

Building Use Policy: Effective March 1, 2008

Church property is a trust from God. The church has grown to a size where more coordination and consideration is needed to accommodate uses that match our church's priorities.

	Categories	Examples
A. Free	Church events	Church services, Small Group & Team meetings, events planned by Teams, or groups sponsored by a UUCC Team.
	Church member event—open (whole church invited)	Anniversaries, birthdays, graduations of members where the whole church is invited.
B. Suggested Donation Plus Custodial Fee if used*	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, or other groups congruent with the mission of UUCC.
C. Pay	Outside groups	Groups not related to the church mission or a church member. Includes nonprofit events which generate revenue.

Costs:

Area	B. Fees		C. Suggested Donation*	
	Whole Day	Half Day (up to 4 hours)	Whole Day	Half Day (up to 4 hours)
Sanctuary or Fellowship Hall (each)	\$100	\$50	\$50	\$25
Kitchen or classroom (per room)	\$50	\$25	\$20	\$10

***Custodial Fees:** Setup and cleanup: \$25 for 1, \$35 for both; unless the group volunteers to clean up, following procedures on the cleanup list.

Rates for an ongoing series may have a contract negotiated.

The church will not host partisan political events.

The Office Coordinator shall be responsible for scheduling and coordinating use of church facilities. The moderator shall assist as needed to resolve any scheduling conflicts. Requests for schedule changes affecting other parties may be granted only when necessary and after reasonable notice to and consultation with the other affected parties.

Keys

- The Office Coordinator shall be responsible for distributing keys and for tracking who has them.
- It is recommended that all keys be replaced every 5-10 years.

Wedding & funerals/memorial services have separate policies.

Borrowing church items for personal use is discouraged. Issues can often arise when items are not returned to their original place or if they become damaged.