

2C. Facilities Use Policy

Plymouth Congregational Church
United Church of Christ
916 West Prospect Road
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The Council of the Plymouth Congregational Church United Church of Christ (PCCUCC) has approved the policy as described on these pages for the use of PCCUCC buildings and facilities.

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SECTION 1: BUILDING USE POLICY

To ensure that PCCUCC buildings are used as effectively as possible, the PCCUCC Church Council has established the following policies regarding their use by all individuals and organizations:

1. Building use must be scheduled in advance with the church secretary during church office hours. Any use of the kitchen must, additionally, be coordinated with a Service Fellowship coordinator. If a building use is cancelled, please give notice of cancellation to the church secretary as soon as possible. Additional scheduling requirements and processes for non-church use are contained in the section "Scheduling Non-Church Use of Facilities".
2. The PCCUCC sanctuary may be used for weddings of active church members or their immediate families. Other weddings (referred to as "non-member weddings") may be conducted in the sanctuary at the discretion of the Senior Minister. Required fees are shown in the current fee schedule.
3. All users of the building are responsible for setting up and cleaning up after their activities and for returning the building at least to the state it was in prior to setup:
 - A. When a winter meeting is completed, the thermostat must be turned down to 60° in the sanctuary and 50° in all other rooms unless marked otherwise.
 - B. Tables and counters that were used must be cleaned or wet-wiped as needed.
 - C. Folding chairs or tables that were used must be returned to their original locations.
 - D. The fellowship hall must be vacuumed after each use.
 - E. The kitchen must be cleaned and swept after each use (a broom and dustpan are kept in the kitchen for this purpose).
 - F. All dishes must be washed and put away after each use.
4. During regular office hours opening and closing of the building is the responsibility of ministerial and church staff members possessing level 2 or greater keys provided for such access.
5. After regular office hours, all meeting/activity leaders share responsibility for closing the building.
6. Persons responsible for closing the building must perform the following functions prior to leaving:
 - A. Windows must be closed and locked.
 - B. All lights must be turned off.
 - C. ALL exterior doors must be checked, closed, and locked as needed by the last church activity leader leaving the building. Leaders of non-church activities who possess a level 1 church key must check and lock the general access door that it opens.

7. No smoking is allowed in the building at any time, and cigarette butts should be discarded only in designated receptacles.
8. Consumption of alcoholic beverages is not allowed in the building except for wine with communion.
9. The following guidelines must be followed for attachment [hanging, sticking, mounting] of materials to ceilings, floors, and walls of church rooms:
 - A. Use of cellophane (Scotch-type) tape on painted walls, woodwork and glass is prohibited.
 - B. Push-pins and thumb tacks may be used only on designated bulletin boards.
 - C. Holes in walls, doors, installed cabinets (i.e. nails, tacks, screws, drilled, etc.) are not allowed unless prior approval has been obtained from a member of the Board of Trustees.
 - D. All adhesives must be removed and cleaned off when a project is complete.
10. Any liquid spillage should be cleaned with wet towel immediately and if there are any lasting effects, the Church Secretary should be notified (after church office hours, a note should be left on the church office door).
11. Any alteration of PCCUCC facilities requires the prior approval of a member of church program staff or the Committee Representative of the Board of Trustees. Such alterations include:
 - A. Movement of large pieces of furniture except pianos (see "Musical Instruments" section)
 - B. Temporary or permanent removal of building components (doors, cabinets, etc.)
 - C. Any building modification, including painting

SECTION 2: EQUIPMENT USE POLICY

To minimize the repair and replacement of church property, the PCCUCC Church Council has established the following policies regarding the use of various types of equipment and furniture. Permission to remove any equipment from PCCUCC buildings is strictly limited to the members and staff of PCCUCC.

KITCHEN EQUIPMENT

Borrowing of kitchen equipment must be approved by the Service Fellowship coordinator and recorded on the sign-out sheet outside the kitchen door.

MOVABLE FURNITURE

Folding chairs and wooden rectangle tables may be borrowed by members of PCCUCC but arrangements for their use must be cleared by the Church Secretary. (Check out of the wood round or white tables is not permitted.)

ELECTRONIC EQUIPMENT

1. Electronic equipment (e.g. audiovisual equipment, VCR, and TV) may be removed from church buildings only for use at a church sponsored event. Electronic equipment can be checked out by church members or staff through the Church Secretary and must be returned on time and to the proper place. The person checking out equipment is responsible for ensuring that it is used properly.
2. All PA system equipment must be set up by a trained church staff person or member of PCCUCC.

OFFICE EQUIPMENT

1. Church staff members have priority for use of office equipment.
2. The church staff has priority for the use of the telephone system. Staff members are responsible for reimbursing the church for any personal long distance calls.
3. Copy and folding machines may be used only for church-related material. The Church Secretary will assist in making copies. Violations of the Copyright Law are a punishable offense.

