

**The United Church of Christ
First Congregational
11 West Main St., Norwich NY 13815
(607) 334-3434**

POLICY FOR USE OF CHURCH BUILDING AND GROUNDS

Our church's mission includes making our building available to various social, civic and charitable groups. We affirm this as a ministry to the community and as a forum to address issues of concern. Permission for use of our building does not imply approval of all the activities or positions of any particular group. However, we reserve the right to refuse use of the building to groups which we believe promote values that are destructive of the spiritual, physical or mental health of the community and individuals in it.

Many people use this building every week and we need the cooperation of each group to make this space available to all. We ask that you observe the following guidelines:

- 1) Schedule the room you need with the Parish Coordinator through the church office (334-3434) as soon as you know the time and date. Allow enough time for set-up and clean-up when you set the time limits. This applies to church functions as well as community activities. Ordinarily scheduling is on a first-come first-served basis. Church groups and meetings have priority and occasionally other events may have to be rescheduled. The church reserves the right to withdraw permission for previously scheduled use of facilities that are required for the worship needs of the church such as a funeral or when weather or maintenance problems require closing the building. The chair of the Board of Trustees or the Moderator may be asked to resolve scheduling conflicts. Church groups are expected to schedule their meetings and, except in an emergency, cannot expect to use space at the last minute that has previously been reserved.
- 2) Designate a named individual to be the responsible contact with the Parish Coordinator and have him/her visit the church prior to the event to become familiar with the facility and to pick up a key during regular office hours. This individual is also responsible for seeing that the building is secured and all lights are out after the meeting and for returning the key promptly.
- 3) Restrict activities to the requested rooms since other groups may be meeting and should not be disturbed.
- 4) The nursery is not available unless specifically reserved. Adequate supervision must be provided for children playing there. It should be left clean after use. Please do not leave soiled diapers in the room.
- 5) Please leave the rooms as found. Furniture should be returned to the original arrangement. If any damage or malfunction happens, please report it to the office as soon as possible.
- 6) The kitchen, if used, should be left clean and in good order. Please provide your own coffee and beverage supplies unless prior permission has been granted to use church supplies. Directions for using the coffee machine are posted on the wall. Make sure the coffee machine is turned off before leaving.
- 7) Please respect our wishes that there be no smoking in the church building.
- 8) Please refrain from playing the grand piano or organ unless permission has been granted to specifically named persons in advance.

- 9) All youth and children should have adequate adult supervision. Adequate supervision is considered to be the presence of adults who are able to restrain running, horseplay, and occupancy of rooms not requested for use.
- 10) Church facilities are not to be used for private fund-raising purposes.
- 11) Due to limited space, permission to park in the church lot is *not* granted with use of the building. Unless your group has specifically been granted parking privileges, please ask all persons not needing handicapped space or unloading supplies to park elsewhere.
- 12) Organizations wishing to bring property to the church for display or other purpose must arrange for their own adequate insurance protection. Some of the requested use may require other types of insurance to be provided as a condition of granting permission.
- 13) The Parish Coordinator is responsible for routine scheduling of the building facilities. Within the Parish Coordinator's discretion, requests for use may be referred to the Board of Trustees or the Chair of the Board for review and final approval before such use shall be allowed. Major events requiring use of several rooms or more than one day will be referred to the Board of Trustees for approval.
- 14) Before storing anything in the basement, check with the Maintenance Custodian or Parish Coordinator.
- 15) Other than extra custodial services at \$20/hour when the church is not left in satisfactory condition, no fees are charged for the use of church facilities except in unusual circumstances.
- 16) Please do not prop open the outside doors to the church. This leads to problems with birds, insects and bats.
- 17) As a condition of use, UCC, First Congregational must be held harmless from and against any claims, demands, liabilities or actions of any nature which may arise from or be claimed or connected in any manner from this use. If you, your group or organization is covered by a policy of liability insurance, the UCC, First Congregational must be added to that policy as an "additional insured", and proof of compliance provided by attaching a Certificate of Insurance to the Building Use Request form.