

Brookfield Congregational Church United Church of Christ

Building Use Policies

A. Base Policies

1. The Brookfield Congregational Church United Church of Christ (BCC) supports activities which are sponsored by the Church Leadership Team (LT) and the Ministry Teams which govern the programs of the church.
2. Resource Management (RM) is responsible for the use of the Church's name, property, facilities, space, and equipment.
3. Church staff may approve selected non-Church activities and the posting of select flyers for such activities including community speakers, community concerts/recitals, and the activities/fundraisers of our children and youth.
4. All organizations and individuals wishing to use the Church facilities, equipment, and/or grounds must complete the Facility Use Application available from the Church office.
 - a. Church groups need to calendar their use of space and equipment with the Church office to assure proper heat and air conditioning as well to avoid usage conflicts.
 - b. Non-church organizations and individual church members who request any use of church property and facilities must have the approval of RM in addition to the activity's approval by the Moderator and Pastor
5. Outside organizations and groups, as well as individual church members who may belong to groups not sponsored or recognized by LT may not post information for nor engage in the following types of activities on church property.
 - a. Advertising for business and personal gain
 - b. Fundraising for the profit of adult organizations
 - c. Sales for profit on a personal or business level
 - d. Petitions for political offices, referendums, political opposition
 - e. Political functions supporting individuals and personal causes
 - f. Literature distribution for personal gain and/or business profit
6. Exceptions and interpretations of these policies will be forwarded by the Moderator and Pastor for LT consideration.

B. Intended Use of Facilities and Guidelines

In General, priorities in arranging use of church facilities shall be as follows

1. Regular and stated meetings and programs of the church
 - *No form required
 - *No fee charged
 - *No notice needed
 - *Group or individual must check for availability of date and space on the church calendar. Date must be posted on the church-wide calendar.

2. Weddings & Funerals
 - *Weddings- \$100 fee for members and their extended family
 - *Funerals- No fee for members and their extended family
 - *Complete request form
 - *Must check space and date availability on church calendar
3. All other activities (denominational and ecumenical church related activities, meetings and activities of a non-profit community service nature
 - a. Other member events
 - b. Community/Non-Profits
 - c. For-Profit
 - *Utility/maintenance fee and security deposit (refundable upon inspection of property after event)
 - *Must complete request form
 - *Must check availability of space and date on church calendar. Date must be secured at least two months prior to the event.

Exceptions to above guidelines may be made at the discretion of Leadership Team

C. Scheduling Use of Facilities

A calendar of events (date, space, time) shall be maintained by the church office. All activities, meetings, and programs, whether church related or non-church related must be approved by Resource Management and will be placed on the calendar by office staff at least 30 days in advance. Facility use contracts for non-BCC events must be completed and approved by Resource Management before being added to the calendar. In general, after routine church functions have been scheduled, requests by BCC members and organizations will be scheduled on a “first come, first serve” basis, as will approved requests by non-church members and organizations.

D. Charges for Use of Facilities

Charges for use of the facilities are intended to compensate for expenses incurred by the church for utilities, cleaning services, maintenance, and use of special equipment. All fees shall be payable in advance to BCC and given or mailed to the church office at least 15 days prior to the event. Charges may be waived or altered at the discretion of Resource Management. See attachment for current fee schedule.

E. Deposit for Use of Facilities

The security deposit for use of the facilities is used in the event damage occurs during the approved use. **This is not a limitation of damages.** The security deposit shall be payable in advance to BCC and is due upon approval of the request. A single security deposit is required for contracts with multiple days/events. Security deposits will be returned within 10 business days of the event. Failure to comply with policies or damages to the property will result in forfeiture in full deposit. This deposit may be waived or altered for non-profit organizations at the discretion of the Leadership Team.

F. Procedure for Use of Facilities

1. Requester contacts BCC (office, pastor, Leadership Team, or Resource Management).
2. Requester given Policies, Request Form, Fee Schedules, and tour if desired.
3. Requester returns signed request form to BCC a minimum of 30 days prior to requested event date.
4. If denied, the requester is notified by returned request via email.
5. If approved, the requester is notified by email or phone and meets with a BCC representative to complete the Fee Schedule. Date entered on church calendar and security deposit collected.
6. Requester submits Rental Fee, Certificate of Insurance (if applicable), and Hold Harmless Agreement form to BCC a minimum of 15 days before event.
7. Receipt of Rental Fee, Deposit, Certificate of Insurance (if applicable) and Hold Harmless Agreement is recorded on fee schedule and monies deposited into church checking account.
8. A copy of the completed fee schedule is sent to the bookkeeper.
9. At the conclusion of the event, a BCC representative inspects facilities and notes any issues on the Inspection Report. Both requester and representative sign the Inspection Report. Inspection may be done the next day.
10. Original Fee Schedule sent to the bookkeeper noting the amount of deposit to be returned and to whom the check may be made payable.
11. Bookkeeper sends noted deposit fees to requester within 10 business days and returns Fee Schedule to church office to be filed with request.