MUSICAL INSTRUMENTS

1. Usage of the sanctuary organ and grand piano is limited to church music staff and others who have received prior approval from the Music Committee.
2. Other pianos should be used appropriately and must not be moved without approval of the organist, choir director, or one of the ministers.

SECTION 3: KEY USE POLICY

1. PCCUCC has three levels of locking to permit making the facility available to outside groups while protecting PCCUCC property and the privacy of our staff.
 - A. Level One: Opens one general access door. This is the only key issued to non-members, as described in the section "Scheduling Non-Church Use of Facilities".
 - B. Level Two: Opens all doors at Plymouth except the offices of program staff members and Senior Minister's office. This key is issued to church members as needed to perform their roles in the church organization. Exceptions to this rule require the approval by both a program staff member AND the Trustee Committee Representative.
 - C. Level Three: Opens all doors at Plymouth, except Senior Minister's office. This key is issued only to staff members and Head Trustee. Exceptions to this rule require approval by both a pastoral staff member AND the Trustee Committee Representative.
2. The Board of Trustees will maintain a map, kept by the Church Secretary, which clearly shows the locking level for every door.
3. All keys will be numbered, stamped 'do not copy', and issued by the Church Secretary according to the guidelines above. The Church Secretary will keep a record of each key recipient including the key number, the level of access granted, and any exception that was approved.
4. Church members with keys are requested to return their key to the Church Secretary when they leave the church position that required it, or to pass it on to the person taking over their position. The Church Secretary must be notified whenever a key is passed on to someone else. Key return requirements and processes for non-church use are contained in the section "Scheduling Non-Church Use of Facilities".
6. The office of the Senior Pastor has a unique lock that is issued only to the Senior Pastor.
7. Cabinet locks have been outfitted on selected cabinets in youth classrooms and the kitchen.
 - A. Cabinet lock keys are issued to staff members, Deacons, Trustees, the Youth Education committee members, and their respective sub-committee members. Any exception to this rule requires the approval by both a program staff member AND the Trustee Committee Representative.
 - B. The Church Secretary will issue cabinet lock keys and keep a log of who has been given them. Rules for their return are the same as the rules for church keys.
8. The appropriate program staff member may approve temporary key assignments during special events such as the Vacation Bible School. It is the responsibility of the staff member to ensure that the key is returned immediately after the clean up of the event.

SECTION 4: NON-CHURCH USE OF CHURCH FACILITIES

APPROVAL FOR NON-CHURCH USE OF FACILITIES

1. The building and facilities of PCCUCC exist primarily for use by its membership and staff for their pursuit of its mission under the governance of Church Council. When not being used for that purpose, they are made available for other (non-church) purposes as described below:
 - A. PCCUCC facilities may be used for recitals conducted by active church members or by others who have been recommended by an active church member. Fees will be charged for recitals per the current fee schedule.
 - B. PCCUCC facilities may be used by other organizations engaged in constructive activities that provide spiritual, educational, or social benefits to their participants or to the community. Typical uses by other organizations include religious programs, events, worship, education, service, mission, or fellowship of other church congregations. They also include meetings of service, civic, educational, or social organizations.
 - C. The PCCUCC fellowship hall, classrooms, and north room may be used by active church members for personal events such as receptions and rehearsal dinners. Required fees are shown in the current fee schedule. Fellowship hall use by active church members also includes minimal use of the kitchen.
2. Persons or organizations wishing to use PCCUCC facilities for one of these purposes must first submit a Building Use Approval Form containing all required signature(s) and approval(s).
 - A. All recitals must be individually approved by the music committee (see Musical Instruments section in Equipment Use Policy).
 - B. All outside facility use by organizations must be approved yearly by both a sponsor and a member of the ministerial staff. The sponsor may be either a PCCUCC program staff member (ministerial staff member, youth education director, or adult education director) or a church council member. Approval by a sponsor means that he or she has accepted the group's request for building use, has agreed to act as coordinator with the group, and has accepted responsibility for verifying that the group members who signed the Building Use Approval Form are fulfilling their obligations. Approval by a ministerial staff member includes verification of the class into which the organization has been placed.
 - C. Active church members using church facilities for personal events do not need any prior approval but must still submit a Building Use Approval Form.
3. All unusual or exceptional requests, as determined by the sponsor, must first be referred to the Church Council. After their review, the Church Secretary shall communicate the decision to the requester.
4. All activities conducted in PCCUCC facilities, and the charter of any organization or program using them, must be compatible with the mission statement of the PCCUCC. Examples of incompatibilities include discrimination against anyone desiring to participate or provoking ill will against another group of people.

