

## Community United Presbyterian Church—Members Church Usage Policy

The intent of the congregation of Community United Presbyterian Church is that the church is to be a place of worship. Worship is the primary purpose of the congregation. The church may also be used for weddings, receptions, showers, family events, family reunions and funerals. There is no charge for members to use the church building. However, a donation is earnestly requested to defer the cost of building maintenance and utilities. Organizations that are sponsored by the church (senior citizens, men/women groups, youth groups, CAMP L.I.F.E., 4-H clubs, and boy & girl scouts) are not required to pay for the use of the church, but may make a donation if they so choose.

### Requested Donations by Members:

Sanctuary	\$100	usage donation	plus	\$125 cleaning and damage deposit
Fellowship Hall	\$0	usage donation		\$125 cleaning and damage deposit
Bridal & Baby Showers	\$0	usage donation		\$ 25 cleaning and damage deposit
Video Projector	\$50	usage donation		(church video technician required)
Sound system	\$0	usage donation		(church sound technician required)
Organ/piano	\$0	usage donation		
Kitchens	\$0	usage donation		see <b>Consideration 5</b> below

*This church usage fee schedule does not include fees for pastor, video technician, sound technician, organist and/or pianist for any events.*

### Considerations:

1. All requests must be presented to the pastor before a church reservation may be secured. Events are placed on the calendar when the signed church usage form has been received with deposit check, calendar availability has been confirmed and Session approval is received.
2. All requests must be approved by the pastor or Session prior to the use of CUPC building & grounds.
3. Scheduling and financial arrangements with pastor, video technician, sound technician, organist, and/or pianist are the responsibility of the church user. *Contact information may be obtained from the pastor or CUPC Property/Finance Committee members.*)
4. “*Right of Refusal*” – Pastor will have right to refuse an event if the sanctuary is to be used for a wedding or funeral and the pastor is not available. The pastor will be able to determine:
  - Whether the event may take place on that date
  - And if so, would locate a qualified substitute to perform the service
  - And make the arrangements with the substitute
5. Submit completed form with cleaning & damage deposit and usage fee to the pastor who will forward these items to the appropriate parties. Deposit and usage fees must be received at least 3 days in advance of an event, unless it is an immediate event.
  - Please use separate checks for the usage donation & cleaning and damage deposit.
  - Both checks (when applicable) should accompany this form.
  - **Please make checks payable to Community United Presbyterian Church.**
6. The kitchen and all property therein are not available for rental, unless a church sponsored organization, church hostess, pastor or Session member is in charge.
  - Presbyterian Women may be contacted for food service options for an additional fee.
7. Possession and use of **alcohol, tobacco, and/or firearms** is expressly forbidden on all church property and may be grounds for forfeiture of cleaning and damage deposit.
8. Cleaning & damage deposits will be refunded within 30 days, if the building and grounds are left in good condition.
  - Tables and chairs should be clean and returned to their original setup.
  - Floors in all areas used are to be vacuumed, swept, and/or mopped.
  - Restrooms need to be tidied up.
  - All garbage is to be removed from areas used.

If there are any questions, please contact a member of the CUPC Property/Finance Committee or the pastor:

Lynda Richards (515) 989-0080  
William Schooler, Sr. (515) 989-3227  
Larry Meyers (515) 285-7904  
Rev. Nathan Lamb (515) 989-3426

Please complete this sheet and return to:

CUPC  
Attention: Church Usage Request  
315 North Vine Street, P.O. Box 903  
Hartford, IA 50118

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Cell Telephone \_\_\_\_\_  
Home Telephone \_\_\_\_\_  
Work Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

Event/s to be Held \_\_\_\_\_  
Date/s Requested \_\_\_\_\_  
Time of Event \_\_\_\_\_ to \_\_\_\_\_  
(Please include time for setup & cleanup.)

Session will designate someone to unlock doors and be available to you for questions prior to the event and available during the event. This person will be responsible for securing the building when the event concludes.

If you have any special needs, please indicate what they are:

I hereby acknowledge the terms of the CUPC Church Usage Policy and agree to abide by the considerations listed. I have read and agree to the "Hold Harmless" policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Date Cleared on Calendar \_\_\_\_\_ Date \_\_\_\_\_

Approved by Session \_\_\_\_\_ Date \_\_\_\_\_

Donation Received \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit Received \$ \_\_\_\_\_ Date \_\_\_\_\_

Deposit Refunded \$ \_\_\_\_\_ Date \_\_\_\_\_