

## Use of Church Facilities Policies and Procedures

*All persons or groups using the church facilities are expected to clean up, return things to their proper place, shut off all lights, and lock all exterior doors.*

**BUILDING USE APPLICATION FORMS:** A completed Building Use Application and all relevant fees and deposits are due when reservation is made. Standard use of the building and/ or grounds must be scheduled through the office manager during regular office hours and require approval by the Pastor. The Facilities Committee must approve any long term or unusual requests. An up- to-date Certificate of Liability Insurance is required for all For-Profit Organizations.

**NON-REFUNDABLE FEES:** Since both use of the church facilities and scheduling are a cause of extra expenses to the church, nonrefundable fees are charged at the time of scheduling. Nonprofit groups who meet regularly at the church, whose purpose is the support and caring of persons with common concerns (Al-Anon, Overeaters Anonymous, Women's Network, etc.), will not be asked for a regular fee. Such groups may wish to make an annual or semi-annual donation to the church according to their ability.

**KEYS:** Any authorized person/ group using the church building when the office is not open must arrange for key pickup and return to the church office within 1 week of the event. Key may also be returned to the wooden box outside of the office. A refundable deposit is required, and will be returned within 2 weeks of receipt of the key.

**DAMAGE/CLEAN-UP DEPOSIT:** A refundable damage deposit is required with the completed Building Use Application. Portions of the deposit will be retained to compensate for any damages or additional clean-up [i.e. music stands, programs, tissues, food crumbs, etc.] and/or set-up costs attributable to the person/ group. User will be billed for damages not covered by the deposit. Upon satisfactory inspection of the facility after use, the damage deposit will be returned to the person/ group within 2 weeks of the event date. When using the Kitchen, dishes must be washed and garbage collected and taken out to the dumpster/recycle bins in the parking lot.

**TABLES AND CHAIRS:** First UCC staff is not responsible for setting up the facilities. Setup and take down of tables or chairs are the responsibility of the person/ group using the facility. The room[s] used must be returned to their original set-up configuration when the activity is ended. First UCC does not have a custodian on staff to assume those responsibilities.

**LIABILITY:** Persons or groups using church facilities will be liable for any damage resulting from their use.

**SUPPLIES:** Church linens, towels, and other supplies are to be used for church activities only. Outside groups, wedding parties, etc. are expected to provide their own supplies.

**WEDDINGS, FUNERALS, OR MEMORIAL SERVICES:** Use of the church facilities for weddings, funerals, or memorial services must be scheduled through the minister first, then the church office.

**TABLES, CHAIRS, COFFEE POT:** The office manager may give permission to members and friends of the congregation to borrow tables, wooden folding chairs, or one 55 cup aluminum coffeemaker, provided such use does not interfere with church needs. The borrower must furnish the church office a list of the items to be borrowed, including quantities, date to be picked up and returned, and the name, address, and phone number of the responsible party. These loans should be for 24 hours or less, or subject to immediate return in case of unexpected church needs.

**ELECTRONIC EQUIPMENT:** Electronic equipment is not available for loan and must not be removed from the church building.

**OTHER CHURCH PROPERTY:** Unless specific permission is granted by the Trustees, no other church property is to be loaned out or removed from the grounds for use elsewhere.

**SMOKING, ALCOHOLIC BEVERAGES, AND GUNS ARE PROHIBITED ON FIRST UCC PREMISES. PERFUMED FRAGRANCES ARE DISCOURAGED SO ALL WILL FIND FIRST UCC A WELCOMING AND HEALTHY SPACE TO WORSHIP AND ATTEND EVENTS.**

**FIRST UNITED CHURCH OF CHRIST**  
300 Union Street, Northfield, Minnesota 55057

**Building Use Application**

Today's date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work): \_\_\_\_\_

Date/s needed: \_\_\_\_\_

Time: \_\_\_\_\_

Room requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

Will food be served? \_\_\_\_\_

Number expected: \_\_\_\_\_

Other Forms attached to Requestor's copy (*please check*)

\_\_\_\_\_ Additional copy of Policies and Procedures (*see other side of this form*)

\_\_\_\_\_ Child Care Policy

**Non-Refundable Fees - Facilities:**

**NOTE: All fees are due at time of application**

- \$35.00 Classroom or lounge
- \$50.00 Assembly Room
- \$50.00 Kitchen and Assembly Room - minimal use
- \$100.00 Kitchen and Assembly Room - meal prepared in kitchen
- \$50.00 Use of Sanctuary (members and friends; approval required)
- \$250.00 Use of Sanctuary (by others; approval required)

**Refundable Fees:**

\$50.00 Key Deposit

\$100.00 Damage Deposit

**Additional fees may be charged beyond the basics or for damages and or extensive clean up necessary after use of facilities.**

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**Please see the Wedding Use or Funeral Use Forms if you are requesting use for a Wedding/Covenant Service or Funeral**

Total amount due:

\$ \_\_\_\_\_

(Signature): \_\_\_\_\_

**For Church Office Use**

Amount paid: \_\_\_\_\_ Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

Keys Checked out: \_\_\_\_\_ Key Deposit: \_\_\_\_\_

Pastor Approval: \_\_\_\_\_ Date: \_\_\_\_\_