

# **Evangelical & Reformed United Church of Christ**

## **Building Use Policy**

The Evangelical & Reformed United Church of Christ (E&R UCC) family acknowledges that we have been richly blessed by God with beautiful and useful facilities. Based on the biblical principle regarding stewardship, we believe that we have a responsibility to maintain and care for these facilities in a way that will honor the Lord and provide ministry opportunities for our church. We further acknowledge the biblical principle regarding the sharing of one's resources and blessings as a means of expressing God's love in the community. The following guidelines regarding the use of church facilities are established to assist the church in fulfilling these obligations.

There are three areas in the church that are available for community use:

📁 The Worship area

📄 Fellowship Hall

📄 Kitchen (with stove, dishwasher, commercial coffee maker, etc.)

### **A. Intended Use of Facilities and Guidelines**

In general, priorities in arranging use of church facilities shall be as follows:

1. Regular and stated meetings and programs of the church (e.g. worship, bible study, council meetings, etc.)
  - No form
  - No fee
  - No notice
  - Group or individual must check for availability of date and space on the church calendar. Date must be posted on the church wide calendar.
2. Weddings (See separate Wedding Policies and Fee Schedule)
  - \$100 fee for members or their extended families
  - Complete request form
  - Must check for availability of date and space on church calendar

3. All other activities (e.g. denominational and ecumenical church related activities, *meetings and activities* of a non-profit community service nature in keeping with the principles of morality and ethics espoused by E&R UCC )
  - Utility/Maintenance fee and security deposit (deposit refundable upon inspection of property after event)
  - Must complete request form
  - Group or individual must check for availability of date and space on the church calendar. Date needs to be secured at least two months in advance of event.

Exceptions to the above guidelines can be made at the discretion of the church council.

## **B. Scheduling Use of Facilities**

A calendar of events (by date, time and area) shall be maintained by the church office. All activities, meetings and programs, whether church related or non-church related **must** be approved and placed on the calendar in advance. In general, after routine church functions have been scheduled, requests by E&R UCC members and organizations will be scheduled on a “first come, first served” basis, as will approved requests of non-church groups and individuals.

## **C. Charges for Use of Facilities**

Charges for use of facilities are intended to compensate for expenses incurred by the church for utilities, cleaning services, maintenance, and use of special equipment. All fees shall be payable in advance to E&R UCC and given or mailed to the church office at least 10 days prior to the event. Charges may be waived or altered at the discretion of the trustees. See attachment for the current fee schedule.

## **D. Trustees**

The E&R UCC Trustees shall be responsible to the church council for submitting revisions for this policy.

## **Procedure for Facilities Use at E&R UCC**

1. Requester contacts E&R UCC. (pastor, council, etc.)
2. Requester given Regulations, Request Form, Member or Non-member Fee Schedule, and tour if desired.
3. Requester returns signed request form to E&R UCC a minimum of 21 days in advance of desired date.
4. If denied, requester notified by returning request by mail.
5. If approved, requester notified by mail or phone and meets with E&R UCC representative to complete the Fee Schedule. Date entered on church calendar.
6. Requester submits Rental Fee, Deposit, Certificate of Insurance (if applicable), and Hold Harmless Agreement form to E&R UCC a minimum of 10 days prior to event.
7. Receipt of Rental Fee, Deposit, Certificate of Insurance (if applicable), and Hold Harmless Agreement is recorded on Fee Schedule and monies deposited in church checking account.
8. A copy of completed Fee Schedule is sent to church Treasurer.
9. At conclusion of event, E&R UCC representative inspects facilities and notes any issues on back side of Fee Schedule. Both requester and E&R UCC rep sign form.
10. Fee Schedule (original) sent to Treasurer noting amount of deposit to be returned and to whom the check should be made payable.
11. Treasurer sends noted deposit fees to requester within 10 business days and returns Fee Schedule to church office to be filed with request.



## **Regulations for Use of Facilities at E&R UCC**

1. No alcoholic beverages of any type may be consumed inside the church buildings or on church property at any time. Only water and no food are to be brought into the Worship area.
2. No use of tobacco products is permitted inside the church buildings. Use of illegal drugs on church property is forbidden and if discovered, the proper authorities will be notified.
3. Nails, staples, tapes or other fasteners shall not be used on any walls, ceilings or floors. Any decoration must be approved and shall not be attached in a manner that will leave any damage. The decorations must be removed at the completion of the activity.
4. All non-church related organizations and individuals shall submit a completed "Request for Use of Facilities" form and shall assume the responsibility for the proper use and care of the property. A church representative will inspect the facilities after the conclusion of the event. Any losses or damages will be listed and the organization or individual will be notified. **After the church determines the costs involved, such costs above the security deposit will be billed to the organization responsible, normal wear and tear excluded.**
5. The church representative will open and be present during the group's function. The church representative will inspect the facilities after the conclusion of the event. For non-church related functions the church representative will coordinate with the group's representative to ensure that the building is secure and that the heating/cooling/lighting systems are correct.
6. There will be no charge for the use of the sanctuary for the purpose of having a funeral. Families wishing to use the Fellowship hall for a reception afterwards may do so if it is available, with a fee for non-members. Families need to provide refreshments and servers for such an event.
7. When using the kitchen and/or its equipment, the group shall have a church representative present if possible. If this is not possible, they shall discuss with the church representative the use of appliances and location of equipment beforehand.
8. Groups using church facilities must be responsible for the supervision of any children in attendance. Children must remain in the area being used and not left unsupervised to enter other parts of the building.
9. Agreement to use the church facilities on an ongoing basis by a non-church related organization may be terminated by the church by giving either verbal or written notice to the organization at least 30 days prior to the last day the church facilities can be used.
10. Groups using the church are responsible for cleanup and restoring all furniture to its original position. Trash receptacles shall be emptied into the dumpster (West side) at the conclusion of your activities. Failure to clean up will require a reduction in the security deposit.
11. Do not touch the security, fire alarms or heating/air conditioning thermostats unless you have received separate instructions and authorization to do so, contact the Head Trustee if changes are required. If the Head trustee is not available, another trustee can be contacted.
12. The sound system in the Worship area must be operated by one of our audio technicians and they will be compensated for their work.
13. **User's (organizations but not weddings, birthday parties, etc.) must provide E & R UCC with a certificate of insurance naming E & R UCC and officers as additional insured. E&R**

