/or clean-up by First & Central staff during hours not included in the time reserved for the event. Additional staff hours needed for these efforts will be, at First & Central's discretion, billed at the hourly rates found in the **Schedule of Fees**, and are in addition to fees for coverage provided during the event.
- First & Central's facility is smoke-free. Smoking is prohibited everywhere in the building and on its grounds. The possession or use of any illegal drug, alcohol, or weapon, licensed or not, is also prohibited in the building and on its grounds. Violation of this rule may lead to removal of the offending person(s) and possible termination of the event.
- The use of electrical and audio/visual equipment must be arranged with First & Central's Building Manager.
- The kitchen is a "holding kitchen" only. Food items may be warmed or refrigerated in the kitchen, but no food preparation or cooking is permitted. All food must be brought in ready-to-eat. Reserving only Memorial Hall for any event other than a concert reception does not include use of the kitchen.
- First & Central is not responsible for the loss of any personal property by building users or their guests.

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**What are First & Central's regular hours?**

Normal hours of operation are:

Monday-Thursday: 8:30 a.m. – 9:00 p.m.

Friday: 8:30 a.m. – 3:30 p.m.

**How and when should fees be paid?**

Building use fees must be paid to First and Central Presbyterian Church, via check or cash prior to the day of the scheduled event unless other arrangements are agreed to in advance. Any fee for additional staff hours (for example those needed for set-up or breakdown) that were not included in the initial payment will be billed by First & Central and are due upon receipt of the invoice.

**NOT-FOR-PROFIT AND INDIVIDUAL  
SCHEDULE OF FEES**

**For MEETINGS (up to two hours) by groups *not* related to First and Central Presbyterian Church.**

**Room:**

DuVal Room (seating capacity 30)	\$ 50.00
Memorial Hall (seating capacity 200)	\$100.00
Holding Kitchen (no cooking permitted)	\$ 50.00
Room 208 (seating capacity 20)	\$ 50.00
Choir Room (seating capacity 30)	\$ 75.00

Fees for longer times, for events other than meetings, for rooms not listed, or for times not during regular hours are by special arrangement.

**For CONCERTS by groups *not* related to First & Central.**

It is assumed that concerts will NOT take place during regular hours.

Use of Sanctuary (seating capacity 350)	
Includes one 2½ hour rehearsal during regular hours	\$200.00
Extra rehearsals, each	\$ 75.00
Use of Steinway grand piano and/or organ	Included
Tuning of piano (to be arranged by First & Central)	\$130.00
After-concert Reception, including use of holding kitchen	
Memorial Hall	\$100.00
DuVal Room	\$ 50.00
Personnel Costs (2-hour minimum)	
Custodian	\$20.00/hour
Building Manager (at church's discretion)	\$30.00/hour

**For WEDDINGS**

Please see separate wedding policy booklet and fees.

**For MEMORIAL SERVICE/FUNERALS,**

Sanctuary:	\$200.00
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Additional fees will apply for custodians, musicians, reception, etc.

This policy and quoted fees are subject to change without notice.

Circumstances not addressed by this policy may be accommodated by First & Central and should be discussed first with its Building Manager who will bring any requests to the Head of Staff and Session as needed.

First & Central's Head of Staff is responsible for administering this policy.

## Building Use Form

First & Central Presbyterian Church  
1101 North Market Street  
Wilmington, DE 19801  
Phone: 302-654-5371

### Complete and return to request reservation

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_

Contact phone \_\_\_\_\_ e-mail \_\_\_\_\_

Event Description \_\_\_\_\_

Requested date of use \_\_\_\_\_ Time of Event \_\_\_\_\_

Building Use Start time \_\_\_\_\_ Building Use End time \_\_\_\_\_

Room(s) requested \_\_\_\_\_

\_\_\_\_\_

Rehearsal dates and times (if applicable) \_\_\_\_\_

Approximate number of participants/ audience members \_\_\_\_\_

Approximate number of performers or presenters \_\_\_\_\_

Total Fee (From Fee Worksheet) \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Not-for-Profit and Individual  
Fee Worksheet**

USAGE	FEE	COST
<b>Meeting Room Use</b>		
_____ <i>DuVal Room Meeting</i>	\$ 50.00	_____
_____ <i>Memorial Hall Meeting</i>	\$100.00	_____
_____ <i>Holding Kitchen</i>	\$ 50.00	_____
_____ <i>Room 208 Meeting</i>	\$ 50.00	_____
_____ <i>Choir Room</i>	\$ 75.00	_____
_____ <i>Other Meeting Room</i> _____	_____	_____
<b>Concert Use</b>		
_____ Concert in Sanctuary	\$200.00	_____
_____ Extra rehearsal (s) # _____ X	\$ 75.00	_____
_____ Steinway piano tuning	\$130.00	_____
_____ Memorial Hall Reception	\$100.00	_____
_____ DuVal Room Reception	\$ 50.00	_____
<b>Memorial Service Use</b>		
_____ Sanctuary	\$200.00	_____
<b>Personnel Costs</b>		
_____ hours Custodian Coverage @	\$20.00 /hour	_____
_____ hours Building Manager Coverage @	\$30.00 /hour	_____
<b>TOTAL</b>		_____

**Please return this worksheet with your completed Building Use Form  
to First & Central**