

# GUIDELINES AND POLICIES FOR CHURCH USAGE MEDINA UNITED CHURCH OF CHRIST, CONGREGATIONAL

*“God’s love inspires us to be joyous messengers”*

Medina United Church of Christ, Congregational (MUCC) as a community of faith ministering in our Lord’s name to the Medina community welcomes the use of our church facilities when ever possible by groups within the community needing a place to meet subject to the guidelines, policies and fees that follow. These guidelines, policies, and fees have been prepared to allow use of our church by the community while instilling that our church will remain clean, in good repair, and presentable for its intended purpose: worship of our Lord and Savior and spiritual growth of everyone entering its doors.

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| Scheduling<br>an Event                | <ol style="list-style-type: none"><li>1. All groups, including church groups, must schedule activities in advance through the church office (330-725-4559)</li><li>2. Usage is subject to the Church Calendar. Use of church facilities by MUCC groups and events will, in all cases, have precedence over other groups. Should a conflict arise, outside groups will be notified as soon as possible by the church office.</li><li>3. Services of worship, both regular and special, shall at all times take priority over other activities within the building. If necessary, any previously scheduled activities of both church and non-church groups may be adjusted or, under extreme conditions, cancelled if it appears they will conflict with a special service of worship.</li></ol>                                                                                                                                                                   |
| Application<br>for Use<br>of Facility | <ol style="list-style-type: none"><li>1. All persons in charge of an activity of an outside group using the church must complete and sign the “Building Use Form” and submit it to the church office for approval prior to use of the facilities.</li><li>2. A new application must be submitted annually if space is desired for the following year. Groups using the church on a regular basis will receive notice regarding the application deadline for yearly usage.</li><li>3. Church authorized groups are defined as those entities that have previously applied and have been approved to become regular fee-exempt users of MUCC.</li><li>4. In ALL CASES, it is expected that damage to MUCC property or grounds will be repaired or replaced by the responsible group. Following building usage, if the building is left in disrepair, the applicant will be notified by letter and assessed an appropriate fee for any necessary repairs.</li></ol> |
| Restrictions                          | <ol style="list-style-type: none"><li>1. <u>Alcoholic Beverages</u> are NOT permitted in the church or on the church grounds. We encourage participants of any group using the church to refrain from consuming alcoholic beverages prior to coming to the church for their respective function. The use of alcoholic beverages may result the cancellation of the event.</li><li>2. <u>Smoking</u> is NOT permitted in the church.</li><li>3. Decorations for all activities must be of fire resistant material. Persons decorating are responsible for the immediate removal of all decorations following such events.</li><li>4. The use of <u>Flammable Liquids</u> on church property must be approved prior to usage.</li></ol>                                                                                                                                                                                                                            |

- Supervision
1. When church facilities are used for group meetings of youth or children (under age 21) supervising adults must be present at all times.
  2. A minimum of two adults is required for a group of 12 or fewer youth with an additional adult for each additional group of 12 or any part thereof.
  3. These supervisors will be responsible for the proper conduct of the group to prevent injuries to the youth and/or damage to the church property.
  4. Please be considerate at all times of others in the building by keeping all noise to a reasonable level.

- Kitchen
- Groups using the kitchen and/or the kitchen equipment must make certain:
1. They provide their own coffee, tea, sugar, cream.
  2. The use of equipment in the kitchen should be under the supervision of a church member.
  3. Flatware, appliances, dishes, glasses, pots and pans are cleaned and returned to their original storage areas.
  4. Countertops and servicing areas are wiped and all appliances are turned off.
  5. Trash and garbage is to be placed in plastic bags and thrown in the dumpster in the parking lot.
  6. Floors are swept and mopped.
  7. Broken and/or malfunctioning equipment is reported to the church office.

- Inspection
1. An appointed member of the church staff or the custodian will inspect the Church facilities following the use by groups and report to the Property and Grounds Team any damage to chairs, tables, carpeting, windows, floors, kitchen, equipment and other appointments in the church building.
  2. The Property & Grounds Team will communicate the assessment of damage, if any, to the responsible person and/or group and remit an invoice for payment.