5. Outside community organizations meeting the requirements above are placed by their sponsor (see below) into one of the following three classes, which are used to determine the building use fee structure that will be applied (see current fee schedule):
 - A. "CLASS 1" organizations are those that are not-for-profit, do not charge any membership or participation fees, and actively and directly accomplish one or more of the missions stated in the PCCUCC Mission Statement. It is the intent that organizations in this class are not charged fees for building use.
 - B. "CLASS 2" organizations are those that are not-for-profit, do not charge any membership or participation fees, but do not actively and directly accomplish one or more of the missions stated in the PCCUCC Mission Statement. It is the intent that organizations in this class conduct free-will offerings intended to recover building use costs such as heating and maintenance.
 - C. "CLASS 3" organizations and programs are those that are for-profit or charge participation or membership fees. It is the intent that organizations in this class are charged fees that reflect the value of the facilities being utilized.
6. Due to our tax-exempt status, for-profit groups or individuals will not be allowed to use the building for profit making purposes, unless prior written approval has been obtained from the Church Council. The Church Secretary may request evidence of IRS certification of tax exemption.

SCHEDULING NON-CHURCH USE OF FACILITIES

1. Prior to application for building use, a Building Use Approval Form must be submitted to the Church secretary. This form must contain the required approvals and must be signed by one or more persons accepting responsibility for the activities and conduct of all participants and for ensuring that all use is consistent with this policy.
2. If keys are needed for building access, each person who signed the Building Use Approval Form may request a level 1 building key. These keys must not be loaned or passed to anyone else. If responsibility for an organization changes, the key must be brought back to the church secretary who will re-issue it after the appropriate signature is obtained on the Building Use Approval Form.
3. For recitals and class 2 or 3 organizations, a key/damage deposit must accompany the submittal of the Building Use Approval Form. The Church secretary will refund this deposit at the request of the responsible person after it has been ascertained that all clean-up requirements have been met, any damage has been paid for, and all issued keys have been returned (see "Additional Rules for Non-Church Use of Facilities").
4. Prior to all non-church use of PCCUCC facilities, a Building Use Application Form specifying the desired room(s) and date(s) must be submitted to the Church Secretary. These forms may be submitted at any time after the completed Building Use Approval Form has been placed on file at the church. All fees for the church use specified on an application (as shown on the current Building Use Fee Schedule) must be paid at the time it is submitted.

5. If a scheduled building use is no longer required, the Church Secretary must be notified as soon as possible but no later than the Friday of the week preceding the date. Failure to give such notice may result in charges being assessed as if the meeting had occurred.
6. Top priority for church facilities is always given to church programs and events. With the exception of wedding receptions and rehearsal dinners, all scheduled non-church use of facilities must be considered as tentative. Should a conflict arise with a church program, another date or location will have to be selected for the conflicting non-church use. (In the case of conflicts between previously scheduled uses by outside groups and a subsequent request for a desired use by a PCC group or member, it is recommended that the Church Secretary consult with the ministerial staff for a determination of whether the outside use should be pre-empted and rescheduled. While the policy correctly gives priority to church facility use to church members and staff, pre-emption of scheduled uses by outside groups should not be done lightly, indiscriminately or often.)
7. Once appropriate staff member(s) have been consulted, the Church Secretary shall schedule building use requests on the church calendar. The Church Secretary is responsible for informing the appropriate staff members, including custodians, about the impacts of the request and informing the requester about the restrictions and rules included in this policy.

ADDITIONAL RULES FOR NON-CHURCH USE OF FACILITIES

1. All organizations and individuals using church facilities for non-church purposes shall be responsible for paying the full cost of repairing any damage incurred by their use of the facilities.
2. Failure to appropriately clean up or close the building after an activity (see Building Use Policy) may lead to forfeiture of the key/damage deposit and loss of building use approval.
3. Users must receive permission from a church program staff member prior to attaching anything to walls, doors, windows, eaves, bulletin boards, etc. This permission is also required for placing event notices anywhere in the building.
4. Minimal use of the kitchen is available only to recitals, Class 1 organizations, and personal events of active church members.
 - A. Food must be catered – substantially prepared prior to being brought into the kitchen.
 - B. Church ovens and stove may be used only by active church members, and only for minimal food preparation.
 - C. Church dishes and dishwasher may be used only by active church members who have paid the additional fee to use them.
5. Users must provide their own consumable supplies (coffee, napkins, paper, pens, etc.).
6. Users must haul away all trash generated as a result of their use, in bags that they provide.

7. Propping open church doors that cannot be unlocked with a level 1 key is expressly prohibited. Other doors may be opened as needed from the inside to permit handicapped access during non-church building use, but should otherwise remain fully closed (latched shut).