

POLICY FOR USE OF CHURCH FACILITIES

(Approved by Property Committee 10/08/12)

I. PHILOSOPHY

The people of Christ Church have gone to considerable thought, time and expense to provide fine facilities to enhance the spiritual and social climate and growth of their congregation. In order to be confident that these energies have not been wasted, provision needs to be made for as many people as possible to benefit from the use of these facilities. However, it is also very important that proper stewardship be exercised concerning the facilities, in order to ensure that they will be available in good condition for the use of the congregation for many years to come.

It is not our intention for these regulations to be restrictive but to provide priorities as to the importance of each use to the church and the community it serves.

II. CLASSIFICATION OF USE

All uses of the church facilities are to be grouped under the following categories:

Group A

1. The congregation and church school (except for regular weekly services)
2. Any organization within the church (Guild, YF, choirs, SS classes)
3. Family functions for congregation members (weddings, funerals, commemorative dinners)

Group B

1. Groups sponsored by church organizations whose purpose is social
2. Groups sponsored by church organizations whose purpose is charitable or for the benefit of the community for meetings
3. Charitable groups who are sponsored by a member of the congregation

Group C

1. Groups whose purpose and activities are service or socially oriented, but are not for profit
2. Family functions for non-members

Group D

1. Profit-making activities for groups included in Group B
2. Groups whose purpose is basically beneficial to congregation members of the community but who need to charge admission or fees for their services
3. Groups involving church members whose purpose is neither charitable nor for community benefit for profit-making activity

Group E

Groups outside the church not involving church members whose purpose is neither charitable nor for the benefit of the community for a fund-raising activity. These groups will be allowed at the discretion of the Christ Church Consistory.

III. PERMISSION FOR USE

Permission shall be secured to use the church facilities in the following ways:

1. Groups A and B shall have the dates of their proposed use verified and placed on the calendar before they finally decide on their activity. Confirmation of availability should be made with the church secretary or the pastor. No publicity of any activity is to be put out until that time.
2. In the case of Group B, verification may be delayed until it is checked with organizations in Group A who are known to be contemplating a function during the same time frame.
3. Applications by Group C organizations should be made at least six weeks in advance of the activity. Their application must be reviewed by the Christ Church consistory for approval. They may be placed on the calendar in the same manner as Group B but, if there are any questions, verification should be delayed until the next Consistory meeting.
4. Applications by Groups D or E should be made at least six weeks prior to the event. The applications will be reviewed by the Christ Church Consistory for approval.

IV. POLICY FOR BUILDING USE AND RATE STRUCTURE

Sanctuary

The Sanctuary of Christ Church UCC is the primary worship space of the congregation and should be used respectfully and to the glory of God. When not hosting corporate worship for the church family, it may be available for weddings, funerals and musical/dramatic presentations. Members of Christ Church may schedule use of the sanctuary, and no fee is expected. Non-members may schedule use of the sanctuary, and a contribution of \$200 is appropriate for weddings or musical/dramatic presentations, \$200 for funerals. There shall be no admission charge to any event hosted in the Christ Church UCC sanctuary. A building use application may be required and adherence to all policies of Christ Church is expected. A fee of \$50 will be charged for a Sexton fee, which may be returned if the room is restored to its original condition, per check list at the end of this section.

Undercroft

The Undercroft of Christ Church UCC is the large fellowship area adjacent to the kitchen in the basement of the church building. A variety of different activities may be hosted in this room including meals, fellowship gatherings, fund raising activities, group meetings, church school classes, wedding or funeral receptions, etc. Members of Christ Church may schedule use of the Undercroft and no fee is expected. Non-members may schedule its use based on the rate schedule below. A building use application may be required and adherence to all policies of Christ Church is expected. A fee of \$50 will be

charged for a Sexton fee, which may be returned if the room is restored to its original condition, per check list at the end of this section.

