

**6c. Instructions for Sponsors of Non-Church Use of Church Facilities**

1. Verify that all activities to be conducted in PCCUCC facilities, and the charter of the organization or program are 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). If a request is unusual or exceptional, refer it to the Church Council for review.
2. Decide whether or not to approve the group's request. Your approval means that you have accepted the group's request for building use, have agreed to act as their church contact, and have accepted responsibility for verifying that the group members who signed the Building Use Approval Form continue to fulfill their obligations throughout the period of their use.
3. Classify the organization in one of the following three classes to determine its fee structure:  
  
CLASS 1: Organizations 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 (this classification must be reviewed with a member of the ministerial staff).  
  
CLASS 2: Organizations 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.  
  
CLASS 3: Organizations and programs that are for-profit or charge participation or membership fees. If a for-profit group or individual intends to use the building for profit making purposes, the request must be referred to Church Council for written approval.
4. Verify that the group member(s) who sign the Building Use Approval Form have read the Facilities Use Policy and understand its contents.
5. When all of the above are satisfied, sign the Building Use Approv