1. Title: Church Use Fee Schedule

2. Purpose:

The church may charge for the use of its facilities (rooms, gym, etc.) according to the following policy. Such charges require the use of a *Church Use Fee Schedule.* This policy provides for establishing and maintaining the *Church Use Fee Schedule.* The reason for a charge is to recover the church's operational expenses. The intent is not to make a profit but is to charge an amount for recovering costs based on a pro rata cost for utilities, facilities maintenance and custodial care.

3. Policy:

3.1 There shall be no charge for the use of the church's facilities by the church's organizations and by affiliated organizations.

3.2 The church shall charge for the use of its facilities by *outside organizations*.

3.3 The Session shall establish a *Church Use Fee Schedule* which shall be used for determining the amount to be charged for the use of the church's facilities.

3.4 The Administration Ministry shall annually review the *Church Use Fee Schedule* and recommend any needed changes to the Session for its approval.

3.5 The fee schedule shall be based on an analysis of the church's costs for operating and maintaining the church's facilities.

3.6 Any waiver of a fee or reduction in a fee as specified in the *Church Use Fee Schedule* requires a 45 day advance request to the Session for its approval. Such requests must be in writing and give a justification for waiving of the fee or reduction in the fee.

4. Definitions:

Affiliated Organization - An "affiliated organization" is a ministry that either has a separate legal existence from the church but whose leadership is inter-related and connected to the church and whose purposes are integrally connected to the ministries of the church. From time to time the Session will designate organizations as "affiliated organizations." A sponsored Boy Scout Troop would be an affiliated organization.

Church Use Sponsor - A “Church Use Sponsor” is a FPCC member who is responsible for overseeing the use of the church’s facilities for a specific facility-use request and is authorized by the approval of the Church Use Form, FPCC 05101. This individual is responsible for being on-site during the event and is responsible for the event - opening, safety, lighting, alarms, locking up, and coordination or performance of custodial requirements. He serves as an agent of the Administration Ministry.

Outside Organization - An “outside organization” is any organization that is not officially sponsored, funded, or organized by a governing body or ministry of the church.

5. References:

- Operations Policy Statements 05.10, 05.11.

6. Applicability:

- The Administration Ministry is responsible for revising this OPS.
- The Session is responsible for approving the *Church Use Fee Schedule*.

7. Procedures:

7.1 The Administration Ministry shall use the church’s facility operational costs and consider any other related information for proposing church-use fees.

7.2 The Administration Ministry shall annually review the *Church Use Fee Schedule* and submit to the Session its recommendation for fees and any recommended change(s) in fees with supporting narrative.

7.3 The Session shall establish and revise the *Church Use Fee Schedule* at its discretion.

7.4 The Administration Ministry shall publish the Session’s-approved *Church Use Fee Schedule* including any amendments thereto as Appendix 4 of the FPCC Manual of Operations.

7.5 The Church Administrator shall use the *Church Use Fee Schedule* for determining the fee/charge for using a church’s facility.

8. Review Schedule:

The review date for determining if a revision is necessary is the anniversary of the effective date.

9. Approval:

Session approved this OPS on the above effective date.