During the week priority is given to Christ Church activities; however, since the Senior Center regularly uses the Undercroft for its program activities, earnest consideration should be given to scheduling around that activity when possible.

RATE SCHEDULE –UNDERCROFT

After the organization has been assigned to a group and its purpose for using our facilities has been secured, the rates shall be as follows, to be paid at the time of scheduling.

Group A - \$50 Sexton fee. A fee of \$50 will be charged for a Sexton fee, which may be returned if the room is restored to its original condition, per check list below.

Group B - \$50 Sexton fee. A fee of \$50 will be charged for a Sexton fee, which may be returned if the room is restored to its original condition, per check list below. Kitchen use may be allowed only to the sponsoring group in the church who will also assume responsibility for setting up and cleaning up, everything in the kitchen.

Groups C and D – Under 4 hours for fewer than 100 people, fee is \$100. Under 4 hours for more than 100 people, fee is \$150. Fees are doubled for over 4 hours. An additional fee of \$50 will be charged for a Sexton fee.

Group E – Under 4 hours for fewer than 100 people, fee is \$150. Under 4 hours for more than 100 people, fee is \$225. Fees are doubled for over 4 hours. A fee of \$50 will be charged for a Sexton fee, which may be returned if the room is restored to its original condition, per check list at the end of this section.

Kitchen fees - \$50 for any use or \$100 for full use. Any use includes only the refrigerator and preparation areas. Full use also includes the ovens and stoves.

Other Rooms

The Board Room, Sunday School Rooms, Spessard Hall and the Lounge comprise some of the other meeting spaces available at Christ Church UCC. As with other areas in the church building, they may be scheduled as needed for use by members and non-members. A fee of \$50 will be charged for a Sexton fee.

Members of Christ Church may schedule use of any room and no fee is expected, unless the service of the sexton is required. Non-members may schedule use of any room and a small contribution may be appropriate in addition to the sexton fee. Adherence to all policies of Christ Church is expected and a building use application may be required.

CONDITIONS OF RESTORING ROOMS TO ORIGINAL CONDITION

1. Restack any chairs you previously removed from stacks to accommodate group
2. Place only six chairs around the round tables, pushed in or not
3. Dry mop food from floors
4. Wipe up spills on floors, counters, etc.
5. Wipe off tables
6. Check all bathrooms for trash, toilet paper, etc. on the floor
7. Empty trash cans in undercroft and bathrooms and place in outside dumpster

STAFF CONSIDERATIONS

Pastor

The Pastor of Christ Church shall provide primary leadership for all worship services held in the Sanctuary except when on vacation or otherwise unavailable. All weddings, funerals and musical/dramatic presentations shall be scheduled in consultation with the pastor. If the pastor is unavailable due to vacation or a scheduling conflict, a competent substitute may be arranged, in consultation with the pastor or if there is no current pastor, with the chair of the Worship and Witness Department.

Weddings and Funerals are understood to be part of the pastoral care that the pastor provides for members of the congregation. As such there is no set fee for pastoral services for either to members of Christ Church. For non-members, a fee of \$100 for funerals is appropriate. A Wedding Policy is available. Please see the Pastor for this information.

Organist

The Organist of Christ Church shall play for all worship services held in the Sanctuary, except when on vacation or otherwise unavailable, in which case the Organist will approve a competent substitute. Selection of music to be played before, during and after weddings and funerals shall be done in consultation with the Organist.

The organist of Christ Church is a part-time employee and is not compensated for the extra time involved in weddings and funerals. A minimum honorarium of \$125 is appropriate for members and non-members alike.

Sexton

Like the Organist, the Sexton is a part-time employee and is not compensated for extra activities beyond the normal events of the church. The services of the Sexton are required when room set-up, cleaning and trash disposal are expected. A minimum fee of \$50 is required to compensate him.

Secretary

If you desire to have the Church Secretary type a wedding bulletin, you must supply the bulletins. A minimum fee of \$50 is required to compensate her.