



# 1st Congregational UCC

*Opening the Doors of Possibility*

*An Open & Affirming Church*



## GENERAL BUILDING USE FORM

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Type/Name: \_\_\_\_\_

### General Building Use Policy:

The facilities of First Congregational UCC of Charlevoix are for the ministry and programs of the church.

Our facilities are also available for use by church participants and the community for weddings, funerals, musical rehearsals, performances, meetings, and other uses that do not conflict with our church's ministry or programs.

Any group requesting to use our facilities must be represented by an individual who is responsible for submitting an application to use the facility. The individual must agree to the building use policy, paying all applicable fees, and ensure that the building use policy is followed.

The Board of Trustees shall delegate the review of applications for non-church related activities and events to the Office Manager/Pastor except for unusual or challenging requests.

Weddings and funerals will be at the discretion of the pastor, with consideration given to previously scheduled church activities and events.

The sanctuary is our worship space. Any moving or rearrangement of the furniture, altars, risers, piano, organ, etc. must be approved by the Pastor or custodian. The pastor or custodian must be on hand to supervise both the rearranging and restoring of the sanctuary.

The rearranging of tables and chairs in our Fellowship Hall or other rooms for non-church-sponsored activities must be approved by the pastor or custodian. They must be restored to their former locations or property stored following the activity.

Any trash, waste, debris, garbage, etc. generated by a non-church-sponsored activity must be collected and removed from the church premises.

No alcoholic beverages are allowed on church property without written permission of the Board of Trustees, and smoking, including vaping, is prohibited anywhere inside our facilities or within 50ft of the building.

### Kitchen Use Policy:

No food preparation may be done in our kitchen for non-church sponsored. If food is to be served in Ransom Hall, it must be catered or brought in.

A deposit is required for use of the kitchen. The deposit is refundable upon inspection of the clean kitchen by a member of the Kitchen Manager.

1ST CONGREGATIONAL UNITED CHURCH OF CHRIST • 101 STATE STREET CHARLEVOIX, MICHIGAN 49720

TOBY JONES, PASTOR • TELEPHONE: 231-547-9122 EMAIL: [OFFICE@CHXUCC.ORG](mailto:OFFICE@CHXUCC.ORG)

No leftover food is to be left in the refrigerator. Stray items, such as dishes, left in the kitchen will be removed after 3 weeks and given to the Rainbow Shoppe. Any trash should be bagged and removed to the dumpster in the garage.

Please observe kitchen rules posted in the kitchen.

Adult supervision is required for young people under 18 who use the kitchen.

Items borrowed from the kitchen will have to be signed out in the church office in a special book that is for that purpose. The date of borrowing, name of the borrower, and time of return will need to be noted in the book. Nothing should be borrowed for more than one week.

**Recitals of Other Non-Church-Sponsored Musical Events and Rehearsals:**

Certain groups such as the community chorus, community orchestra, and men’s chorus, which include several church participants in their number may continue to use the church facilities without payment of a fee provided such use does not interfere with church-sponsored activities or activities for which a fee has been received. If such groups hold an event at which tickets are sold or donations are received, the church shall be entitled to 10% of the proceeds or \$100, whichever is less, to offset costs for utilities and custodial services.

Fees may be waived or adjusted for other groups at the discretion of the pastor and Trustees when in their judgment the activities of that group are beneficial to the ministry and programs of the church.

**\*\*\*Weddings & Funerals: See separate Building Use Forms\*\*\***

**Church Key Sign-out**

Date: \_\_\_\_\_

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

Name of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Entry Key     Admin Office Key     Other

Date(s) of Use: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_

Date key(s) Returned: \_\_\_\_\_

Church Representative Signature: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Type of Building Use:**

Study Group       Concert/Musical Performance

Music Rehearsal       Other- please explain below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you a non-profit organization?**

Yes       No

**Are you a church participant?**

Yes       No

**Are you requesting the use of an entry key? (Approval Required)**

Yes. (I understand I will need to complete the appropriate sign-out sheet and return the key when requested)

No, I do not need a key

**Will admission be charged?**

Yes       No       Tickets       Volunteer Donation

**What Rooms would you like to reserve?**

Sanctuary       Ransom Hall       Adult Meeting Room

Community Room       Classroom       Kitchen (see Kitchen Use Policy)

Other- Please explain below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Equipment Needed:**

Speaker System       Video Screen       Podium       Tables and Chairs       None

**If tables and chairs are needed, please explain (or draw) how chairs are to be arranged- there are 8 chairs to each table.**

**Please describe the details of your event and how you plan to use the facility:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Use Fee Schedule:**

Service Requested	Church Participant	Non-Participant
Sanctuary (non-wedding use)	None	\$150
Ransom Hall**	None	\$200
Kitchen Use	\$50	\$100
Kitchen Coordinator**	\$50	\$100
Classroom(s)	None	\$20, per day
Community Room	None	\$30, per day
Overnight Stays (Youth)	None	\$30, per day
Sound System, if applicable	None	\$50
Sound System Engineer, if applicable	\$50	\$50
Custodian*	\$75	\$75
Secretarial Fee, if applicable	\$50	\$50
<b>TOTAL DUE TO CHURCH</b>		
Pastor (pay directly to Toby Jones	Recommend min. \$200	\$500
<b>TOTAL DUE TO PROVIDER</b>		

\*Mandatory for all events

\*\*Mandatory if Kitchen will be used in any way, or if any food will be served in Ransom Hall

NON-PROFIT ORGANIZATIONS: Same as members. If non-profit charges admission, the church will receive an additional \$100.00 or 10% of the gross income. (The lesser of the two.)

**Any appeal to this policy will be referred to the Board of Trustees.**

Monies can be paid by check, either in person or by mail. No cash please.

**Payments are due at the time of booking.** Monies can be paid in person or by mailing a check. Two checks should be submitted. One payable to **1<sup>st</sup> Congregational UCC** for all services requests, including Sanctuary and Hall use. If applicable, the second should be made payable to the Pastor, Toby Jones. If you are having a pastor other than Pastor Jones, please give that check directly to that pastor.

**Please make checks payable to:**

1st Congregational UCC  
 101 State Street  
 Charlevoix, MI 49720

Please be sure to reference your date and function in the memo section.

If you have questions, please contact us at 231-547-9122 or you can email the office manager at [office@chxuucc.org](mailto:office@chxuucc.org)

Total Cost Due to Church: \_\_\_\_\_

Signature of responsible person(s): \_\_\_\_\_ Date: \_\_\_\_\_

<i>Church Use Only</i>	
Approved By: _____	Date: _____