

BUILDING USE AT UNITED CHURCH OF CHAPEL HILL

GENERAL PHILOSOPHY:

The United Church of Chapel Hill built its facility to house the activities which constitutes being a Church. During times when the spaces are not used for Church activities, we welcome their use by non-profit groups and by persons needing space for their non-profit activity.

Because of the high cost of maintenance and utilities, it is necessary for building users to help defray such costs.

These facilities are available to groups that are open to the public-at-large and whose goals are consistent with those of the Church and its mission. UCCH welcomes all people regardless of race, ethnicity, gender, or sexual orientation.

RESERVING SPACE:

All activities by Church and non-Church groups alike must be reserved and scheduled through the church Office & Communications Manager. Groups may only use the space reserved for them and only at the times scheduled and reserved. As a courtesy to other groups/individuals using the church building within the same period as this event, please communication with office manager and/or pastoral staff about use of rooms outside of the rooms listed below in the contract.

The user understands that United Church reserves the right to cancel and/or change room assignments up to 48 hours prior to any event, occasionally on shorter notice in the case of a death in the church family.

Please note: United Church does not provide security services and cannot prevent the entrance to the church by individuals who do not have a purpose for being in the facility. Groups may not store equipment at the church.

Users must remove all items associated with their program immediately following the event. The church is not responsible for loss or damage of personal property. Users should take proper precautions in guarding their safety and possession.

KITCHEN & REFRESHMENTS:

Groups using the Fellowship Hall may use the kitchen at no extra cost for serving refreshments. An extra donation will be included for use of the kitchen to prepare food and cook on our stove. Provisions must be made in advance for serving meals and use of the kitchen for cooking of food. Each group should provide all of its own supplies. Church supplies may not be used. If the kitchen is used, it must be cleaned thoroughly, and all trash must be placed in plastic bags provided by the user and taken to the dumpster at the end of our parking lot.

If refreshments are served in classrooms, food and drink may not be left in the building. Spills should be cleaned up and tables and chairs wiped off.

DEPOSIT & KEY:

A \$50 key/security/cleaning deposit is required. A key will be issued to the person responsible for or in charge of the activity. Building use fee payable at the time that the key is picked up. The key must be returned to the church office within 48 hours following the event. Failure to return the key as requested might result in forfeiture of the deposit. Keys may not be duplicated. Building use fee payable at the time that the key is picked up.

EVENING & WEEKEND EVENTS:

Group organizers will be given a key to the building and given instructions on how to lock/unlock the doors. All groups are responsible for locking up behind themselves once all participants are in the building. Doors should remain locked as much as possible after 5 pm. Ideally, groups should post someone at a door to let people into the building.

Users may refuse entry to individuals who are not part of your group. If they are part of another group meeting, they will need to have that group's representative let them in.

LIGHTS & DOORS:

All lights must be turned off upon the departure of the group. All doors, interior and exterior, must be locked upon the departure of the group.

PROHIBITED:

No drugs, alcohol, e-cigarettes, tobacco and firearms are allowed in the church building and on the church grounds. Smoking is prohibited anywhere on the church property.

CHILDREN & YOUTH/SAFE CHURCH POLICY:

Children & youth are welcome at the Church, however, all children must be supervised by responsible adults. All groups with children & youth must be informed, understand, and abide by our Safe Church Policy. The playground may be used only by children under the age of eight.

It is the policy of United Church of Chapel Hill to have more than one adult working with children and youth at all times. All children & youth must be supervised at all times. All children, youth, and volunteers must stay within the church space agreed to in the contract below. Alternate space needs to be arranged with and agreed upon by office manager and pastoral staff.

When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

STORAGE:

Groups should provide storage for their equipment or materials offsite due to limited storage facilities at the Church. The Church cannot be responsible for locating and holding items or materials which are left behind.

CLEANING:

Snacks are allowed in most spaces, with exception to the Sanctuary. Rooms must be clean when meetings/events are over. Trash must be picked up and placed in proper garbage containers, and recycling in large containers behind kitchen door.

JANITORIAL SUPPORT:

Normal cleaning is included in the building use fee. If janitorial services are needed beyond routine cleaning, each group will be billed accordingly. If you are wanting to schedule Friday/Saturday events in the Fellowship Hall and/or Sanctuary, or if you have a group more than 100 people, there will be an additional fee of \$150 to supplement janitorial services.

DAMAGES:

Any damages which occur during a group's use of the building must be reported as soon as possible to the Church Office and must be paid for promptly. Groups using the facilities will be liable for damage to church property. If users find something wrong, broken, not working, leaking, falling, etc., please report it to the church office ASAP.

PLEASE NOTE:

- If you are wanting to schedule Friday/Saturday events in the Fellowship Hall and/or Sanctuary, or if you have a group more than 100 people, there will be an additional fee of \$150 to supplement janitorial services.
- Donation payable at the time that the key is picked up.
- There may be an extra donation request of \$50 for use of Youth Room, Music Room & Art Room for equipment maintenance to be determined upon review of building use application.

Contribution Schedule for United Church of Chapel Hill

Room/Space	Use Duration	FEE	FEE
		Infrequent User	Regular User
Fellowship Hall, Sanctuary	1/4 Day (1-3 hours)		
<p><u>Please note:</u></p> <p>* The contribution for use of Fellowship Hall/Sanctuary will depend upon the size of the group and the type of activity.</p> <p>**If you are wanting to schedule Friday or Saturday events in the Fellowship Hall or Sanctuary, there will be an additional fee of \$150 to supplement janitorial services.</p>	50-100 people	\$125-175	\$95-140
	101-150 people	\$160-210	\$110-180
	151-200 people	\$180-290	\$160-200
	201+ people	\$350	\$300
	½ Day (3-5 hours)		
	50-100 people	\$130-180	\$110-160
	101-150 people	\$170-210	\$140-190
	151-200 people	\$210-320	\$180-240
	201+ people	\$400	\$300
	Full Day (5-8 hours)		
	50-100 people	\$220-290	\$150-200
	101-150 people	\$260-300	\$200-245
151-200 people	\$350-400	\$210-300	
201+ people	\$500	\$350	
Assembly Hall	1/4 Day (1-3 hours)	\$80-110	\$75-90
	½ Day (3-5 hours)	\$100-140	\$80-120
	Full Day (5-8 hours)	\$150	\$120
Music Room, Youth Room, Art Room**	1/4 Day (1-3 hours)	\$75	\$55
	½ Day (3-5 hours)	\$80	\$70
	Full Day (5-8 hours)	\$100	\$85
Education/Conference Rooms, Family Parlor, Library (per room)	1/4 Day (1-3 hours)	\$25	\$20
	½ Day (3-5 hours)	\$40	\$25
	Full Day (5-8 hours)	\$60	\$40

**Application for use of
United Church of Chapel Hill facilities**

Please complete and return to church office.

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: Daytime _____ **Evening** _____

Email Address: _____

2nd Contact Person: _____

Phone: Daytime _____ **Evening** _____

Email Address: _____

Date(s) requested (ongoing? Include start/end dates): _____

Time of Day: _____ **Number of participants:** _____

Room(s) requested:

Please describe activity /use of space:

Furniture or Equipment Needed: _____

**UCCH does not provide set-up.
Please plan for set-up and clean-up time in your request for building use.**