

First Presbyterian Church
Lowville, NY 13367

CHURCH USE BY GROUPS OR INDIVIDUALS

The use of all facilities of the First Presbyterian Church, Lowville, NY shall be subject to the approval and rules of the Session.

The church office will approve the use of facilities after the review of the Pastor. The church office is expected to inform the Session monthly of all Building Use and must consult with the Session for Unusual Requests. When required by Session, users must provide a certificate of insurance to the church prior to use.

Facilities Use Procedure

1. All those requesting use of the building will be directed to fill out the Building Use Request Form* and submit it to the office.
2. The Secretary will check the calendar and will pass on requests to the Pastor if the request can be accommodated.
3. The Pastor will review the use form and will instruct the secretary to respond with approval or denial of requests. If the request is deemed unusual, it will be passed on to the session.
4. Before each Session meeting, the Secretary will pass on approval information to the Clerk monthly so that the Session is informed.

Facilities Use Rules

1. All posted rules and occupancy numbers must be adhered to.
2. No alcoholic beverages other than communion wines are allowed on church property.
3. No smoking is allowed in any church building.
4. Organizations using the facilities must clean up after use or the user will be billed for the cleanup services.
5. If church personnel are not available, the user is responsible to see that all doors are locked and lights turned off when leaving.
6. Any damage to the church facilities shall be promptly repaired at the user's expense
7. Any organization with youth under 18 years old requires the presence of adequate adult supervision (minimally two adults) at all times.

*Form available at church office or online.