First Presbyterian Church, Albany
Space Sharing Guidelines and Policy
Revised 2-20-2026

First Presbyterian Church (First Pres) is glad that you are interested in using our buildings. We value opening First Pres for use by community groups and individuals whose goals are consistent with the Church's mission to provide for the common well-being of our community. We have a large sanctuary, event spaces, meeting rooms, and a kitchen available for long-term and short-term rentals. In order to accommodate Church programs and community needs, the following policy has been established by the Session (the church governing board.)

Description: Our facilities can accommodate a variety of special events from concerts and baby showers to corporate retreats and nonprofit offices. Community groups can rent rooms on a monthly basis for various support groups; teachers can rent space to give workshops; an organization can hold meetings they can't accommodate in their own space. Have an idea, let's talk about it!

Accessibility: Our facilities (except the basement) are accessible. There is an accessible ramp at the Willett St entrance which provides access to the whole building. Off the parking lot, there is an accessible entrance to the building that leads to an elevator that permits access to all floors (except the basement). There is a gender-neutral restroom that is accessible.

Parking: Situated in downtown Albany, we are fortunate to have a 16-space parking lot. During the day, 7 spaces are available. In the evening all the spaces are usually available for your event, but some limitations may occur. There is also street parking. During the day, street parking is limited to 2 hours; after 6pm there are no limits.

Insurance: A certificate of insurance may be required for their event, naming First Presbyterian Church as an additional insured. If an event includes the services of a caterer, or other vendor, they too, must provide certificates of insurance.

Uses: We offer our building for your use specifically for the purposes you have described to us. You are not permitted to use our building for purposes or events that have not been previously approved by us. No alcohol is permitted in our building by outside groups. No illegal activities are allowed. No Smoking is allowed inside, or within 30 feet of, the facilities at any time.

Building Access:

- If you are using the building during regular office hours (Monday-Friday, 9:30-2:30), our Office Administrator will let you in.
- If your event falls outside of those times, someone from your group ("responsible person") will need to be responsible for unlocking and locking up/securing the building.
- The responsible person will receive a QR code to unlock the outside door and a code to arm/disarm the security system. The responsible person will need to meet with the Office Administrator to be shown how to work the security system during church office hours up to three (3) business days before the event.
- During your event, if you have any doors unlocked, you need to station a person at the door to monitor who comes into the building.

Rooms: We ask you not to use other rooms in the church that are not a part of our agreement with you (except, of course, the bathrooms!). Please do not make use of our kitchen unless we have explicitly given you permission to do so. If you find yourself in need of additional or different space, please contact your FPC emergency contact before relocating yourself. We also ask that you not borrow furniture or equipment from other rooms without permission. Please do **not** move any wooden pews in any room.

Piano and Organ: Use of a piano or organ requires permission of the church's Music Director. The pianos are routinely tuned. If piano tuning is desired, it will be performed by a person chosen by First Pres and at the expense of the Space Sharer. Except when the piano is included in the Space Sharing Contract, the protective covers must remain on the pianos.

Audio Visual equipment usage:
First Pres has a projector and screen which are available to use. First Pres has audio recording, video recording, and live streaming capability. There is a fee associated with this equipment as well as an AV Technician expense. See later in this document for those details.

Food and Drink: If you would like to offer food and drink at your event, please ask us for permission in advance. No alcohol is permitted in our building by outside groups without explicit permission.

Safe Sanctuary Policy: We ask all groups to follow the procedures our church has adopted designed to assure the safety of children, youth and vulnerable adults in our building. We expect that children (infant through age 17) will be supervised by at least two responsible (unrelated) adults at all times while in our building. If childcare is to be provided, a separate room must be reserved for that purpose. Please note that if your group has children, they must be supervised at all times and not allowed to roam the building and/or go into any room not secured in your agreement.

Set up and Clean up:

The Space Sharer is responsible:

- For set-up and break-down of all tables and chairs used at functions
- For returning the facility to the condition in which it was received
- For placing all furniture back in its original position
- For cleaning all silverware, mugs and plates used.
- For running the dishwasher if used.
- For removing all garbage and recyclables from the building after the event and placing it in the trash and recycling cans outside the building
- For removing any personal or group property. If not recovered within 2 weeks of the event date, it will become the property of First Pres and may be disposed of
- For turning off all lights and appliances when leaving
- For locking all doors when leaving
- For returning all cleaning supplies and equipment to the janitor's closet
- At the conclusion of the function, the Space Sharer must sign a completed clean-up checklist and leave it in the bin on the Main Office door.

Displays and Decoration: Please **use only** non-permanent ("painter's") tape to attach displays and decorations to smooth walls. Attach **nothing** to the wooden walls. Please do not use sequins or glitter; and avoid using markers to write on pages stuck to walls. Do not move any wooden pews in any room.

Building Maintenance: We do our best to keep our building clean and maintained. If you see anything that is broken or needs attention, please let the Office Administrator know and we will do our best to remedy the situation.

Please respect our neighbors: Our church is located in a residential neighborhood. We do our best to be good neighbors and ask that you do the same. Please don't make a lot of noise in our parking lot, especially in the evening. And please be aware of the sound level of any indoor events, especially if the windows are open.

Reserving Space and Payment:

- Use of the building must be approved and scheduled in advance through the church office. Fill out a Space Sharing Request and submit it to our Office Administrator.
- The Office Administrator will let you know when the request is approved - usually within a few days.
- Once approved, the Space Sharing security deposit and insurance paperwork are due, if applicable.
- Full payment is due one week before your event unless other arrangements are made.

