



## 4.001 Building Use Policy

Revised: 10/17/2006

**Weddings.** The policies for the use of Church facilities for weddings are set forth in the manual, "Weddings at University Christian Church," and the associated fee schedules for members and non-members. The manual and fee schedules may be amended by the Church Board.

**All Other Use.** All other uses of UCC facilities that are not directly associated with activities of the UCC Congregation and its established groups shall adhere to the policies stated below. These policies and associated fee schedules may be amended by the Church Board.

1. Priority for the use of Church facilities is as follows:
  - Community emergencies or disasters
  - Church-related activities and member requests, other recognized denominations and religious organizations.
  - Contract holders
  - UT activities
  - Other groups
2. Groups requesting use of building space shall have purposes that are compatible with the nature and mission of this congregation and the Christian faith. "For profit" activities shall not be granted use of Church facilities except for cases specifically approved by the Church Board where extenuating circumstances demonstrate its desirability.
3. No less than 30 days prior to the first use of any Church facility, a request form shall be filed with the Church office and shall contain the following items at a minimum:
  - a. Name(s) of person(s) or organization to use the facility; mission and purpose of organization.
  - b. Names and phone numbers of persons in charge (officers/owners).
  - c. Authorized activities to be conducted at UCC.
  - d. Dates and times of use.
  - e. Location (area or facility) requested for use.
  - f. Charges and/or fees; method of payment.
  - g. Signature of at least one of the officers in charge of the organization.
  - h. Signature of UCC minister or Executive Cabinet officer authorizing the building use.
  - i. Date the document is signed and/or filed.
4. Authorization for the use of Church facilities shall be granted by Senior ministers, or by the Executive Committee, or by the Board.



5. The Church Sanctuary and Chapel shall be used only for worship, prayer meetings and religious ceremonies, music performances or presentations, unless specifically approved by the Board. Worship and prayer meetings in the Chapel or Sanctuary shall be exempt from all normal fees and chargers with approval.
6. Permission for use of the building shall be obtained and communicated at least two weeks prior to the date desired.
7. Permission to use the Church facilities in an emergency may be granted by a Senior minister or the President of the Congregation.
8. All approved groups or individuals shall sign a “hold harmless” statement releasing the Church from any responsibility for injuries sustained while on Church property. This statement shall be attached to the request form or contract.
9. Groups approved by the Board for scheduled long-term use of any Church facility shall sign a contract or letter of agreement defining the terms of use.
10. All persons and/or organizations approved for use of Church facilities shall be required to pay applicable building use fees, lock-up fees, and energy charges as established by the Building Use Fee Schedule. The fees and charges are established to recover the cost of actual expenses incurred, and any discount or waiver granted represents an assumption of these costs by UCC in support of the activities of the person and/or organization.
11. The UCC Board may authorize waivers or discounts of any specific fee and/or charge if the mission and activities of the organization are determined to be so consistent with the mission and goals of the UCC Congregation that support of the group is warranted.
12. All fees and charges shall be paid prior to use. If the facilities are not used, all money will be returned provided 48 hours notice is given. If 48 hours prior notice is not given, the lock-up fee shall be retained and all other money returned.
13. Mistreatment of facilities or failure to comply with these policies will result in forfeiture of the use of the facilities and possible charges for damages.
14. Care shall be taken to avoid damaging Church property. Damaged or missing property shall be restored to its prior condition or replaced by the user unless this requirement is waived by the Church Board.
15. Persons using the worship areas shall not alter the setting without prior permission from the ministers or the Church Board.
16. Use of alcoholic beverages and tobacco is not permitted anywhere on Church property.
17. Building use hours are from 7:30 AM to 10:00 PM except for special cases approved by the Board. All persons using the building must vacate the premises by 10:00 PM.