

St. Paul's United Church of Christ

2227 West Michigan Street

Evansville, Indiana 47712

CHURCH FACILITIES USE POLICY

(for uses other than wedding ceremonies)

approved by The St. Paul's Council on April 19, 2018

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USE OF THE FACILITY

The total facilities of the church building are available for use by groups and organizations of St. Paul's United Church of Christ at no charge.

For all non-church groups, non-church organizations, and/or all individuals (member or non-member), there are several rooms available for rental:

Gymnasium

Room 208

Room 213

Dining Room

Library

Parish Hall

Examples of acceptable types of activities or events permitted to be held at St. Paul's United Church of Christ include, but are not limited to, wedding rehearsal dinners, wedding receptions, anniversary parties, family reunions, birthday parties, club meetings, and business meetings.

The above listed rooms are available for denominational and ecumenical meetings at no charge pending availability. The above listed rooms are also available to local non-profit or civic groups at no charge as long as the purpose of that group falls within the mission of St. Paul's United Church of Christ.

All groups, organizations, and individuals requesting to use church facilities must submit a completed and signed **Church Facilities Usage Request Form** to the office prior to the event. This requirement includes the use of facilities by St. Paul's groups and organizations for church events.

The Nursery and all children's rooms are not available under any circumstance for any non-church event or activity.

St. Paul's United Church of Christ reserves the right to refuse rental to any individual or group if the purpose of the rental is determined to be inappropriate for the church environment, or if the purpose of the rental is not consistent with the beliefs, practices, and/or procedures of St. Paul's United Church of Christ.

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USE OF THE KITCHEN

The kitchen of St. Paul's is available for use. The group, organization, and/or individual(s) must notify the Trustees of St. Paul's *in advance* with regards to the kitchen equipment that will be used. No persons under the age of 18 may operate any cooking or food preparation equipment in the St. Paul's United Church of Christ kitchen.

The renting party is required to remove all trash from the kitchen, and the kitchen must be properly secured. All kitchen cooking and food preparation equipment used by the renting party must be adequately cleaned and sanitized after use.

USE OF THE GYM

The use of the gymnasium is covered under the *Gymnasium Policy*.

CONDUCT DURING FACILITY USE

All groups, organizations, and/or individuals using any part of the St. Paul's facility must be properly supervised by at least one adult over twenty-one (21) years of age. The activity or event must be confined to the space reserved and must be restricted to the purpose for which the activity or event was scheduled.

All groups, organizations, and/or individuals using any part of the St. Paul's facility are responsible for the set up and take down of any equipment or accessories (such as tables and chairs) needed for their activity or event. All trash must be removed from the building after the event or activity, and the facility must be left in a neat and orderly fashion.

<p>There is no smoking of any type allowed in any part of the St. Paul's building/ facility. The presence, use, or consumption of alcohol and/ or illegal drugs is not permitted at any time in the St. Paul's building/ facility for any reason and/ or under any circumstance.</p>

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SUPERVISION OF CHILDREN

It is the complete and total responsibility of all groups, organizations, or individuals using the St. Paul's facility to provide for the responsible supervision of children. Children must be kept in the area reserved by the group, organization, or individuals. Children are not permitted to wander through the church building.

St. Paul's United Church of Christ will not provide childcare supervision for any function other than weekly Sunday worship, other special worship services throughout the year, or special meetings or events of the Congregation. Likewise, the Nursery and all children's rooms will not be available for use at any times other than those listed above.

ADDITIONAL IMPORTANT POINTS

St. Paul's United Church of Christ will not be an outlet for the circulation of petitions from outside groups, organizations, or individuals.

No organizations, groups, or individuals may keep unsecured money in the building at any time.

No church equipment or accessories shall be rented. Under certain circumstances, equipment and accessories may be loaned to groups, organizations, or members of St. Paul's United Church of Christ. The Trustees shall receive all requests, and it is the Trustees who will approve all requests regarding the loaning of equipment and accessories. In all cases, equipment and accessories must be returned in similar condition as to when loaned out, and all of these items must be returned in a timely manner. Failure to return items in similar condition and/or in a timely manner will disqualify the offending organization, group, or member from being allowed to borrow equipment and accessories in the future.

All groups, organizations, or individuals utilizing church facilities agree to act responsibly and respectfully while at St. Paul's United Church of Christ. Failure to comply with this requirement will prohibit the offending group, organization, or individuals from being permitted to use church facilities in the future.

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FEES

Gymnasium (sports or fitness use)	\$25.00 per hour
Gymnasium (social and other events)	\$50.00 per hour
Room 208 (large meeting room)	\$35.00 per hour
Room 213 (medium meeting room)	\$25.00 per hour
Library (small meeting room)	\$15.00 per hour
Dining Room	\$50.00 per hour
Parish Hall	\$50.00 per hour
Kitchen	\$50.00 per hour

A two-hour minimum will be in effect for all facility rentals.

Time used for set up, decorating, or event preparation counts as billable rental time.

Time used for take down and clean up from the event does not count as billable rental time as long as the time used is not deemed to be excessive.

Rental rates apply uniformly to both members of St. Paul's and non-members.
The Trustees, at their discretion, may lower rental rates for regular users of the facility.

I HAVE READ THE **CHURCH FACILITIES USE POLICY** OF ST. PAUL'S UNITED CHURCH OF CHRIST AND AGREE TO THE TERMS AND CONDITIONS DESCRIBED HEREIN:

Printed Name _____
Date

Signature