UCC does not accept liability or responsibility for personal injury, disability, or property losses incurred during the use of church facilities. Users shall provide sufficient liability insurance coverage to fully protect itself from any liability that may arise and shall assume full liability for injuries occurring to any persons who are on the property as a result of the user's program. The signatory and/or organization agree to indemnify and hold harmless E&R UCC, its Trustees and any representatives of the Church.

14. If candles are used, they must be the "dripless" variety.
15. Use of the Worship Area, Fellowship Hall and Kitchen must be completed by 9:00 PM. Special requests will be considered by event and additional fees may be charged.
16. The church offices, basement and second floor of the church are off limit to visitors during the group's function. If a severe weather situation arises, the basement may be used.
17. If warranted, restrictions may be imposed, depending on the situation.
18. Use of the church organ and the church grand piano is at the discretion of the church's organist.
19. Capacity is not to exceed the stated limits in the church.

### **Kitchen (oven and dishwasher) Usage Regulations**

An additional deposit and usage fee will be charged for use of the kitchen facilities. See the Building Use Fee Schedule.

1. Kitchen must be left as found.
2. Any non-church group must supply its own paper/plastic products, supplies and food. Use of church utensils and dinnerware is at the discretion of the church Trustees.
3. All kitchen utensils that are used must be washed in hot soapy water and rinsed. All utensils and dinnerware must be dried thoroughly and put back in place. The dishwasher may not be used without prior instruction from a church representative.
4. All trash must be disposed of properly and placed in the dumpster at the west side of the property.
5. The kitchen floor must be swept and wet mopped.
6. A deposit of \$50 is required; it will be refunded upon proper clean up of the area and inspection by a church member.
7. Unused food may not be left in the refrigerator.
8. If the gas stove is to be used, a person from the church must light the stove. The phone numbers of people who can light the stove are posted in the kitchen above the stove.
9. Ensure that the stove and other electronic appliances are shut off.

## Request for Use of Church Facilities

Must be received 90 days prior to event. Please print.

Organization: \_\_\_\_\_

Name of Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address (home): \_\_\_\_\_

E-Mail address (person making request): \_\_\_\_\_

Phone number (day): \_\_\_\_\_ (evening): \_\_\_\_\_ Cell: \_\_\_\_\_

Activity Title and Purpose:  
\_\_\_\_\_

Areas Needed:   Worship Area                         Kitchen                        
                          Fellowship Hall                         Use of oven and/or dishwasher   

Arrival Date and Set-Up Time: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

The undersigned hereby make application to E&R UCC for the use of church facilities. The undersigned warrants that the applicant has read and will observe all regulations of E&R UCC and that the applicant will exercise the utmost care in the use of church premises and property and will repair, replace, and/or make good any damage to said premises and property which arises during applicant's use thereof, or which is caused by such use, no matter what the cause. Further, the applicant must sign the attached Release and Indemnity Statement. The applicant understands and agrees that the use of said facilities is at their sole risk.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please return this form to:

Evangelical & Reformed United Church of Christ  
413 Wisconsin Ave.  
Waukesha, WI 53186  
Phone: 262-547-2424  
Fax: 262-547-2870

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_





## Rental Fee Schedule for E&R UCC Members

Fees will be charged, payable in advance, with each request.

Please initial each space for item requested.

Worship Area \$100 \_\_\_\_\_

Fellowship Hall \$75 \_\_\_\_\_

Kitchen \$25 \_\_\_\_\_

Use of Kitchen Facilities \$25 \_\_\_\_\_  
(oven and/or dishwasher)

Received  
Date: \_\_\_\_\_ By: \_\_\_\_\_

**Rental Total** \$ \_\_\_\_\_  
(Due 10 days before use)

**Security Deposit** (Due with completed request form)

with oven and/or dishwasher \$50 \_\_\_\_\_

Certificate of Insurance (if applicable) \_\_\_\_\_

Hold Harmless Agreement \_\_\_\_\_

*(Security Deposits will be returned within 10 business days after the event. Failure to comply with the guidelines or damage to the property will result in forfeiture of the full deposit)*

**CHURCH APPROVAL:**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



**Evangelical & Reformed United Church of Christ (E&R UCC)**  
**Hold Harmless Agreement**

\_\_\_\_\_ (Organization) agrees to assume all risks of loss and to indemnify and hold E & R UCC, its Pastor and Staff, members, and Council harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witnesses' fees, and expense incident thereto for injuries to persons (including death) and for loss of, damage to, or destruction of property (including property of \_\_\_\_\_ (Organization) arising out of or in connection with this Agreement unless caused by sole negligence and willful misconduct of E & R UCC, its Pastor and Staff, members, or Council. In the event that any demand or claim is made or suit is commenced against E & R UCC, E&R UCC shall give prompt written notice thereof to \_\_\_\_\_ (Organization) and \_\_\_\_\_ (Organization) shall have the right to compromise or defend the same to the extent of its own interest.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Name of Organization