

II. BUILDING USE

1. Building Use Mission Statement

People's Church endeavors to provide space for outside groups whose goals and ideals are aligned with UU principles. Thus, as an outreach effort, People's offers use of our building and grounds to alternative religious groups and others involved in individual and community support. People's Church also desires to make efficient and meaningful use of our beautiful building and grounds.

2. Building Use Policy for Non-Church Groups

1. People's Church reserves the right to deny building or grounds use to any outside group or individual. The Administrator, the President of the Board of Trustees, and the Minister shall comprise the Building Use Committee.
2. To use the church building an organization must:
 - a. Have goals and ideals that concur with the building use mission statement.
 - b. Be law-abiding and non-discriminatory.
 - c. Accommodate church functions.
 - d. Leave the building clean and in order.
 - e. Complete the Building Use Request and Agreement form.
 - f. Pay the security deposit at the time of event request.
3. The event is placed on the church calendar after payment of the security deposit.
4. A group that meets approval should be (according to priority, listed below):
 - a. Church-related groups and functions
 - b. Weddings and memorial services
 - c. Groups that may not be welcomed in other facilities
 - d. Community service programs open to the public at large
 - e. Community organizing groups and groups with limited funds
 - f. Recitals and cultural events
 - g. Private events arranged by a member
5. The church will not be used for:
 - a. Large meetings or events on Saturday evenings. Exceptions may be allowed at the discretion of the Administrator.
 - b. Private parties except for members or friends of the church
 - c. Events that intend to place the church in competition with those who make their living renting space for profit-making activities
 - d. Receptions after non-member weddings
 - e. Events at which alcohol is served except at member events; see Alcohol Policy
 - f. Storage of supplies for non-church groups, except by written permission of the Administrator
6. Financial arrangements:
 - a. Organizations using the building will be asked to donate an amount in accordance with the current fee schedule to defray the cost of utilities, custodial, and supervisory services.
 - b. Groups just getting started or groups without a regular source of income may apply to the administrator for a reduction of fee, or reasonable donation.
 - c. The Building Use Committee has the discretion to waive the usual space use fee in favor of a donation as a special consideration for a nonprofit group in financial difficulty.

- d. A security deposit of \$25.00 to \$200.00 will be paid by the outside user (individual or organization) using church space. The deposit is determined by the number of people expected, use of equipment, and amount of furniture-moving anticipated.
 - e. The security deposit will be returned to the user(s) after the space has been inspected following the event and found to be in the condition it was in before the use occurred.
 - f. See Building Use Fee Schedule for details.
 - g. Failure to notify the church office one week in advance of cancellation of the event may result in retention of the security deposit.
 - h. Damages for misuse of church facilities or grounds will be paid in full by the outside user(s), and the security deposit will be applied toward this amount.
 - i. Burning of candles is permitted only as provided in the Building Use Agreement, per Oshtemo Township rules (copy in church office). A minimum of \$200 security deposit is required if candles are to be used inside the building.
 - j. Renters are absolutely prohibited from burning any other substance inside the building.
7. No smoking is permitted inside the church building.
8. Sponsorship
- a. If a non-church event is booked, it should not appear in announcements, posters, etc, that People's Church is the sponsoring organization.
 - b. Sponsorship must be clearly specified in all publicity.
 - c. User may be required to provide advance copy of advertising before it is published.

3. Church-Sponsored Activities

- 1. Any existing committee or group of the church may sponsor an outside group or event, with the understanding that sponsorship involves People's Church assuming liability for the event. In general, sponsorship is appropriate when the event involves members of People's but is not church-related.
- 2. The decision to sponsor should be made in consultation with the Building Use Committee.
- 3. Publicity for the event may list the specific committee of People's Church as one of the sponsors.

4. Church Events

4.1 Alcohol Policy People's Church Alcohol Policy: (adopted 6/9/05, amended 10/13/05, amended 12/3/19)

- 1. In accordance with Michigan law, and the desire of the Board to promote the safety and security of events at People's Church, alcoholic beverages (beer and wine only) may be served only observing the following:
- 2. Permission of the Office Administrator must be obtained for each event where alcohol is to be served on church premises. The Office Administrator will keep the board apprised of events where alcohol is served.
- 3. The consumption of alcoholic beverages must be incidental to the primary purpose of the event. No fee may be charged or collection taken for the alcoholic beverage.
- 4. Food will be served at any event where alcohol is served. A non-alcoholic beverage will also be offered. Alcoholic beverages may not be stored on the premises.
- 5. Individuals may not bring alcohol onto church property for their personal consumption.

