

Ames United Church of Christ
Use of Church Facilities Policy

Philosophical Statement

The Ames United Church of Christ-Congregational (Ames UCC) believes that the church facilities should be available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the youth/educational programs of the church.

At the time the church voted to renovate rather than relocate, a decision was made to encourage the church to move into a ministry geared to the community in which we gather. To that end, the facility was renovated and made available and accessible as a resource to the community as part of our local mission.

The users of church facilities and equipment must provide proper supervision and accept liability for any damage or loss to such facilities and equipment that occurs while it is in their use.

Procedures and Fees

All group leaders requesting to use the church facilities must read/review the following Rules and Regulations and sign signifying acknowledgment and compliance with such:

1. Church sponsored programs will be given first priority for use of facilities. Requests for community groups will be scheduled on a first-come, first-serve basis during times that are not anticipated for church sponsored programs. Priority for church sponsored programs may in rare cases require the rescheduling or cancelation of reservations for community events that are in unavoidable conflict.
2. The group/organization leader must complete the following, and send to the Ames UCC office with the application. This must be at least a week before the date of building use:
 - a. Facilities Use Application
 - b. Liability Hold Harmless Waiver
 - c. Proof of Liability Insurance Form (if applicable)
 - d. Submit all required deposits, custodial fees and building use fees.
3. Fees are listed on the Facility Use Application.
4. Cancellation of the activity by the individual or group requesting use of the facility is expected to be within a reasonable time frame. If the event is canceled at least a week in advance, no usage fees or custodial fees will be charged. The room

deposit will be forfeited if the event is canceled less than two weeks before the event.

5. Building Keys - If it is necessary for any group to have a key for a certain area of the building, the group leader in charge will need to pick up the key during normal Church Office business hours. The Key Distribution section of the Waiver Form must also be completed. A key deposit is required, prior to picking up the key. The key room deposit will be refunded in full when the key is returned.
6. A room deposit (in addition to key deposit) is required from all groups (church members or community). If the facility is clean and restored to its original arrangement without loss/damage to property, the Room deposit will be returned in full to the group.
7. No refunds will be given until after the applicant's check has cleared.
8. Ames UCC members will not be charged for use of the facilities but will be expected to pay custodial fees and deposit.
9. Non-profit groups with which Ames UCC, as an organization, is directly working or to which it is contributing ongoing financial support are considered 'affiliated groups'. Examples of affiliated groups are People Place, Good Neighbor Emergency Assistance, the Emergency Residence Project, AMOS, MICA. Affiliated groups will not be charged for use of the church facilities but will be expected to provide room deposits, pay custodial fees and any extra expenses incurred by the church as a result of such use. Even though a facility use fee will not be charged, groups are invited to make a donation to help with maintenance and replacement expenses.
10. Non-Members or organizations not affiliated with Ames UCC will be charged facility use fees, custodial fees and a deposit as detailed on the Facility Use Application.
11. Ames UCC Executive Board reserves the right to refuse use of facilities to any individual or organization.
12. Questions about fees and policies should be referred to the Property Team Coordinator.

Rules and Regulations for Individuals/Groups Using Church Facilities

1. Each group must have an adult sponsor who shall be responsible for the proper conduct of the activity. The adult sponsor will remain in the area where the activity is being conducted. Normally this is the person signing the application and other forms.

2. Group activities are to be confined to the facility areas that were requested.
3. The group/organization will be responsible for any loss/damages occurring during the group's use of the facilities. The church, or its representatives, is the sole judge as to the extent of any damage. Ames United Church of Christ will determine charges for any damage.
4. Because of uncertainties (particularly funerals), reservations cannot be guaranteed, although every effort will be made to do so. In such rare instances, a prearranged event may be canceled; all deposits and fees will be returned.
5. Smoking is not permitted in the church building or on church premises, except in a designated outdoor smoking area.
6. Alcoholic beverages, except for communion wine, are not permitted in church building or on church premises.
7. Illegal activities and illegal substances are prohibited.
8. Except for law enforcement personnel, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.
9. Special room arrangements (e.g. table set-up) and use of the lectern, PA system, screen, TV/VCR/DVD are to be made with the Church Office at least one week prior to the event. The use of church owned equipment is not automatically granted and requires express prior approval as noted on Facility Use Application.
10. The kitchen, its equipment and dishes may not be used without prior and express approval.
11. Use of the organ requires prior approval from the Ames UCC organist. Inquire through the church office.
12. No tacks, tape, nails, markers, or other such items may be used on walls, ceilings, lighting, etc. Posters for hanging on the walls in the Fellowship Hall must have prior approval from the church staff. Beverages containing dyes which might stain carpets, counters, etc., (i.e., Kool-Aid®, red punch) are not permitted.
13. Failure to abide by the aforementioned Use of Church Facilities Policy Rules and Regulations may result in loss of room deposit, charge for damages and the loss of privileges to use the facility for future events.

Ames United Church of Christ-Congregational
Liability Hold Harmless Waiver Form

The undersigned, as a designated representative of the named organization using the premises of Ames United Church of Christ-Congregational, Ames, Iowa,(Ames UCC) assumes the risks of any injuries/accidents sustained in activities by members of the named organization or invitees of said organization upon said premises; agrees to indemnify, hold harmless, and forever discharge Ames UCC and any and all elected or appointed officers, representatives, agents, employees, or contractors thereof from and against any actions, suits, claims, all liability, damages, demands, and judgments from any personal injury or property damage while engaged in activities upon the premises and hereby agrees to defend any action brought about by a third party plaintiff as a result of such activities; assume all financial responsibility, including reasonable attorney's fees, arising out of, resulting from, caused by, occurring during or any way related to any action or failure to act, negligence, breach of contract, or other misconduct in the occupation or other use of the building at Ames UCC.

I acknowledge having read and understood the Use of Church Facilities Policy and agree to comply with aforementioned Rules and Regulations while using the church facilities.

Group Leader/Person in Charge _____ date _____
Organization _____

Proof of Liability Insurance

Proof of Liability Insurance coverage is needed of all organizations and individuals renting the church building. This need for Liability Insurance has come about due to the change in the sovereign immunity laws affecting the church.

Types of Verification:

1. Group/Organization Rental - The group/organization will need to show proof of insurance. This can be a copy of the insurance policy coverage limits page or a statement from the insurance agent indicating coverage limits.

2. Individual Rental - Only individuals who repeatedly rent the facility three (3) or more times a year will need to show proof of insurance. A copy of the policy coverage limits page is sufficient.

Check one

- Proof of Liability Insurance provided
- Proof of Liability not needed - individual, rent less than 3 times per year
- Proof of Liability Insurance not needed - other, please justify