

Storrs Community Church Building Use Guidelines

Church Vision That Guides Our Building Use:

Our vision from the beginning of the building process was a building that God would use to bless others. Thus the theme, Growing in Grace, Building to Serve. It is out of this sense of mission and deep gratitude for what God has done that we joyfully make our facility available to others.

Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively serve the mission and ministry objectives of SCC
- Facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program

Criteria to Determine Building Use:

- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Use is not antithetical with who we are and what we believe
- Group understands respect for the property

Appropriate Use:

- Individual Parties and Special Events
- Weddings, Funerals and Receptions
- Music Recitals
- Civic Organizations
- Other Christian Organizations
- Small Groups & Bible Study
- Conferences/seminars
- Bridal/baby Showers
- Committee/Staff meetings
- Receptions/Parties

Building Eligibility Guidelines

1. A Use of Building Agreement may be required for groups outside the church.
2. Facilities are not available to outside groups for fund raising or for profit making activities.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities.
4. Certificate of Liability and Property Damage insurance coverage naming Storrs Community Church as an additional insured MUST be on file prior to the date of the event by all outside groups.
6. Long term reservations, such as a wedding require a deposit.

Reservations

A Space Use Request Form must be completed by all groups and submitted to the Administrative Assistant at least 2 weeks in advance of the activity.

All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form. The Administrative Assistant will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room setup and clean-up as needed.

A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

Approval Guidelines for the space request use shall be as follows:

1. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with Storrs Community Church's mission statement and the building use philosophy.
2. No date is placed on the calendar until the form has been submitted and approved by the board of Elders.
3. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

FACILITY USE GUIDELINES

The ministry leader or organization representative is responsible for room set-up, clean up and resetting the room. The area should be returned to the same condition as before use.

1. Any outside group using publicity material and/or making public service announcements in which the Storrs Community Church name is used must have prior approval by the Pastor.
2. The sale of admission tickets to the event must be handled by the user with the approval of the Church Administrator.
3. There will be no postings of any kind adhered to the walls of any of the facilities.
4. Use by non-member or outside organization requires having staff on the premises while the building is in use. There may be a fee for the assigned custodian or staff person.
5. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
6. Activities and programs are limited to the space that is assigned and the church reserves the right to have multiple functions at the same time.
7. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
7. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
8. Re arrangement of furniture or equipment requires prior approval.
9. All decorations in the facility and on the grounds be approved by the Pastor.

10. The user will be held responsible for any damage done to church property associated.
11. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
12. Use of the sound system may require one of the church's Sound Technicians on duty. A fee may apply for this service.
13. When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.

KITCHEN

1. Organizations using the kitchen will be required to comply with the following procedures:
 - Read posted instructions carefully before using dishwasher/coffee makers, or request training prior to event.
 - Clean, dry, and put away all dishes and utensils according to approved methods i.e. dishwasher at 180 F.
 - Wash all counter tops and work areas with cleaner.
 - Do not leave leftovers in the refrigerator.
 - Check stove, oven, and other appliances to make sure they are turned off and nothing left inside of oven.
 - Remove overflow garbage
 - Launder dish towels, tablecloths, etc. and return within 48 hours.

ALL ACTIVITIES ARE TO CONCLUDE BY 9:00 PM, unless prior arrangements have been made with the Church Office for the building to be secured.

**Storrs Community Church
Policy on the Use of Alcoholic Beverages**

Alcohol and substance abuse, epidemic in our society, affect not only the physical and emotional components of human health and behavior, but also the spiritual health of the total person. The Church has a clear mandate to minister to those who suffer from alcoholism and a social responsibility to set appropriate guidelines for the use of beverage alcohol.

1. Persons who choose not to drink alcoholic beverages at Church meetings or functions should not be made to feel embarrassment, discomfort, or inconvenience in exercising their preference.
2. If alcohol is served at Church meetings or functions wherever held, non-alcoholic beverages and food are to be made readily available with the same attractiveness and accessibility.
3. Any beverage or food that contains alcohol must be clearly labeled as such.
4. Moderation is to be observed in the serving of alcoholic beverages at Church meetings or functions wherever held.
5. Church meetings or functions wherever held should not be planned or advertised so that the focus of the event is centered on the use of alcohol (e.g., a “Wine and Cheese Party”).
6. Recognizing the effect of alcohol as a mood-altering drug, meeting and function organizers shall consider the nature and location of the meeting or function at which it is proposed that alcoholic beverages be served.
7. All legal restrictions including those regarding the sale of alcoholic beverages or service to minors must be observed.
8. Care must be taken to insure that responsible persons of legal age are in control of the serving of alcoholic beverages and that such persons use their best efforts to moderate consumption.
9. Illegal chemical usage, other than alcohol, is clearly controlled under Federal, State, and local laws and, as such, is forbidden at any Church meetings or functions.
10. Any Church meeting or function on Church premises at which alcohol is proposed to be served must be approved in advance by the Board of Elders.

