

St. Paul's United Church of Christ

Use of Church Facilities Policies and Procedures

All persons or groups using the church facilities are expected to clean up, return things to their proper place, shut off all lights, and lock all exterior doors.

SMOKING, ALCOHOLIC BEVERAGES, AND GUNS ARE PROHIBITED ON ST. PAUL'S UCC PREMISES. PERFUMED FRAGRANCES ARE DISCOURAGED SO ALL WILL FIND ST. PAUL'S UCC A WELCOMING AND HEALTHY SPACE TO WORSHIP AND ATTEND EVENTS.

BUILDING USE APPLICATION FORMS: A completed Building Use Application and all relevant fees and deposits are due when reservation is made. Standard use of the building and/or grounds must be scheduled through a Church Council representative and Pastor for approval.

The Church Council must also approve any long term or unusual requests. An up-to-date Certificate of Liability Insurance is required for all For-Profit Organizations.

NON-REFUNDABLE FEES: Since both use of the church facilities and scheduling are a cause of extra expenses to the church, nonrefundable fees are charged at the time of scheduling.

Nonprofit groups who meet regularly at the church, whose purpose is the support and caring of persons with common concerns (Al-Anon, Overeaters Anonymous, Women's Network, etc.), will not be asked for a regular fee. Such groups may wish to make an annual or semi-annual donation to the church according to their ability.

KEYS: Any authorized person/group using the church building when the office is not open must arrange for key pickup and return to the church office within one (1) week of the event. Key may also be returned in an envelope to the mailbox outside of the back door. A refundable deposit is required, and will be returned within two (2) weeks of receipt of the key.

DAMAGE DEPOSIT: A refundable damage deposit is required with the completed Building Use Application. Portions of the deposit may be retained to compensate for any damages or additional clean-up cost attributable to the person/group. User will be billed for damages not covered by the deposit. Upon satisfactory inspection of the facility after use, the damage deposit will be returned to the person/group within two (2) weeks of the event date.

LIABILITY: Persons or groups using church facilities will be liable for any damage resulting from their use.

SUPPLIES: Church linens, towels, and other supplies are to be used for church activities only. Outside groups, wedding parties, etc. are expected to provide their own supplies or considered on a case-by-case basis.

TABLES AND CHAIRS: St. Paul's is not responsible for setting up facilities. Setup and take down of tables or chairs are the responsibility of the person/group using the facility.

WEDDINGS, FUNERALS, OR MEMORIAL SERVICES: Use of the church facilities for weddings, funerals, or memorial services must also be scheduled through the Pastor and Church Council.

Other Use of Church Property

TABLES AND CHAIRS: Permission may be given to members and friends of the congregation to borrow tables and chairs provided such use does not interfere with church needs. The borrower must furnish the church office a list of the items to be borrowed, including quantities, date to be picked up and returned, and the name, address, and phone number of the responsible party. Most such loans should be for 24 hours or less, or subject to immediate return in case of unexpected church needs.

ELECTRONIC EQUIPMENT: Electronic equipment is not available for loan.

OTHER CHURCH PROPERTY: Unless specific permission is granted by the Church Council, no other church property is to be loaned out or removed from the grounds for use elsewhere.

St. Paul's United Church of Christ
602 East Garfield Street - Laramie, WY 82070

Building Use Application

Today's date: _____

Group Name: _____

Contact Person: _____ Member Non-Member

E-mail: _____

Address: _____

Phone (home): _____ (cell): _____

Date(s) needed: _____

Time: _____

Room(s) requested: Sanctuary Fellowship Hall Kitchen

Purpose: _____

Will food be served? Yes No _____

Number expected: _____

Non-Refundable Fees - Facilities:

NOTE: All fees are due at time of application

Members*:

- \$25.00 Fellowship Hall
- \$35.00 Kitchen & Fellowship Hall
- \$40.00 Sanctuary

Non-Members:

- \$100.00 Fellowship Hall
- \$150.00 Kitchen & Fellowship Hall
- \$100.00 Sanctuary

Nonprofit:

- Fellowship Hall
- Kitchen & Fellowship Hall
- Sanctuary

*A member is defined as those who have covenanted with the congregation formally in accordance with our by-laws. Facility fees are waived for weddings and funerals of members.

Non-Refundable Fees - Personnel:

- Organist, pianist, other musicians, or pastor (as negotiated) \$ _____.00 \$ _____.00 \$ _____.00 Total: \$ _____.00
- \$75.00 Custodian Fee
- \$25.00 Sound Technician / Church Contact Fee

Refundable Fees:

- \$50.00 Key Deposit (for recurring use) \$100.00 Damage Deposit

Additional fees may be charged beyond the basics or for damages and or extensive clean up necessary after use of facilities.

Nonprofit groups who meet regularly at the church, whose purpose is the support and caring of persons with common concerns (AI-Anon, Overeaters Anonymous, Women's Network, etc.), will not be asked for a regular fee. Such groups may wish to make an annual or semi-annual donation to the church according to their ability.

Total amount due: \$ _____

Signature: _____

-----**For Church Office Use**-----

Amount paid: \$ _____

Check Number: _____

Date: _____

Keys Checked out: _____, _____, _____

Deposit: \$ _____

Church Council member approval: _____

Date: _____

Pastor approval: _____

Date: _____