



Pilgrim United Church of Christ

130 Broad Blvd.
Cuyahoga Falls, Ohio 44221
330-928-4847



Facility Use Guidelines

As part of the mission of Pilgrim United Church of Christ (UCC), we desire to make our building available to our members and the community. We encourage use of the facility to groups that enhance the ministry of the church. It is our goal to ensure that the building, grounds, and equipment are used to the greatest good.

Guidelines

- _____ 1. All facility use requests must be made in writing by filling out a **Facility Use Form**.
- _____ 2. All facility use requests must be approved by the Trustees and/or the minister.
- _____ 3. All facilities are available at no charge to Pilgrim UCC members, provided that the user sets up, cleans-up and no custodial services are required. If custodial services are required, the user will be charged \$50.00 per hour. If a member is hosting an event, it is required that the member remain on sight and in attendance during the event.
- _____ 4. All non-member & for profit groups, one-time use facility users will incur a fee of \$50.00 per hour.
- _____ 5. Group, including non-profit program facility use will not be charged for facility use, provided that the group sets up, cleans-up and no custodial services are required. If custodial services are required, the group will be charged \$50.00 per hour.
- _____ 6. Alcoholic beverages, illegal drugs, firearms, etc. are not permitted on Pilgrim UCC property. Smoking is not permitted in any area of the building. If smoking outside on Pilgrim UCC property, all cigarette debris must be cleaned up. Flammable accelerants and propellants are not permitted within the Pilgrim UCC facility.
- _____ 7. Ordinarily, a group meeting requires use of only certain parts of the building. The contact person is required to make sure that the group members confine their activities to the assigned areas.
- _____ 8. Facility users are not permitted to sell food or other items during the activity unless prior written permission has been obtained. Users are permitted, however, to ask for donations.
- _____ 9. If the facility use request is for fundraising activity, prior written permission from Church Council is required. Any such fundraising activity, unless otherwise approved in writing, shall disclaim any entanglement or involvement of Pilgrim UCC.
- _____ 10. It may be necessary at times to require a group to surrender their facility use/meeting time to serve a larger purpose. In the event that a non-member facility use conflicts with a Pilgrim UCC use, every effort will be made to resolve the conflict to the satisfaction of all parties. However, Pilgrim UCC use supersedes non-member use.
- _____ 11. No signs or decorations of any type are permitted to be taped, stapled, or affixed to any part of Pilgrim UCC building. All decorations must be removed immediately following the facility use.
- _____ 12. Each facility user is required to clean up following their use of Pilgrim UCC. This includes: sweeping up any debris on the floor, cleaning and putting away any tables, chairs, etc., take the trash out and replace all trash bag(s), turn off all lights and lock all doors. Notify the Pilgrim UCC office of any breakages or abnormalities. A form is available for issues that are noticed in the basket in the kitchen. Once completed, place the form under the door of the church office.
- _____ 14. Pilgrim UCC, its pastor, officers, lay employees, volunteers, and members shall not be liable for accidents, injuries, damages, or loss to you, to persons in your group, or to your vehicles or equipment while on Pilgrim UCC property.
- _____ 15. While Pilgrim UCC attempts to keep sidewalks, drives, and stairways free of snow, Pilgrim UCC is not responsible for snow removal before, during, or following facility use.
- _____ 16. Pilgrim UCC reserves the right to terminate facility use for any individual or group that does not abide by these guidelines.

Pilgrim UCC is proud of our facility and work hard to keep it in good repair so that we may be a service to God, our members, and the community. We thank you for helping us achieve this by abiding by these guidelines. We welcome you and any group/event member or visitor to join us for Sunday morning worship and all Pilgrim UCC events.

I have read, initialed and shared these guidelines for Pilgrim UCC with the other adults in leadership roles.

Print Name

Signature

Date