

1. **Policy**

It is the policy of the Session that Falls Church Presbyterian Church (FCPC) facilities be made available to various nonprofit and selected for-profit groups (collectively, "Groups") for activities outside the immediate life of FCPC, as long as these Groups and their activities are consistent with the principles and best interests of FCPC. Nonprofit Groups must provide a copy of their 501-C(3) registration, unless waived.

2. **Fee and Security Deposit**

Groups are required to pay a fixed fee to help defray the cost of operations. The fee schedule shall serve as a guideline to setting the fees to be paid by Groups using FCPC facilities. Additionally, any Group using FCPC facilities may be required to post a security deposit as set in the FCPC Facilities Fee Schedule. Following the event, if the Facilities Manager determines that the facilities have not been left in satisfactory condition, he or she shall deduct the costs of cleaning, restoration, and other expenses from the deposit, and return the remaining amount to the Group. If the facilities are in satisfactory condition, the entire amount of the deposit shall be returned.

3. **Groups Charging Fees**

Groups that hold events in FCPC facilities may charge a fee or seek a donation as a condition for admission to such events and activities. These Groups shall be considered For-Profit Groups. If no fee or tuition is charged for space used, nonprofit rate may apply.

4. **Insurance**

Any Group using the FCPC facilities will be required to obtain liability/property damage insurance in advance of use and to provide certification of such insurance to the FCPC office. This insurance shall be in the amount of \$1,000,000 and

- a) absolve the Falls Church Presbyterian Church and church staff, church volunteers, church trustees, and other Falls Church Presbyterian Church occupants of any responsibility for injury to persons participating in activities of the Group or damage to the property of the Group or its members,
- b) assure that any repair/replacement expenses related to damage of the Church property occasioned by the Group or any member thereof will be fully reimbursed to the Church, and
- c) assure protection to the Church and sponsoring Group against third party public liability/property damage actions that may be brought against the Church and the sponsoring Group jointly or severally. Any Group requesting use of Church facilities will be informed of Rules Governing the Use of the Building ("Rules") and given a written copy of the Rules for pre-approval consideration.

5. **Child Protection Policy**

Similarly, any Group using the Church facilities for activities involving children will be given a copy of the FCPC Child Protection Policy (CPP) and required to register, with the FCPC office, all adults that will be acting in a leadership, guidance, teaching, counseling, chaperone, or transportation role for the event prompting the facilities request. Registering with the Church office ("CPP Registration") entails providing the requested information (for each applicable adult) on the form included in the CPP document and submitting these forms at the time of facilities use request.