Security Deposit: All Space Sharers are required to post a security deposit. The security deposit will be held for ten (10) days after the event. The way in which you leave the space will be the basis on which the security deposit will be returned: Costs incurred to repair damages to the building, its contents and surroundings, extra cleaning and other reasonable costs as determined by First Pres will be deducted from the security deposit. Liability for the cost of damages is not limited to the amount of the security deposit, and the deposit is not part of the reservation or rental fees.

Weddings and Funerals:

Weddings and funerals are scheduled through one of the pastors who will inform the church office.

Caring for the environment:

We are committed to reducing our use of plastic and minimizing waste. We would prefer Space Shares to use FPC's plates and silverware and mugs instead of bringing disposable items. When touring the space, the Space Sharer will be shown where these are located. If used, the Space Sharer must clean – either by hand or in the dishwasher. Dishwashers must be started before leaving.

Announcements/Publicity:

Any event announcements or advertising by other than a First Pres-affiliated group or First Pres sponsored event is to identify the location as Room Name (e.g., Assembly Hall), 362 State St, Albany. If the First Pres name is used for a non-affiliated group, or unsponsored event, any material on which it is used must state "This event is not directly sponsored by First Pres."

Wi-Fi Capability:
There is Wi-Fi capability throughout the building.

Tables and chairs available for Space Sharing:
These items are available to reserve to use for a group. You are responsible for setting up and taking down. (a fee may apply*)

- 8 round tables (4') which can seat 7 people each
- 5 rectangle tables (8') which can seat 8 people each
- 5 rectangle tables (6') which can seat 6 people each
- 125 chairs
- Screen*
- Projector*
- Moveable white board/paper easels (paper and markers not included)

Space Sharing Rates:
Below is a chart showing the current space sharing daily rates. Organizations aligned with our mission may be eligible for further discounts at the discretion of FPC.

This is the daily rate. Other time periods are open for discussion (block of hours, weekly, monthly, etc.)

Room	Non-profit rate	Business rate
Sanctuary	$225	$450
Assembly Hall	150	300
Kitchen	75	150
Rose Room	100	200
Library	75	150
Nursery	100	200
Preschool Room	75	150
Youth Room	75	150
Art Room – Galilee Gallery	100	200
Media Theatre – Jericho Theatre	100	200
PA usage	See below	See below
Projection/Screen usage	See below	See below
AV Tech	See below	See below
Security Deposit (if applicable)	250	500

AV Equipment	Cost per day	Notes
4K Projector & Screen	$100.00	For use in Rose Room
6000 lumen, 4K projector & screen	$250.00	For use in Assembly Hall or Sanctuary
Wireless handheld microphone	$25.00	Max of two wireless microphones
Lapel microphone	$25.00	Max of one lapel microphone
Wired handheld microphone	$25.00	Max of four wired microphones
Choir microphone on stand	$25.00	Max of four condenser, choir microphones
Direct Box for electronic instruments	$25.00	Max of three (e.g. to connect an electric guitar).
Livestreaming to YouTube in Sanctuary	$250.00	Includes AV tech to run livestream
AV setup & tear down	$200.00	**Mandatory**: includes instruction on all the equipment prior to the event. AV tech on call, 1 hr response
AV technician onsite (up to 4 hours)	$250.00	Optional, but recommended. Will monitor & adjust sound levels throughout event, run projector, etc.
AV technician onsite (4-8 hours)	$500.00	Optional, but recommended. Will monitor & adjust sound levels throughout event, run projector, etc.
WiFi throughout building	included	

Rooms available for space sharing

First Floor

Assembly Hall with Stage (2665 sq. ft.; 47 x 43’2” and 22’6” x 24’4”)

- carpet over hardwood
- Microphones and Speakers
- Baby grand piano
- Direct access to storage/closet space
- Includes a stage area
- Tiffany windows
- Occupancy (fire code) for entire space is 250
- Can accommodate 100 seated at tables

Sanctuary (6667 sq. ft.; 90’11” x 73’4”)

- carpet over hardwood
- Microphones and Speakers
- Audio recording available
- Live Streaming available
- Video recording available
- Music stands
- Baby grand piano
- Operational organ with moveable console
- Timpani drum
- Occupancy for entire space is 325

Library (248 sq. ft.; 14’4” x 17’4”.).

- carpet over hardwood

Rose Room (1364 sq. ft.; 24’11” x 54’9”)

- carpet over hardwood
- can accommodate up to 42 people seated at 6 round tables (w/ rectangle serving table)
- can accommodate 50-60 chairs (no tables)

Rose Room Fireside (681 sq. ft.)

- Faux fireplace

Rose Room Kitchenside (681 sq. ft.)

- Room A/C
- Baby grand piano

Kitchen (440 sq. ft.; 13’ x 25’ and 7’ x 17’)

- 10 burner stove with two ovens and fire suppression over the stove
- two fridges; one with freezer
- three residential dishwashers
- four sinks
- stainless steel counter

Second Floor

Preschool room (339 sq. ft.; 13’2” x 25’9”)

- carpet over hardwood

The Youth Room (353 sq. ft.; 13’11” x 25’5”)

- carpet over hardwood
- Smart TV (internet-bluetooth connectivity)
- Room A/C

Nursery (470 sq. ft.; 17’3” x 27’3”)

- carpet over hardwood
- Room A/C

Third Floor

Galilee Gallery (600 sq. ft.; 28’11” x 20’9”)

- Hardwood floor
- Room A/C
- Sink in room
- Chalk board
- art supplies

Jericho Theatre (558 sq. ft.; 27’3” x 20’6”)

- carpet over hardwood
- theatre seats & room darkening shades
- popcorn machine
- live streaming available
- Projector & screen