

Central Union Church

*Ministering to the needs of the community,
contributing to the welfare of all,
being enriched by those aspects of culture
that help to make human life more human,
and working to reflect God's just and loving purposes for the world.*

Facility Use Policy

Although Central Union Church's facilities are primarily intended to support the mission and ministries of the church, available facilities may be used by outside organizations for outreach and non-profit community-related activities. The purpose of all facility use will be compatible with the objectives and principles of Central Union Church.

Church facilities may be made available to outside organizations with the following conditions:

- Although every effort will be made to accommodate facility use requests as received, all requests are subject to cancellation or rescheduling inasmuch as Church activities take precedence.
- Activities not permitted include political party meetings; profit-making events by non-church related organizations; illegal conduct of any kind; or any event including consumption of alcoholic beverages.
- The campus of Central Union Church is a smoke-free and drug-free environment.
- Requests for food of any kind, or post-event receptions, must be cleared and approved by the Church's on-campus catering service.
- Church-owned equipment use is limited to on-campus and only in conjunction with the approved event.
- All events must conclude by 9 pm.
- Any recurring event must be renewed annually.
- Following the approval of an event, the Church will provide the organization the name and contact information for the staff contact person assigned to coordinate the event.

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- Approved facility use requests are assessed a flat fee as specified in the fee schedule set by the Church Administration and Finance Committee and subject to annual review; the requisite deposit must accompany the facility use request. The flat fee covers costs such as maintenance staff, sound technician, and parking assistance (up to 100 persons - not valet parking). At the event, honorariums for maintenance staff are acceptable; checks are payable to the individual. Any notice of cancellation must be made in writing to the Administrator not less than three days (72 hours) prior to the approved event in order to obtain a refund of the deposit. Donations are not considered rent or lease and are contributions to the Church. The flat fee for facility use may be waived by the Senior Minister and/or Administrator; the fee schedule specifies costs (such as equipment rental) that would be assessed to the organization.
- An offering or calabash may be received with prior approval from the Senior Minister and/or Administrator. If the flat fee charged to cover costs for facility use was waived, it would be the responsibility of a Church-designated representative to handle the offering/calabash. A "tithe" (10%) of all monies received is encouraged.
- The sale of printed materials, CDs, or DVDs is subject to approval by the Senior Minister and/or Administrator and would be the responsibility of a Church-designated representative. An optional "tithe" (10%) of all gross proceeds would be donated to the Church.

Approval Process & Timeline

1. A facility use inquiry is made with the Facility Scheduler to determine facility and date availability. A form requesting facility use is submitted by the organization to the Facility Scheduler.
2. The facility use request goes through the approval process which includes calendaring with the Facility Scheduler; clearing insurance matters with the Administrator; and remitting the deposit to the Facility Scheduler.
3. The facility use request is subject to approval by the Administrator, who has overall responsibility for the event.
4. An approved event is scheduled on the Church calendar with the Facility Scheduler.

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5. When co-sponsored by a Council Standing Committee or Working Ministry of the Church, the Senior Minister and/or Administrator assign(s) a staff contact person. Other staff who may be contacted by the organization requesting approval of any kind (including facility use details, event set-up, equipment use, or financial arrangements) must refer the organization to the staff contact person.
6. The staff contact person coordinates the approved event with the organization, the Facility Scheduler, and keeps the chairperson of the co-sponsoring Council Standing Committee or Working Ministry apprised.
7. One month prior to the approved event, the staff contact person will provide the Facility Scheduler the facility set-up information for the event.
8. One month prior to the approved event, the Facility Scheduler will provide the accounting office and the organization's contact person with an invoice for the event.
9. The Facility Scheduler provides the maintenance staff the facility set-up information for the event and the name of the staff contact person.
10. The Administrator and/or staff contact person may be present at the event as an observer.

Release from Liability

The undersigned person represents that they are an authorized agent for the organization(s) named below, which are collectively referred to as "User". In consideration for and as a condition for permission to use the requested Church facilities, User hereby releases Central Union Church, its agents and employees from any and all claims of any nature, including but not limited to damage or injury to persons or property which may occur during the use of Church facilities, and User agrees to defend and indemnify Central Union Church, its agents and employees against any and all such claims, demands, causes of action, suits or judgments (including expenses and attorneys' fees incurred in connection therewith) arising out of or in connection with the use of Central Union Church facilities by the User, including use of Church facilities by the User's agents, servants, employees or invitees. User also agrees to pay the Church for any damage to Church property and/or equipment caused as a result of the requested use.

Approved by the Board of Trustees, April 24, 2008