

Evangelical United Church of Christ: Building Use Policy

The mission of Evangelical United Church of Christ is to *reflect the image of Jesus in our community and in the world*. The facilities of EUCC are a place where the community can come together to do the work of Christ in the world. We hope that the community may find a place of comfort and welcome within our facilities.

While we encourage the use of EUCC facilities for many community events, we must also take into account maintenance and preservation of the facilities to ensure future generations the same opportunities to work and serve Christ in the world. Therefore, the following guidelines are in place to allow for responsible church use. All groups and individuals using the facilities must abide by these guidelines and any other church policies regarding use of the facilities. Any exceptions to these guidelines must be approved by the Church Council.

1. All events are to be scheduled through the church office. Individuals or organizations may contact the office through email, phone or in person to schedule events. Scheduling is done on a first come, first served basis.
2. Church events have priority over all other events. Members of the church and organizations of the church are still required to schedule events through the church office so that all events may be accounted for.
3. Though a specific time is required for an event, reservations require either a half day or full day scheduled use.
4. Once scheduled, any changes to any events must be approved by the office.
5. Other than church events, the facilities are not available for use on Sundays until 3 PM.
6. The sanctuary is only to be used for religious events. Groups that wish to use the sanctuary for other events may request an exception from the church council through the church office. Adequate time must be given for church council to consider the request since they only meet once a month.
7. All events must have a Building Use Agreement form filled out, signed and turned in to the office no later than 14 days before an event. An event must have a sponsor with a designated responsible person that must be on site during the event. An organization that wishes to use the facility must designate a responsible person for contact in cases of emergency.
8. The contact person accepts the responsibility of returning the facility to the condition in which it was found. This includes cleaning the facility after events, returning any furniture moved and removing all trash from the event. This also includes compensating for any damage done to the church or extra required cleaning.
9. The responsible person is also designated as key person. A key for the church will be issued from the office for the event. Fees for facility use are due before a key will be issued. It is the requirement of the responsible person to schedule when to pick up and drop off the key from the office. The key is not to be duplicated, lent or given to any other person while held by the responsible person and it is not to be used to give access to the church to anyone not affiliated with the scheduled event.
10. The church reserves the right to schedule church events or other events at the same time as scheduled events in other parts of the facility.
11. Furniture may be moved to accommodate the scheduled event but must be returned to its original position as soon as the event has ended. Decorations may be put up but no adhesive material may be used on walls or furniture. No tacks or nails are allowed in any surface. All church decorations must remain in place regardless of event scheduled.
12. No alcohol, tobacco or illegal substance use is permitted on church property.

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13. Individuals, groups and organizations that do not adhere to the policies and guidelines of the church will no longer be permitted to use the facilities.
14. Any event that damages the church will result in repairs billed to the organization or responsible person.
15. Any use of the sound system must be approved by the church. Requests must be made in advance so that a sound technician can be present or train an individual on sound system usage.
16. Any use of the sanctuary piano or organ must be approved by the church organist.
17. Any group using the facility in an on-going manner must keep all participants within the agreed upon area of use. Under no circumstances should children be allowed to roam the building unattended.
18. In order to continue allowing community use, fees are required to offset utility use and upkeep of the facility. Additional love offerings for use of facilities are accepted and encouraged. Fees and suggested donations are outlined as follows:

Cost	Category	Examples
Free	Church Events	Church services, committee meetings, events planned by committees, groups sponsored by EUCC
	Church member event-open	Anniversaries, birthdays, graduations of member in which the whole church is invited
Suggested Donation	Church member event-closed	Member celebrations with a private guest list
	Community groups and groups to which a member belongs	Community groups, nonprofit groups, youth groups, etc.
Fee (includes custodial and utility fees)	Outside Groups	Groups not related to the church mission or a church member. Includes nonprofit events which generate revenue.

Area	Fees		Suggested Donations	
	Whole Day	Half Day (up to 4 hours)	Whole Day	Half Day (up to 4 hours)
Sanctuary	\$250	\$150	\$125	\$75
Fellowship Hall/Kitchen	\$100	\$50	\$50	\$25
Other Inside Areas	\$100	\$50	\$50	\$25
Outside Areas	\$25	\$25	\$25	\$25