

## **Building Use Contract**

### **Attachment A**

# **Facility Use, Policies, and Procedures**

United Church of Christ, Federated, Webster, MA

---

## **OBJECTIVE**

The purpose of this policy is to formally establish procedures for use of the building and/or grounds of United Church of Christ, Federated (“UCC”). The church use approval process contained within this policy is intended to help ensure that the facilities the Lord has entrusted to UCC are used in ways that would be pleasing to Him and for His purposes.

## **1. RESPONSIBILITIES AND EXPECTATIONS**

1.1. It is the responsibility of the Church Administrative Assistant to oversee UCC facility use, operating under this policy as approved by the Council.

1.2. The Church Administrative Assistant will review all church use requests for approval/denial, or determine if approval is required of the Leadership Team. Approval is required of the Leadership Team if the event includes the sale of tickets, merchandise and/or services, or is a benefit event. Approval is also required if the contract is for long-term use or if the Church Administrative Assistant is unsure whether the event is appropriate.

1.3. It is the responsibility of each person/group using UCC facilities to return the facility to its proper order when finished. Leaving the building and/or room(s) in an unacceptable condition may be cause for additional fees to be charged and/or the possible loss of facility use privileges.

1.4. If so requested, it will be the responsibility of outside groups to provide UCC with a Certificate of Insurance showing general liability coverage in the amount of \$1,000,000 or more (depending on the nature of the contract).

1.5. It is the responsibility of the user group to provide adequate supervision during the event and/or contractual engagement. There must be appropriate supervision for all minors. Minors under the age of 18 will not be allowed entry without an adult present.

1.6. User groups will be required to sign a “Facility Use Agreement” that will include an agreement to use the church facilities and a hold harmless and indemnification clause.

1.7. The user understands that UCC reserves the right to cancel and/or change room assignments up to 48 hours prior to any event, occasionally on shorter notice in the case of a death in the church family.

1.8 Groups may not store equipment at the church unless explicitly mentioned in the contract. Users must remove all items associated with their program immediately following the event. The church is not responsible for loss or damage or personal property. Users should take proper precautions in guarding their safety and possession.

1.9 If storage is included in the contract, groups may use only the allocated storage. Removal of church property from church space without prior approval is not allowed. Storage in non-approved areas is not allowed.

1.10 Rooms will be reserved as per the contract. Groups may not under any circumstances use other rooms without prior authorization. Groups may not use church property including but not limited to musical instruments, furniture, technology, books, etc. unless formally authorized to.

## **2. APPROVAL CRITERIA AND PROCEDURE**

2.1. Facility usage must be coordinated with the church calendar and scheduled in advance. All requests for use of facilities are processed through the church office. All requests should be submitted to the Property by completing a Facilities Request Form.

2.2. The Church Administrative Assistant may approve requests submitted by individuals or organizations after conferring with and coordinating with one another. The Church Administrative Assistant will request assistance from the Leadership Team to negotiate long-term agreements.

2.3. Activities shall be scheduled on the church calendar only after approval is granted. Dates will be held tentatively pending submittal of paperwork and approval from The Church Administrative Assistant (and possibly the Leadership Team depending on the contract).

2.4. Scheduled meetings, ministry events, and activities of UCC will take precedence over all other requests.

2.5. Requests will be honored typically on a first come, first serve basis according to the date the request form is received in the church office. Exceptions may be made by the Church Administrative Assistant, or the Leadership Team based on the nature and priority of the activities under consideration. Associated fees are due within five business days, unless other arrangements are made with the Church Administrative Assistant. The space cannot be booked on the calendar until the appropriate fees are paid.

2.6. The Church Administrative Assistant will process the request and notify the requestor if approved or denied.

2.7. In determining whether an outside group can have use of UCC's facilities, the following criteria will be considered.

- a. Is the group religious in nature or especially helpful to the general public?

- b. Does the group (if religious in nature) agree generally with our doctrinal statement?
- c. Does the group's presence support our mission statement?
- d. Does the group detract or interfere with other ministries of UCC?
- e. Is the group able to maintain a good standard of care of UCC facilities?
- f. Can the group provide a Certificate of Liability Insurance?
- g. If involving the care of minors, are all employees/volunteers CORI checked and operating under the correct rules (e.g. preschool/early education ISO Code 02008)?
- h. Is the organization engaged in partisan political campaigns?

2.8. The church office should be informed as soon as possible upon the cancellation of a meeting date. All fees will be reimbursed within five business days of receiving notice of cancellation.

2.9. The Church Administrative Assistant may, at their own discretion, cancel previously approved reservations for the use of church facilities to individuals or groups.

### **3. GENERAL GUIDELINES**

3.1. The policy for management of this facility is intended to ensure orderly access by first, the church program of ministries; second, regular attenders; and third, the broader community and our local community. Fees may be assessed in certain instances to cover full or partial expenses of an event.

3.2. When you use the building, this simple rule of thumb should guide you: This building is a gift of God, and it represents the sacrificial giving of a lot of people. Use it joyfully for His glory, but do your best to take care of it.

