

**Fee for Use of Facilities by Unassociated Organizations
Pilgrim United Church of Christ
(as of February 29, 2016)**

For-Profit Organizations or Non-Member Individuals

Room	Half Day (minimum)	Full Day
Fellowship Hall	\$100	\$160
Kitchen	\$60	\$100
Classroom (each)	\$40	\$60
Parlor	\$60	\$100
Sanctuary	\$400	\$600
Choir Room	\$60	\$100

Non-Profit Organizations

There is no charge for use of facilities by non-profit organizations that include among their active members one or more active members of Pilgrim. Contributions from such groups are welcomed.

	Half Day (minimum)	Full Day
Fellowship Hall	\$40	\$60
Kitchen	\$30	\$50
Classroom (each)	\$15	\$25
Parlor	\$25	\$40
Sanctuary	\$150	\$225
Choir Room	\$25	\$40

Weddings

Rate

Sanctuary	(non-members, includes use of Parlor)	\$400
Fellowship Hall	(non-members)	\$160

Minister, Organist, other musicians and staff to operate the sound system are available upon request. Fees for these staff are set individually. Please contact the Church Administrator for more information about availability and cost. Checks made payable to individuals are due one week prior to wedding.

Key Deposit

\$20

Policy and Procedures Regarding the Use of Facilities Pilgrim United Church of Christ

**Regulations and Charges for Use of Space
Pilgrim United Church of Christ of Durham, Inc.
Durham, North Carolina**

Rental Policy

Statement of Purpose

Pilgrim United Church of Christ (Pilgrim) is committed to service to its community. Therefore, it offers its building for use by organizations, groups, and individuals. Because Pilgrim's resources are limited, it must ask those using space to cover the cost to Pilgrim of such meetings, except for those meetings sponsored by the congregation.

Rental Administration

The use of the building is the responsibility of the Board of Trustees. Under its guidance the Church Administrator will carry out day-to-day tasks pertaining to scheduling and assignment of rooms.

Waiver of Rental Fees

The Board of Trustees may choose to waive the rental fee and thereby support certain non-profit groups. Waivers may be granted to groups who cannot be self-sustaining and whose purpose and work are in accord with the mission of Pilgrim. Each request will be considered on an individual basis by the Board of Trustees. Fee waivers granted to any group for use of church facilities will be re-determined annually. Please contact the Church Administrator to obtain a fee waiver form.

Use of Church Equipment

Generally, Pilgrim-owned equipment – musical instruments, VCR, TV, the sound system – is only to be used by Pilgrim members. However, certain equipment may be used by renters as indicated in the Building Use Fee Schedule. The use of the organ is dependent on the discretion and consent of the Church Music Director. The policy regarding the use of the organ is as follows:

Use of Organ: Anyone wishing to use the organ for practice shall be approved by the Pilgrim United Church of Christ Music Director for reasons of security, instruction in using the instrument, and for scheduling. For non-members wishing to have keys to access the organ loft at times when the Church Administrator and Church Musician are not present, a deposit fee of \$20.00 for the key will be charged.

Space for Weddings and Funerals

From time to time families who are not members of Pilgrim request the use of the sanctuary, fellowship hall, and kitchen for weddings, receptions, or funerals. (See fee schedule.) Members of Pilgrim are invited and encouraged to schedule their sacred occasions in the church – weddings, anniversaries, funerals, and baptisms. Donations

may also be made to the church for the ongoing maintenance of the building and its furnishings.

Use of Space by Other Faith Communities

Pilgrim welcomes other faith communities to rent our space. Because of the sacred nature of worship, we request that any faith community seeking to rent our space for worship first meet with the Senior Pastor and a member of the Board of Trustees to discuss needs and requirements.

Use of Space by For-profit Entities

Pilgrim may allow its facility to be used by for-profit entities. Facility may not be used for commercial (sales of products) use. All facility use applications by for-profit entities must be approved by the Board of Trustees. The fee schedule applies to all for-profit groups, even those to which members of Pilgrim are affiliated.

Long-term Use Agreement

Pilgrim United Church of Christ may be willing to make its space available to individuals or groups on an on-going basis (that is, more than a single day/evening reservation). The Board of Trustees must approve all reservations that extend beyond two months. If approved, a long-term use agreement may need to be completed and security deposit obtained.

Key Deposit

A \$20 deposit for the building key will be required of all renters.

Key Deposit and Rent

For any non-Pilgrim sponsored group a key deposit is required. A key deposit is required at the time of reserving space and is separate from the rental fee. The deposit is to ensure that all keys are returned. The key deposit check will be held until after the event and return of the key.

The rent and key deposit are due at the time the key is picked up. The key may be picked up from the secretary, 8:00 am to 2:00 pm, Monday through Thursday, but no earlier than three working days prior to the scheduled event.

Rules for Use of the Building

**** If you are using the Fellowship Hall please leave 4 tables and 6 chairs set up when you leave.**

**** Please do not double stack chairs**

1. Facilities should be left in a clean state and all trash removed. If facilities are not found in a clean state, renter may be assessed \$100 cleaning fee.
2. If you wish for someone other than a group member to clean and reposition furniture, we would prefer that you use our church cleaning service, Cenplex. Please contact the office for additional information.
3. Activities should be conducted in the room(s) assigned.
4. You may use the kitchen only as contracted. This includes any kitchen appliances or equipment such as microwave or coffee maker.
5. The organ or any other musical instrument at the church may only be used if approved in the Agreement to Provide Facilities.
6. Supplies – paper, crayons, etc. – found in the classrooms belong to Pilgrim for the use of the teachers and their classes. Please do not use.
7. Organizations are expected to bring their own supplies (paper, pens, dishes, utensils, trash bags, cleaning supplies, etc.) Such supplies cannot be stored at the church unless a plan for doing so has been approved.
8. The entire building is a SMOKE-FREE zone. Smoking is only permitted outside at the north side of the building, (behind the Sanctuary) accessed through the hallway where the pastors' offices and Dowdy Room are located.
9. Firearms are not permitted in the building or on church grounds.
10. Alcoholic beverages are not permitted in the building or on the church grounds.
11. Dowdy Room: No food or drinks except water are allowed. Beyond its use by Pilgrim groups, its use is restricted. Only for special events is it available, such as, the waiting room for the bride or a gathering before or after a funeral or memorial service.
9. Unless previously authorized, thermostats should not be adjusted.
10. Be considerate of others using the building.
11. Before leaving the building,
 - Turn off all appliances and other equipment used
 - Be sure the room is as clean as it was found
 - Be sure the kitchen is clean, dry and everything is in its place
 - Please bring bags for trash and dispose in dumpster located at the end of the parking area on the south side of the building
 - Unless you have only a small amount, please take any recyclables with you
 - Please remove all food stuffs of any kind from the kitchen – take any leftovers home with you or dispose of as indicated above
 - Return furniture and / or equipment to where it was prior to your meeting.
 - Turn off all lights.
 - Verify that all doors and windows are locked.
 - Turn on the burglar alarm (note "User Group Alarm Information.")
12. Leave the key in an envelope with group's name on the front in the receptacle attached to the church office door.