

**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 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 the **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.
4. All non-member one-time use facility users will incur a fee of \$50.00 per hour.
5. Group 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.
7. Ordinarily, a group meeting requires use of only certain parts of the building. The responsible party 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 obtained prior written permission. 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, dishes, etc., take the trash out and replace trash bag(s), turn off all lights and lock all doors. Notify the Pilgrim UCC office of any breakages or abnormalities.
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.

We are 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.