

United Presbyterian Church **Building and Grounds Use Policy**

(01/25/2013)

Share with God's people who are in need. Practice Hospitality.

Romans 12:13 (NIV)

Who we are:

United Presbyterian Church of Peoria, Illinois has been richly blessed with a fully functional facility located on a beautiful campus in a convenient location. With a background heritage and Presbyterian history in Peoria from former First Presbyterian and Arcadia Avenue Presbyterian churches our members have created and support the worship and member activities whole heartily.

Purpose:

The primary purpose of our building and facilities is to encourage activities of ministry events and support the purposes of ministry, evangelism, discipleship, fellowship and worship. In addition to both church/ministry events the building is available to celebrate life of our church family such as weddings, funerals, anniversaries and reunions.

Included with these purposes are guidelines that reflect our values as a church. We ask that as you use this facility that you treat it with great care and respect.

General Use Considerations:

United Presbyterian Church is committed to the spiritual practice of hospitality. Our "Building and Grounds Use Policy" encourages utilizing and sharing our facilities while honoring God, greeting visitors as welcome guests, and maintaining responsible stewardship of the facility our church has been blessed with to carry out the mission of the church.

Therefore, proper oversight must be given to these facilities to ensure that:

Activities fit with who we are and what we believe.

Support is available to those who share the use of our building.

Users are asked to exercise proper care and safety.

We insist that use of our Facilities are properly protected against damage or misuse.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activity may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

Building Eligibility Guidelines:

The facilities and equipment of United Presbyterian Church exist for the primary purpose of glorifying God through its organizations and ministries. Building use activities and management fall under the jurisdiction of the Building and Grounds Committee. The application of the guidelines contained herein is at the full discretion of the Building and Grounds Committee, Administrative Staff and the Church Session.

(Note: Administrative Staff in this document includes the pastoral staff, Worship and Music Director, and Administrative Assistant. When Administrative Staff is listed in this document, it requires two members of the staff for approval.)

1. A Space Use Request Form should be completed for all groups requesting facility use. A Use of Building Agreement may be required for outside groups.
2. Facilities are not available to outside groups for profit making activities.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections.
4. Certificate of Liability and Property Damage insurance coverage naming United Presbyterian Church of Peoria as an additional insured may be required if staff or Session deem it necessary and must be on file prior to the date of the event by an outside group to United Presbyterian Church for the purpose of covering liability and property damage or accidents that might occur on church property.

The Priority of Use Shall Be As Follows:

1. Recognized Groups Within the Church:

Church Services- (i.e. worship services, Sunday school, adult Ed)

Regularly scheduled church activities- (i.e. Connect Point, committee meetings, Bible studies, circle groups, choir rehearsal, sports fellowship)

Church related activities- (i.e. Boy Scout /Cub Scout meetings, mission projects, fellowship groups)

2. Church Members:

Individual Parties and Special Events (Anniversary parties)

Weddings, Funeral and Receptions

Music Recitals (Not including private recitals for students)

Other informal Church Member requests (basketball, volleyball, etc.)

3. Outside Groups:

Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by United Presbyterian Church.

Facility Use Guidelines

United Presbyterian has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

A custodian will be on duty during regular business hours. If building usage is requested for after regular business hours, and custodial services are required, the user will be charged a fee for the custodian's services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

User Conduct:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
4. Dining or the serving of food is limited to pre-approved designated areas. If food is being prepared in the kitchen a state certified kitchen worker must be present.
5. Use of candles is allowed only in designated areas with adult supervision and must be approved.
6. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
7. Requests to move furniture or equipment must be stated on written application and approved in order to maintain the quality of the building's furniture and equipment, and prevent damage.
8. Requests to decorate the space must be stated on the written application. No screws, nails or tacks may be used. Masking tape may ONLY be used on glass, NEVER on painted walls or woodwork.
9. Each group/user will be held responsible for the care and condition of the space and equipment used.
10. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
11. Programs in the sanctuary or fellowship hall that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.

12. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 18 at all times.

13. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

14. Payment of any and all fees must be paid a week before the scheduled event.

Reservations:

A Space Use Request Form must be completed by all groups and submitted to the Administrative Assistant at least 2 weeks in advance of the activity. The Space Use Request Form provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form. Special exceptions may occur where considerations are accepted and the pastor or Session approve.