Room Use Agreement

<u>Name of Organization:</u> _____	_____
<u>Address:</u> _____	_____
<u>Organization/ Day Phone:</u> _____	_____
<u>Contact Person’s Name:</u> _____	<u>E-mail:</u> _____

Organization's Purpose: _____

Event Name and Description: _____

Date of Request: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Anticipated Number of Participants: _____

Will a participant fee be charged for the event? ___ Yes ___ No

Will food or drink be consumed? ___ Yes ___ No

Room(s) Requested:

____ Class Rooms

____ Library

____ Nursery

____ Kitchen

____ Sanctuary

____ Basement

Agreed Upon Fees: \$ _____

Special Needs or Requests: _____

A signed Release and Indemnity Agreement is required.

Release and Indemnity Agreement

This *Release and Indemnity Agreement* is between the above-named organization ("Organization") and Storrs Community Church.

RECITALS

The church is the owner of the real property and improvements located at 90 Tolland Turnpike, Coventry, CT 06238

The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization’s use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Elders, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____ Date: _____

Print Name: _____ Title: _____

**Storrs Community Church
USE OF FACILITIES AGREEMENT**

APPLICANT: _____ PHONE: _____

ADDRESS: _____ ORGANIZATION (USER): _____

TYPE OF ACTIVITY: _____ FUND RAISER: _____ YES ___ NO

DATE & TIME OF USE: _____ AREA TO BE USED: _____

Please Note: The group’s use of the facility is restricted to the designated area. This is in part, to avoid conflict with other groups that may be using other areas. Should church activities conflict with the applicant group’s permit, the Church’s need will take precedence. When an emergency arises, such as a burial, the User’s contact person will be notified of the conflict.

CONSENT TO USE THE FACILITY IS MADE WITH THE FOLLOWING UNDERSTANDING:

1. A fee of \$_ will be charged to the User for the use of facility. This fee is due and payable prior to the event.
2. The User will be responsible for the conduct, behavior, and actions of its members, guests, agents, suppliers, contractors and subcontractors.
3. The User will be responsible for compliance with fire and public safety laws.
4. The User will be responsible for property damage to the building, its furnishings and equipment.
5. Decorations require preapproval.
6. When the Kitchen and equipment is used it must be left in clean condition. All dishes, flatware and other kitchen items must be returned clean to their proper places. If towels and linens are used, a responsible person of the organization using them must have them laundered and returned within 48 hours of the date of use.
7. Church School materials must not be moved, taken or destroyed.
8. All litter and garbage must be placed in the appropriate receptacles behind the building. Floors must be swept/mopped/vacuumed.
9. When property, facilities or equipment are left in unclean condition, a \$50.00 cleaning fee will be charged to the User.
10. Serving & Consumption of alcoholic beverages is prohibited except when authorized for specific occasions.
11. Gambling in any form is strictly prohibited.
12. Storrs Community Church is a smoke free facility. Smoking is prohibited in the building.
13. The User will defend, indemnify and save harmless Storrs Community Church and their appointed and elective officers and employees, from and against all loss or expense, including but not limited to, judgments, settlements, attorney's fees, and costs by reason of liability imposed by law upon the Church, its elected or appointed officials and employees for damages because of personal or bodily injury, including death, at any time resulting therefore, sustained by any person or persons and on account of damages to property including the loss thereof, arising out of or in consequence of this function, whether such injuries to persons or damage to property is due to the negligence of the User, the employees, agents, guests, suppliers, contractors or subcontractors of the User.
14. Other: _____

X

NAME OF APPLICANT ADDRESS TELEPHONE
X

Signature of Applicant Date

APPROVED: Yes No Date _____

X
Name of Storrs Community Church Representative Signature Title