BUILDING USE FEE SCHEDULE

Wedding and Special Ceremony Options

Supporting Member Wedding/Ceremony (20 + people) \$250

Commons	\$100
Includes rehearsal	\$50
Staff/Cleaning fee	\$50
A/V	\$50

Member Receptions - Only members may have receptions. \$300

Supporting Member Wedding/Ceremony (under 20 people)

Room 9	\$ 50
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Non-Member Weddings (20 + people) \$620 (includes deposit)

Deposit	\$100 (refundable)
Commons	\$300
Two dressing rooms	\$35 each
Rehearsal	\$50
Staff/Cleaning fee	\$50
A/V	\$50
<i>Organ use is extra</i>	\$50
<i>*Minister fee is extra</i>	

Non-Member Wedding (20 + people, simplified) \$500 (includes deposit)

Deposit	\$100 (refundable)
Commons	\$300
Staff/Cleaning fee	\$50
A/V	\$50
<i>Organ use is extra</i>	\$50
<i>*Minister fee is extra</i>	

Non-Member Wedding (under 20 people, small) \$200 (includes deposit)

Deposit	\$50 (refundable)
Room 9	\$100
Staff/Cleaning fee	\$50
<i>*Minister fee is extra</i>	

*** Estimated Minister Fee** (In cases of financial hardship a lower fee may be negotiated with the Minister)

Weddings at church	\$400
Rehearsal	\$50
Weddings elsewhere	– Fee also depends on distance, plus travel at \$.50 per mile.

Special Events/Meetings Fee Schedule

Meetings in Commons	Up to 4 hours		
Tier 1*	\$50 - \$75	plus	Security Deposit \$25
Tier 2*	\$75 - \$100	plus	\$50
Tier 3*	\$100 - \$150	plus	\$200

Room 19 (25 – 50 people)	Up to 4 hours		
Tier 1*	\$45 - \$70	plus	Security Deposit \$25
Tier 2 or 3*	\$60 - \$90	plus	\$25

Room 9 (25 – 50 people)	Up to 4 hours		
Tier 1*	\$35 - \$50	plus	Security Deposit \$25
Tier 2 or 3*	\$55 - \$70		\$25

Small Rooms (less than 25 people)	Up to 4 hours		
\$10 (1 hr)	\$15 (2 hr)	\$20 (3 hr)	\$25 (4 hr)
			Security Deposit \$25

Kitchen (in addition to room fee)			
Full use (dishes)	\$100	plus	Security Deposit \$50
Carry in (food, dishes)	\$45		
Coffee & tea (coffee maker)	\$25		

Staff/Member Support For events that require a member of the church or staff to be present or clean afterwards, there will be an additional \$15 per hour added to the fee.
 Use of AV equipment is only by written permission of AV Committee Chair *or Administrator*.

Security Deposit is returned if room is in good condition after use.

Fee Due Schedule:

Commons	one month in advance of the event
Room 19 and 9	two weeks in advance
Small rooms	one week in advance

Any room may be scheduled in less time than above if available and fee paid at that time.

***Explanation of Tier System:** Depending on the nature of activities engaged in by the outside user, liability insurance coverage will be provided by the user and building supervision by a People’s Church agent is required as follows:

Tier 1 – Nonprofit groups of less than 25 people, limited to a seated gathering.
 No liability insurance or building supervision required. Security Deposit \$25.