The Administrative Assistant will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

Approval Guidelines for the space request use shall be as follows:

1. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with United Presbyterian Church's mission statement and the building use philosophy.

2. No date is placed on the calendar until the form has been submitted and approved by the appropriate person(s).

3. The pastors/worship leaders approve of all worship related activities.

The Worship and Music Director must approve all music recitals.

The pastoral staff must approve all weddings prior to them being entered on the church calendar.

The Building and Grounds Committee and/or Administrative Staff approves all other usage.

4. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

Building Use Procedures:

The organization leader or representative is responsible for the following:

1. Submit the Room Set-up on the Space Use Request Form diagramming set-up to Facilities Coordinator. Separate forms for requests for any special equipment needs and sound equipment must also be completed.
2. After building use, clean up all the areas used. The area should be returned to the same condition as before use.
3. Turn out lights & close windows.
4. Report any maintenance problems and damages.

Publicity And Promotion:

1. Any outside group using publicity material and/or making public service announcements in which the United Presbyterian Church name is used must have prior approval by the Administrative Staff and/or Session.
2. The sale of admission tickets to the event must be handled by the user with the approval of the Administrative Staff and/or Session.
3. Postings that appear on the indoor or outdoor church signs or any other posting device must have prior approval of the Administrative Staff and/or the Building and Grounds Committee. Approval is also required for hanging or adhering signs to any surfaces.

Fee Schedules:

These fees are for **non-church related groups and/or events**. The assessment of fees may be adjusted or waived at the discretion of the church's Session. Events and meetings that further the mission and ministry of the church may not require any fees. Church member use would get 50% discount unless support service needed.

Room Usage:

Class Room: \$25/1-3 hrs. \$50 4-8 hrs. During Church open hours.

Rooms available: 100, 105, 106, 107,

Fellowship Hall and Dining Area: \$50 per hour if no setup or kitchen use required (\$75 per hr if kitchen use required*). \$100 per hour with setup and kitchen use required.

*Certified worker is required for kitchen

Sanctuary: \$300 for up to 3 hours (\$50 each additional hour)

Gymnasium: \$50 an hour

Support Fees:

Custodial; Security/Church Official: \$20 per hour

Outside normal business hours: Mon-Fri 8am-9pm, Sunday 8am-1pm.

Before 8am and after 9pm or Sunday pm \$25 per hour.

Sound Tech: \$20 per hour

~~~~ Wedding Fees ~~~~

Use of Church and Grounds

Church member: no charge

Non-member: \$600 (use of sanctuary, classrooms, etc for up to 6 hours on wedding day, 2 hours on rehearsal day)

Use of Fellowship Hall for Wedding Reception: See Fellowship Hall above.

Professional Fees:

Officiate (includes premarital counseling sessions, rehearsal, wedding, filing etc.) It is church policy that a staff pastor officiates at weddings at United Presbyterian Church though other clergy may be invited to assist.

Church Member: Honorarium Suggested

Non-Member: \$225

Organist/Pianist: \$135

Support Staff and Other Fees:

Custodian: \$135

Sound Tech. (includes CD): \$55

Use of Church Candelabra: \$45

Wedding Bulletin (set-up, printing, folding, etc): \$30

UNITED PRESBYTERIAN CHURCH
2400 W Northmoor Rd, Peoria, IL 61614
Phone: 693-2002 Fax: 693-7290

Date of Request: _____

BUILDING USAGE FORM

Name of/Person/Group to use Church _____

Contact Person/Phone number _____

Date & Time Church is to be used: _____

Activity _____

Room or rooms needed:

Sanctuary Fellowship Hall Room #107 Room # 106 Room #105

Room # 100 Gym Kitchen Nursery

Items needed to be furnished by church:

Audio Visual: Overhead projector TV/VCR/DVD Extension Cord Screen

PowerPoint Projector

Set up: Number of People: _____ Tables _____ Chairs _____

PRIOR USE _____

PHYSICAL ARRANGEMENT

Theater Style

Conference Style

Comments:

Pastor _____ Date _____

Director of Worship & Arts _____ Date _____

Session Approval Date _____