3.3 Groups may only use the space reserved for them and only at the times scheduled and reserved. As a courtesy to other groups/individuals using the church building within the same time period, please communicate with the Church Administrative Assistant about use of rooms outside of the rooms reserved. Please show respect for other programs using the building at the same time.

3.4. Arrangements for obtaining and returning keys are made with the Church Administrative Assistant. Keys must be returned within 48 hours after the conclusion of the event. A security deposit will be assessed for all keys and will be returned within 48 hours after the conclusion of the event. If additional fees are assessed for damage, extended time, use of other rooms, etc. the renter will be informed and will receive an invoice. The deposit check will be returned only after payment of said invoice.

3.5 No marijuana, illegal drugs, alcoholic beverages, tobacco, gambling, or firearms are allowed on the premises.

3.6 No church furnishings or equipment may be moved within or removed from the church premises without prior approval from the Church Administrative Assistant. This includes signboards and parking lot signage. Groups using the facility may use tables, chairs, and lecterns, as their set-up requires and as has been approved.

3.7. We encourage the use of rooms as they are set up. However, furniture may be moved as long as the rooms are returned to the original layout.

3.8. No tape, staples, thumbtacks, nails, or any kind of adhesives may be used on any wall surface, woodwork, or ceiling tile. Use gaffer tape only when taping cords to carpet.

3.9. Absolutely no crafting material smaller than ¼” on carpeted areas (i.e., glitter)

3.10. The use of candles outside of glass encasing must be approved.

3.11. We request respect for other programs using the building at the same time.

3.12. No non-UCC fundraising or voluntary offerings or collections shall be held without prior approval from the Church Administrative Assistant and the Leadership Team.

3.13. UCC assumes no responsibility for articles left at the church facility.

3.14. Saturday evening events must be cleaned up, finished, and out of the building by 8pm unless approved prior.

3.15. We do not rent sight unseen. If you and/or your organization are checking us out for the first time, please contact the church office to make an appointment to see the facility before turning in an application.

### 3a. Sound/Audio/Visual

3a.1. Use or moving of the church’s piano, or other stage/sound equipment is permitted only by authorization of the Church Administrative Assistant and Director of Music

3a.2. Use of musical or sound equipment on the stage requires prior approval from the Church Administrative Assistant and the Leadership Team. There might be a charge for this service.

3a.3. Use of televisions/DVD players/etc. elsewhere in the building must be approved by the Church Administrative Assistant.

3a.4. Use of the sound system, lights, and projections is permitted only by permission of the Church Administrative Assistant.

### 3b. Maintenance/Cleaning

3b.1. Members and regular attenders are asked to do set-up, take down and cleanup of the area used. A Sexton fee will be assessed whenever set up or breakdown is required on the part of the church Maintenance.

3b.2. Groups or individuals shall replace or repair at their expense damage to facilities or equipment due to misuse of facilities or equipment. Any damages which occur during a groups' use of the building must be reported as soon as possible to the Church Office and must be paid for promptly.

3b.3. If users find something wrong, broken, not working, leaking, falling, etc., please report it to the church office ASAP.

### 3c. Kitchen Use

3c.1. The use of either kitchen must be approved by the Church Administrative Assistant.

3c.2. Use of kitchen equipment may require a review of operation by an authorized person. The church's kitchenware may be used for the event (i.e, metal silverware, serving platters, bowls); the paper products in the kitchen may be used for church/ ministry events, but will need to be provided by the party hosting a non-church/ ministry related event (i.e., plates, napkins, Styrofoam cups, plastic silverware).

3c.3. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying.

3c.4. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.

3c.5. Tablecloths are to be properly cleaned, pressed, and returned within 1 day (Members only). Nonmembers are responsible for providing linens, utensils, glasses, dishes, etc.

## **4. LOCK-UP PROCEDURE/KEYS**

4.1. The last person in the building should be the ministry leader/person who requested the use of the building for the event.

4.2. To lock and secure the building, please follow this procedure:

- Review the checklist and check each area as specified (kitchen, bathrooms, doors and lights). Check heat settings and verify that nothing is covering the vents in any room that was used.

- Lock the doors. Double check that doors are locked by pulling on them before you leave. If they do not lock, please contact church staff before leaving!

4.3. You have 48 hours to return any keys that were checked out to you. Please do so through the church office.

## **5. DISASTERS**

In the event of a natural disaster or other such catastrophic event, the facility may be made available to federal, state, and local authorities as deemed appropriated by the Board of Elders.

## **6. INSURANCE**

6.1. Organizations not classified as outreach ministries of the church who use the church's facilities shall have a public liability insurance policy with at least \$1,000,000/\$3,000,000 limit of liability coverage, and premises medical coverage with at least \$5,000 limit per person.

6.2. UCC must be named as an "additional insured" on the user's policy for liability damages arising out of the user's activities on the church's premises.

6.3. The user shall provide a certificate of insurance evidencing coverage and UCC as additional insured, or each participant shall sign an Acknowledgment of Risk and Waiver Form that is provided by the church.