- Custodial
1. For any special arrangements that require additional time and work by the custodian, the custodian must receive prior notice of the arrangements well in advance of the event/meeting.

- Fee Schedule  
And donations
1. All required fees must be paid to MUCC at the time of booking. Please make checks payable and send to: Medina United Church of Christ, Congregational, 217 E. Liberty St., Medina, OH 44256.
  2. Church members or their immediate families will not be charged for use of the sanctuary for funerals. However, the customary honorarium should be considered.
  3. Please refer to the Wedding Guidelines booklet for charges specific to weddings.

**Non-church member user fees are as follows:**

Fellowship Hall	\$85.00
Fellowship Hall with kitchen (refreshments)	\$110.00
Fellowship Hall with kitchen (meal preparation/catering)	\$165.00
Sanctuary (seats approx. 300)	\$165.00
Community Room (meeting only)	\$55.00
Community Room (light refreshments only)	\$85.00
Classroom for meeting	\$30.00
Classroom (all day 4 or more hours)	\$55.00

4. A custodian must be present in the building if you are using the Kitchen. If there is no custodian on duty at the time of your event, you will be charged a Custodial fee of \$20.00 per hour.
5. There is no charge to church members or their immediate families for use of the church or chapel for Weddings or Funerals; nor for Fellowship Hall when used for Weddings, Receptions, Parties, Bridal Showers, or Bereavement Meals.
6. While no fees are assessed in some cases, donations from all those that use the Church would be appreciated.

**PLEASE READ:** Please be aware that an appointed member of the church staff or the custodian will inspect the condition of the rooms you have used, as well as the grounds outside for the purpose of evaluating whether or not you will be approved for future building use. We will use the lines below to make notes and keep on file. If you would like to see your report, please come to the church office and we will be happy to share the comments with you.

The guidelines and policies have been approved by the Property and Grounds Team of the Medina United Church of Christ, Congregational, April 2001  
(Up-dated October, 2007)

**FOR OFFICE USE ONLY:**

**Condition of room/s**

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**Any clean up not done**

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**Condition of outside grounds**

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**Any broken equipment or properties**

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**Recommendation for future building use approval**      YES \_\_\_\_ or NO \_\_\_\_  
(If recommendation is "NO", please give reason/s why.)

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**MEDINA UNITED CHURCH OF CHRIST  
CONGREGATIONAL**  
217 E. Liberty Street  
Medina, Ohio 44256  
330-725-4559  
**BUILDING USE FORM**

DATE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ UCC Member \_\_\_\_ Yes \_\_\_\_ No  
(Name of Group or Person)

PERSON REQUESTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK/CELL: \_\_\_\_\_

PERSON RESPONSIBLE FOR KEY: (IF APPLICABLE)

NAME: \_\_\_\_\_

HOME/CELL/WORK: \_\_\_\_\_

**Users assume responsibility of church facilities during usage. Any damage to building or contents, in addition to donation or fee, will be billed to the APPLICANT. NON-CHURCH users must provide the church with a "HOLD HARMLESS" agreement signed by the applicant.**

**ALL GROUPS USING THE CHURCH FACILITY MUST VACATE THE BUILDING BY 10:00 P.M. NO SMOKING, ALCOHOL OR FIREARMS ON CHURCH PROPERTY!**

**ALL BUILDING USE REQUESTS ARE NOT AUTHORIZED UNTIL APPROVED BY THE PROPERTY & GROUNDS TEAM.**

ROOMS REQUESTED

Fellowship Hall \_\_\_\_\_  
Fellowship Hall w/ Kitchen (refreshments) \_\_\_\_\_  
Fellowship Hall w Kitchen (meal prep/cater) \_\_\_\_\_  
Sanctuary \_\_\_\_\_  
Community Room \_\_\_\_\_  
Community Room (refreshments) \_\_\_\_\_  
Classroom/s \_\_\_\_\_ (No. needed) \_\_\_\_\_

FREQUENCY OF USE

Starting Date: \_\_\_\_ \_\_ Ending Date: \_\_\_\_\_  
Periodic (indicate day of week and month)  
Day/s \_\_\_\_\_  
Month/s \_\_\_\_\_  
Expected Attendance:  
\_\_\_\_\_ Adults \_\_\_\_\_ Children

ARRIVAL TIME: \_\_\_\_\_ a.m. or p.m. DEPARTURE TIME: \_\_\_\_\_ a.m. or p.m.

