

Spirit of Peace UCC Building Use Policy

I. Purpose

We welcome the use of our church by our members and others consistent with our ministry. We want to avoid any scheduling conflicts. As with any volunteer organization, we ask that those using the building follow the established standards for usage and cleanup.

II. Scheduling

The building is available except when there is a major church function. Spirit of Peace events always have priority. On Sundays, parts of the building are available during afternoon and evening hours. The building is available for private outside events during the week except the weeks prior to Christmas and Easter.

III. Application Process

A Building Use Application Form must be completed and submitted to the church office. Applications are available in the office. The application should be returned at least 1 month prior to the event if at all possible. Events are placed on the schedule once the application form and deposit fee are received in the church office.

Note: *Special arrangements must be made for use of the sound system and organ in the sanctuary.*

There is a separate wedding policy and fee schedule.

IV. Special Considerations

A. Spirit of Peace members and long-time attendees are eligible to reserve the facilities for non-church events. A donation is requested to help offset the cost of utilities and administration. (Recommended donation is \$50-\$100.) The donation is waived for member funerals, weddings, wedding anniversaries of 40+ years, and birthday celebrations of 75+ years.

B. Organizations considered to be within the mission of Spirit of Peace are eligible to reserve the facilities. A donation is requested.

C. Spirit of Peace welcomes discussion of public policy and political issues, including debates, informational forums, or district organizational meetings for any political party. As citizens and as Christians, it is our responsibility to become informed on important civic matters. However, as is required by Section 501 (c)(3) of the IRS code, Spirit of Peace may not “participate in, or intervene in any political campaign on behalf of any candidate for public office.” Organizers must take great care to avoid causing the perception that Spirit of Peace is endorsing a political candidate. The church is non-partisan and will not endorse candidates.

V. Fees

A. General single use fees for non-members

- Sanctuary **\$175**
- Building Host **\$50**

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- Fireside Room **\$50**
- Community Room **\$100**
- Kitchen **\$50** – Minimal usage
 - includes counters, sink, fridge, microwave
- Kitchen **\$100** – Full usage
 - includes stove, dish sanitizer, dishes, and minimal usage items
- Classrooms, Nursery **\$50**
- Music room **\$50**

B. In extended use situations (such as a day-care business or a series of classes), a written proposal must be submitted, and fees will be determined on a case-by-case basis.

VI. **General Guidelines for Building Usage – Non members**

A. A building usage deposit (\$100) is requested for non-member events when filing the application. The deposit will be returned if the all guidelines have been followed. The deposit for weddings is higher; please see the wedding policy.

B. Make arrangements concerning how and when the building will be opened for your event, by calling the church office at least 1 week in advance.

C. Smoking, illegal drugs, alcoholic beverages and excessive loud noise are prohibited in and around the building.

D. Children attending an activity need to be supervised by an adult at all times and should remain in the areas of the building that are being rented.

E. Tape of any kind, tacks, screws, hooks or nails are not allowed on the walls.

F. All decorations, paper products, and food must be removed.

G. Turn off lights, fans and fireplace.

VII. **General Guidelines for Building Usage – Members**

A. All garbage and trash must be taken to the outside receptacles.

B. Vacuum, sweep or mop as needed. Wipe off tables and/or chairs as needed.

C. Furniture that has been moved must be returned to its original configuration.

D. Smoking, illegal drugs, alcoholic beverages and excessive loud noise are prohibited in and around the building.

E. Children attending an activity need to be supervised by an adult at all times.

F. Tape of any kind, tacks, screws, hooks or nails are not allowed on the walls.

G. All decorations, paper products, and food must be removed.

H. Turn off lights, fans and fireplace, lock doors, and return thermostats to original settings.

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- I. Be sure all toilets are flushed.

VIII. Specific Room Usage Guidelines - Members

A. Sanctuary (Capacity: 300 people):

1. Return any moved items to their original positions.
2. Please do not use the sound system unless you have been instructed in how to use it. Do not change settings.

B. Community Room and Kitchen (Capacity: 145 people):

1. Remove all of your food from refrigerator.
2. Wash all items used and return them to their appropriate cupboards.
3. Clean and wipe counters.
4. Recycle all items that can be recycled.
5. Turn stove, oven and dish sanitizer off.
6. Please do not use dish sanitizer unless you have received instructions.

C. The Nursery and Nursery Bathroom (for children's use only) (Capacity : 15) Return toys to shelves. Be sure toilet is flushed.

D. Sunday School Rooms (Capacity: 15 people each) Clean white boards.

IX. Liability

- A. The building deposit will be returned unless the guidelines are not followed, items are lost or broken, or facilities are not returned to acceptable standards.
- B. Spirit of Peace reserves the right to assess additional fees over and above the building use and building deposit when excessive damage is done during an event.
- C. It is strongly recommended that outside organizations purchase liability insurance prior to scheduling a large event.