

# POLICY FOR *GENERAL* USE OF FACILITIES

Revised 07.18.2022

The following policies and rules regarding the use of the facilities of the University Presbyterian Church are made by the Board of Property and Finance and approved by the Session of University Presbyterian Church.

Our facilities are dedicated to the glory of God and their use shall conform to the principles of that dedication.

It is the policy of University Presbyterian Church to permit the use of its facilities by church related groups and non-church related groups whose activities are an expression of UPC's sense of mission and ministry. This use shall include church and community service functions, such as weddings, receptions, funerals, social events, and concerts.

Church related shall be defined as a church affiliated organization of University Presbyterian Church.

Non-church related groups are those not covered in the previous paragraph.

## I. PRIORITY OF USE:

- a. UPC normal and ongoing church functions e.g. Session, Deacons, Standing Committees and related functions, Ad Hoc Committees of Session, and Board of Deacons.
- b. Fellowship and Bible Study Groups, meetings of the Presbyterian Women, and including but not limited to the social gathering of the Fellowship Groups.
- c. Specially called Congregational meetings or activities.
- d. Individual members by request.
- e. Outside groups by request.

## II. RULES GOVERNING THE USE OF FACILITIES

- a. Users are expected to demonstrate a respect for the facility and a sense of responsibility for its care.
- b. Application for the use of the facilities shall be made in writing on the form provided and shall be presented to the Church Administrator one (1) month prior to proposed use. Application shall be signed by the person authorized to represent and be responsible for the persons using the facilities. Each application is subject to (1) review by the staff, and (2) approval by Board of Property and Finance and/or Session of University Presbyterian Church.
- c. Rooms are to be left as they are found or by instructed set-up - doors shut and/or locked, all lights and A/C controls in the off position.

- d. No signs, posters, bulletin boards, or chalk boards shall be affixed to any wall, floor, or piece of furniture without the approval of the Board of Property and Finance. Materials used to affix materials must be approved by BPF.
- e. Smoking is not permitted in the facilities or on campus.
- f. Consumption of alcoholic beverages is not permitted on church property
- g. Use of the Narthex and Sanctuary by small groups (25 or less) is not encouraged due to the high cost of building operation.
- h. No food or beverages (except for clear water) are allowed in the Sanctuary or Narthex at any time.
- i. Nothing is to be placed on the communion table during set up or during the event.
- j. All functions shall be cleared with the church administration and arrangements made with custodian for clean-up.
- k. When using the Sanctuary or Serving Kitchens, the rules posted for use of kitchen appliances and clean-up of the kitchens must be followed.
- l. Responsible adult supervision shall be present at all times when the facility is being used by youth groups.
- m. Persons using the facilities agree to hold harmless the University Presbyterian Church against all liability, responsibility, damages, loss, cost, and expense of any nature whatsoever, arising out of injury to or the death of any person by the use of the property of the University Presbyterian Church.
- n. It shall be the policy of this Church that its furnishings and personal property shall not be removed from the premises; however, if circumstances warrant special consideration (use by church members using church property for church-related functions), approval may be granted by the church office and property signed out through the church office. An appeal to the Board of Property and Finance may be made if a request is denied by the church office.
- o. This policy shall include the use of the church organ and pianos. Their use by others shall be scheduled on the same basis as scheduled events. All requests for the use of the organ shall be authorized by the Director of Music and Arts. When using the organ to practice, only the lights on the organ shall be in use. Do not turn on heating/cooling or other lights in the building.
- p. Fee Schedule is attached and shall be part of this document.
- n. All movement of Chancel furniture shall be cleared with the Board of Property and Finance.
- o. Unless cleared by the pastor, non-church related events will not be scheduled two weeks prior to Easter, or the week proceeding Thanksgiving through January 4.
- p. Any request for exceptions to above policies shall be presented in writing to the Board of Property and Finance for their consideration. Circumstances suggesting an exception to any of the above policies are expected to be rare.

Damage to Facilities and Equipment: Users are responsible for any damage caused by their use of UPC facilities and/or equipment. If damage occurs, as determined

by UPC, the cost of replacing or repairing the damage will be charged to the group. Users are encouraged to carefully inspect the areas that they will be using and bring concerns regarding the condition of facilities and equipment to the attention of UPC staff prior to their use. UPC is particularly concerned about the movement of items that are heavy, awkward or otherwise prone to cause floor and wall damage. It is the user's responsibility to check with the Church Administrator or that person's designee, before moving any furniture to include the communion table, pulpit, risers, piano and organ and to follow any and all directions as to how items are to be moved, if such movement is authorized. Chairs and collapsible tables generally do not require approval to be moved unless they are being moved from one building to another.

I have read and agree to the terms of the UPC Policy for General Use of Facilities

Signature

Print

Date

### UPC FACILITY RATE CARD

Facilities	Flat Fees
Sanctuary	\$ 200
Sanctuary for Rehearsals	\$ 25
Fireside Room	\$ 50
Fireside Room for Rehearsals	\$ 15
Great Room	\$ 150
Classrooms (Youth Room, 13, 14 or Godly Play Room)	\$ 50 per room
Majesty Theatre	\$ 50
Outdoor activities general use fee	\$ 50
Sanctuary Refundable Cleaning/Deposit	\$ 100
Great Room Refundable Cleaning/Repair Deposit	\$ 100
Classrooms/Fireside Room Refundable Cleaning/Repair Deposit	\$ 50 per room
Communion Table and Pulpit Moving Fee	\$ 50
Organ Moving Fee	\$ 50

**Deposits are required of both members and non-members.**

Staff	Fee
Pastor's Honorarium	\$250 (waived for members)
Organist/Pianist	\$150 (additional costs to be determined if music requested is outside of repertoire)
Additional Musicians & Singers	\$100

Custodian	\$110 (4 hours, \$27/each additional hour)
Audio/Visual Tech	\$80 (4 hours, \$18/each additional hour)
Nursery Attendant	\$35 per 3 children (minimum of two hours, \$17/additional hours )

The Custodian fee is mandatory if the event is on a Friday, Saturday, or if there is an event the next day that is needed to be set.

Audio/Visual Techs are mandatory if using any amplified equipment, including body mics, video screens, or Majesty Theatre. No one other than UPC sound operators may use the audio/visual equipment.

The Facility Host is negotiable and can be substituted by the Audio/Visual Tech or an assigned UPC member with a key and alarm code.

All outside musicians using the piano or organ must be approved by the Resident Organist, and are paid directly.

All fees, except for the pastor(s) and non-staff musicians, are payable to University Presbyterian Church, including all church staff. For pastor honoraria, the check is made to the pastor and presented to him/her directly. All fees must be in the church office at least two weeks prior to the event date.