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

Users perform their own set up (unless arranged with custodian).

Users perform their own clean up (unless arranged with custodian).

1. Vacuum carpeted floor, sweep and mop tile floor.
2. Wipe up any spills on tables, chairs and floor.
3. Return any moved equipment/furniture to original location, tables and chairs to storage racks.
4. Dump unused liquids into sink.
5. All trash removed and placed in dumpster in parking lot.

Turn off lights in all rooms including restroom/s.

**APPLICANT**

1. I agree that my group and I will be responsible for any damages to the Church property.
2. I will make full restitution.
3. The Church will not be liable for damages caused by negligent behavior by people involved in the activity.
4. I will not hold the church liable for any personal accidents or injuries that occur.
5. I will assure that all trash is placed in plastic bags and placed in the dumpster in the parking lot.
6. I will make certain that all lights and equipment are turned off.
7. I will make certain that all items in the kitchen are returned to their original storage areas.
8. I will make certain that ALL exterior doors are locked upon my departure.

I have read the attached Guidelines and Policies for Church Usage and will comply with them.

FEE (If Applicable) \_\_\_\_\_ FEE WAIVED \_\_\_\_\_

REFUNDABLE DEPOSIT (Upon completion of room inspection) \_\_\_\_\_

REFUNDED DEPOSIT \_\_\_\_\_

DONATION \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY & GROUNDS APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

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**KEY AGREEMENT (If Applicable)**

I, \_\_\_\_\_ have received a key to the UCC, Congregational.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell \_\_\_\_\_

I agree to the following:

1. Do not give the key to anyone else.
2. Leave the requested areas as found.
3. Turn off the lights.
4. Lock the building when I leave.
5. Return the key to church secretary when building use complete.

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

MEDINA UNITED CHURCH OF CHRIST  
CONGREGATIONAL

HOLD HARMLESS AGREEMENT

As used herein, the term "Church" includes but is not limited to the Medina United Church of Christ, Congregational, all other constituents' organizations of the Denomination, and their officers, agents, volunteers and employees.

Further, as used herein, the term "User" includes the group, organization and/or individual who is a party to this Church Usage Agreement.

1. User agrees to indemnify and hold harmless the Church and its officers, employees, volunteers, representatives, and assigns from and against any and all claims, demands, rights, actions and causes of action of whatsoever kind of nature, whether in law or in equity, which the User or any of User's agents, employees, shareholders, successors, or assigns, had or claimed to have, or which the User might herein after have or claim to have, including any future injury or disability whether known to it or not, against the Church and/or its agents, employees, shareholders, successors, invitee or assigns resulting from or pertaining to User's use of Church property, be it real or personal.
2. This Church may terminate this agreement, along with the permission to use the facilities at any time, without cause or obligation, except to refund all amounts which User has theretofore donated or paid in advance.
3. This Agreement shall insure to the benefit of and shall be binding upon the parties and their respective heirs, descendants, agents, employees, shareholders, successors and assigns and legal representatives.
4. This Agreement constitutes the entire Agreement amount and between the parties pertaining to the subject matter contained herein. The validity, construction, interpretation and administration of this Agreement shall be governed by the substantive laws of the State of Ohio.
5. All titles, headings and captions used in this Agreement have been included for Administrative convenience only and do not constitute matters to be construed in the interpreting of this Agreement.

GROUP OR ORGANIZATION: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(PRINT FULL NAME)

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_  
(SIGN FULL NAME)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PROPERTY & GROUNDS

APPROVAL: \_\_\_\_\_ DATE \_\_\_\_\_