G. Regulations for Use of Facilities

1. No alcoholic beverages of any kind may be consumed inside the church buildings or on church property at any time. Only water and no food is to be brought inside the worship area.
2. No use of tobacco products is permitted inside church facilities. Use of illegal drugs on property is forbidden, and if discovered, the proper authorities will be notified.
3. Any group/individual using church facilities must set-up and clean up after themselves, leaving the church as they found it.
4. Nails, staples, permanent tapes, or other fasteners shall not be used on any walls, floors, or ceilings. Any decorations must be approved and attached in a manner that does not leave damage. The decorations must be removed at the completion of the activity.
5. All non-church related organizations and individuals shall submit a completed Request for Use of Facilities form and shall assume responsibility for the proper use and care of the property. A church representative shall inspect the property after the conclusion of the event. Any damages or losses will be listed and the organization or individual will be notified. After the church determines the costs

involved, such costs above the security deposit will be billed to the organization or individual responsible, normal wear and tear excluded.

6. The church representative will be open and be present during the group's function. The church representative will inspect the facilities after the conclusion of the event. For non-church related functions the church representative will coordinate with the group's representative to ensure that the building is secure and that the heating/cooling/lighting systems are correct. See Fee Schedule for cost of on-site representative after business hours.
7. There will be no charge for BCC members for the use of the sanctuary for the purpose of having a funeral. Families wishing to use the Gathering Room for a reception afterwards may do so if it is available, with a fee for non-members. Families need to provide refreshments and servers for such an event.
8. When using the kitchen and/or its equipment, the group shall have a church representative present if possible. If this is not possible, they shall discuss with the church representative the use of appliances and location of equipment beforehand. Kitchen equipment may only be used indoors.
9. Groups using church facilities must be responsible for the supervision of any children in attendance. Children must remain in the area being used and not left unsupervised to enter other parts of the building.
10. Agreement to use the church facilities on an ongoing basis by a non-church related organization may be terminated by the church by giving either verbal or written notice to the organization at least 30 days prior to the last day the church facilities can be used.
11. Groups using the church are responsible for cleanup and restoring all furniture to its original position. Trash receptacles shall be emptied into the dumpster (North end of parking lot) at the conclusion of your activities. Failure to clean up will require a reduction in the security deposit.
12. Do not touch the security, fire alarms or heating/air conditioning thermostats unless you have received separate instructions and authorization to do so.
13. The sound system in the Worship area must be operated by a BCC representative. See Fee Schedule for cost
14. User's (organizations but not weddings, birthday parties, etc.) must provide BCC UCC with a certificate of insurance naming BCC UCC and officers as additional insured. BCC UCC does not accept liability or responsibility for personal injury, disability, or property losses incurred during the use of church facilities. Users shall provide sufficient liability insurance coverage to fully protect itself from any liability that may arise and shall assume full liability for injuries occurring to any persons who are on the property as a result of the user's program. The signatory and/or organization agree to indemnify and hold harmless BCC UCC, its Trustees

and any representatives of the Church. All users must complete a Hold Harmless Agreement.

15. If candles are used, they must be the “dripless” variety.
16. Use of the firepit at the North End of the parking lot is not permitted by outside groups, member or non-member, except with specific permission from Leadership Team and with a BCC Representative present.
17. Use of the children’s rec room games/outdoor games/craft supplies is at the discretion of the Christian Education Coordinator and/or Leadership Team.
18. Use of the church organ and the church grand piano is at the discretion of the church’s organist.
19. Capacity is not to exceed the stated limits in the church.
20. BCC does not provide copy services for groups using the facilities.
21. Kitchen (oven and dishwasher) Usage Regulations

H. Kitchen (oven and dishwasher) Usage

1. An additional fee will be charged for use of the kitchen facilities. See the Building Use Fee Schedule.
2. Kitchen must be left as found.
3. Any non-church group must supply its own paper/plastic products, supplies and food. Use of church utensils and dinnerware is at the discretion of the Resource Management Representative.
4. All kitchen utensils that are used must be washed in hot soapy water and rinsed. All utensils and dinnerware must be dried thoroughly and put back in place. The dishwasher may not be used without prior instruction from a church representative.
5. All trash must be disposed of properly and placed in the dumpster at the north side of the parking lot.
6. A deposit of \$50 is required; it will be refunded upon proper clean up of the area and inspection by a church member.
7. Unused food may not be left in the refrigerator.
8. Ensure that the stove and other electronic appliances are shut off.