

Union Church

Building Use Fees and Policies

The members and friends who comprise the congregation of the Church of Christ, Union, actively seek to bring all of their community resources to the support of God's mission and Christ's work. The physical building of our church represents a significant investment of time and money, and is a legacy from faithful generations of the past. The building is offered as a part of our mission of service to various community groups, and to individuals and families to use for occasions such as weddings, funerals, and other gatherings. The guidelines below will help us continue to faithfully steward the resource of our building and grounds in the course of offering them to those who use them.

Usage fees:

Sanctuary - members pay \$350 for Host, Sound System operator & Custodian \$550 + \$200 refundable cleaning deposit non-members _____

Cowan Chapel - members pay \$250 for Host & Custodian \$400 + \$200 refundable cleaning deposit non-members _____

Community Room & Kitchen - members pay \$100 for Custodian \$250 + \$100 refundable cleaning deposit non-members _____

Mary Miller Room (204) & Dialogue Center \$50 non-members _____

Notes for All Rentals:

The fees for the Sanctuary and Cowan Chapel include a \$150 charge for a church host to be present and to assist those using the church facilities. This fee includes no more than five hours of the host/ess' time. An additional \$30 per hour charge will be added if the host/ess' time exceeds five hours. This \$30 charge will be deducted from the deposit. The church host will be able to open the church building, assist with the lights, answer questions about church rooms, and secure the church after the event. The church host will be responsible for determining if the group has returned the rooms to their original condition, and may accept their keys.

The above fees include a charge for the church custodian to provide necessary cleaning (particularly after weddings) who is paid \$100; and a charge for the sanctuary sound system operator for weddings, who is selected by the church and also paid \$100.

For each event a deposit of \$200 will be required from each group or individual, to secure their spot on the calendar. This deposit must be paid no fewer than 4 weeks before the event. The \$200 will also serve as a cleaning deposit, and will be returned when any keys borrowed have been turned in and upon satisfactorily returning the spaces rented to usable condition (leaving the kitchen clean, straightening room chairs, removing trash and personal items). If the event is cancelled less than 2 weeks before scheduled, or if the space used is not left in acceptable condition, the deposit will not be returned. The entire fee is due no fewer than 2 weeks before the event.

Notes for weddings:

The fee for weddings includes rental of the space for decoration, about half a day; time for the rehearsal; usually not to exceed 2 hours; and for the appropriate length of time on the day of the wedding. If time beyond a 5-hour total is needed, we ask an additional \$30 per hour to compensate the time of the church host. Because often there are multiple weddings on a single day, we ask that all brides and grooms respect these time guidelines. The fees listed do not include fees for the pastor or musicians.

Members of Union Church contribute to the upkeep of the building by their regular tithes and offerings. They will not be charged the full fee for rentals, but are asked to donate the cost of the custodian, sound system operator and the church host—\$350. The \$200 deposit fee will also not apply.

Programs of Berea College, as well as uses that reflect the mission of the church may also be eligible for fee reductions, or use of the building at no cost. Application for reduced fees must be approved by the Board of Trustees.

Appropriate Uses:

The church as a part of the body of Christ seeks to use its resources primarily for the advancement (replaces “up-building) of Christian mission, and endeavors that are in harmony with it. All uses of the church building will be consistent with our Fellowship Principles, and be subject to the approval of the Board of Trustees or their designated representative.

The trustees may, at their discretion, waive the building usage fees for certain nonprofit endeavors that especially resonate with the mission of Union Church. Such rentals will still be subject to a \$50 deposit per use, and may be requested to pay for church host and/or custodian if deemed necessary by the pastor or trustees.

Notes for Community Room & Kitchen rentals:

Use of the Community Room includes the use of tables and chairs, but does not include staff time used in setting up tables and chairs or taking them down. Setup and take down is the responsibility of the renting party. The church host will be responsible for supervising the group so they can use the kitchen equipment correctly. It is not the church host's responsibility to "do the dishes", only to assist with proper operation of equipment.

Notes for meetings:

The church has many rooms that may be suitable for meetings. As long as a meeting happens during regular business hours and does not require the services of the custodian, only a \$50 usage donation will be requested. If a meeting will occur at night or will involve the use of food, crafts, or other activities that may necessitate the attention of the custodian or church host, those fees will also apply. As with all rentals, the fee quoted includes up to three hours of the church host's time. Additional hours are charged at \$15 per hour.

Notes for funerals:

No set fee will be charged for funerals held at Union Church, but many families choose to make a donation. Should the services of the custodian and/or a church host be required, their fees will be paid out of that donation.

Notes for On-going Rentals:

If the group will be a regular renter a \$200 deposit per group will be held by the church. If, in the course of their meetings, a group does not leave the building in usable condition requiring the custodian or other staff to clean up and straighten, \$30 plus costs will be charged against this deposit. After three times, the trustees may rescind permission to meet at Union Church.