Tier 2 – Nonprofit groups of 25 or more but less than 100 people, limited to a seated gathering. No insurance required, but supervision may be required.
 Deposit \$25 - \$50

Tier 3 – Nonprofit and for-profit groups of any size, engaging in any physical (cont.)

activity such as dancing, exercise, and/or any group meeting outdoors, or any meeting or gathering where the public at large is invited. Building use in these instances must be supervised by a People's Church employee or agent. Liability insurance coverage of participants provided by the outside user with People's Church named as an "additional insured" is required. Security Deposit \$200

Church Year _____

People's Church

1758 North 10th Street
Kalamazoo, MI 49009-9157

BUILDING USE REQUEST AND AGREEMENT

Full User Name: _____

Purpose of Organization: _____

Contact Person: _____

Address: _____

Phone (day): _____ Phone (eve): _____ Email: _____

Dates of Use: _____ Time: _____

Room(s) Requested: _____ Tier 1, 2, 3 User: _____ Reason: _____

Security Deposit: _____ Proof of Liability Insurance Coverage Required? Yes _____ No _____
Date paid _____ (If "yes," attach a copy.)

All fees must be paid in advance (see Fee Schedule): Total fee _____ Date paid _____

Key arrangements: _____

Key given to _____ Signature _____ Date _____

IT IS HEREBY AGREED between People's Church, 1758 N. 10th Street, Kalamazoo, Michigan 49009 (Hereafter CHURCH) and the undersigned USER, in consideration of the rights and responsibilities described in this agreement, that USER may use certain facilities of CHURCH under the conditions set forth on the back of this page. USER acknowledges that this Agreement represents only a license to use CHURCH facilities, which is revocable by CHURCH for violations of this Agreement or material misrepresentation in the application for use of People's Church facilities, and does not create a tenancy in USER or entitle USER to any tenant's rights.

For office use only

Key returned: Date: _____ Initials: _____

Condition of room(s) after use:

Deposit returned: Date: _____ Amount: _____ Check #: _____ Initials: _____

Deposit retained: Yes No If no, reason: _____

USER AGREES TO THE FOLLOWING RULES:

1. Building keys are the property of the CHURCH. If USER does not return key(s) *within one week* after a one-time event, USER's deposit will be retained by the CHURCH.
2. No ALCOHOLIC BEVERAGES permitted anywhere in CHURCH building or on CHURCH grounds during non-church events.
3. NO SMOKING is permitted in the church. There are receptacles to use outside both front and back doors.
4. EMERGENCY: There is a red notebook labeled "EMERGENCY PROCEDURES" located in Room 17. This contains helpful information including how to contact designated representatives of People's Church.
5. No helium balloons allowed in the Commons to prevent tangling in the ceiling fans resulting in costly repairs.
6. Thermostats are not to be adjusted unless permission received from administrator.
7. Please obey the fire lane and handicap parking signs.
8. No storage of anything in the church building or on the church grounds without permission of the CHURCH administrator.
9. USER assumes liability for all damage to person or property resulting from negligent or intentional acts of its officials, members, or guests arising from any use of the church facility or grounds. Proof of USER's liability insurance coverage may be required (*see Tier System on Fee Schedule page*).
10. USER must have written permission from the CHURCH administrator *or AV Chair* to use Audio-Visual Equipment or pianos.
11. Chairs will not be removed from the Commons for any reason. If they are stacked, they must be stacked armed on armed, armless on armless, so they do not fall. All chairs must be returned to the configuration shown on the enclosed map.
12. Damages for misuse of church facilities and grounds, including failure to clean properly, shall be deducted from any security deposit, unless USER pays damages directly.
13. USER will be charged the usual rate if CHURCH is not informed at least one week before cancellation of a scheduled event.
14. Absolutely no children under age 16 will be unattended by an adult anywhere in the building or on the grounds (except Restroom facilities).
15. Burning of candles is permitted only as provided in this Agreement. (See appended Oshtemo Township rules.) A minimum \$200 security deposit is required if candles are to be used inside the building.
The USER is absolutely prohibited from burning any other substance inside the building.
16. At the end of each use, facilities shall be cleaned and re-set to conditions at the beginning of use. See #11 above.
This includes:
 - Taking all garbage (including cigarette butts) to the brown dumpster. Do not use the recycling bin.
 - All windows and doors must be shut and locked.
 - All lights and ceiling fans must be turned off.
 - Carpet should be vacuumed, especially if food has been served.

Authorized Agent of USER and Title

Date

Representative of People's Church

Date

Church Phone: 269-375-3262

Emergency: (231) 903-5101 (Melissa Emrich)