

**First Congregational United Church of Christ**  
**Facility Use Policy**  
**Non-Profit Organizations, Community Groups, Individuals**  
(Not FCUCC sponsored)

**Welcome to our Facilities**

It is the policy and privilege of the First Congregational United Church of Christ (UCC) to share its beautiful church facilities for purposes that match the values of the church and its mission which is “to know and share God’s love within us.” We are an open church valuing the diversity of age, culture, gender identity, opinions, physical and mental abilities, and sexual orientation.

**How to Reserve**

For general use, ask for a “Request for Church Building Use” form and policy packet from the church office administrative assistant at 218-829-2528. Submit the request form to the administrative assistant.

For wedding or funeral use, contact the pastor.

**Approval of Requests**

First time requests that are submitted to the Administrative Assistant are approved by the Church Council or if need be, by the Council Executive Committee. For groups/individuals using the facility on a recurring or regular basis, it is requested that a new form be submitted at the start of each calendar year or the group’s program year. Always notify the Administrative Assistant if there is a change of contact person, date or time. If a group has not used a facility in a 12- month period, a request must be resubmitted for building use approval.

**Liability**

Groups or individuals using UCC facilities/grounds agree to assume full responsibility and are financially liable for any bodily injury, property damage, and or other damages suffered by members, attendees, or others in conjunction with the event.

**Donations**

The church’s donation suggestions for facility and equipment use are based upon the relationship of the group/individual to the church and its mission and values. They are also based on some of the operation costs of the facilities. See a separate suggested donation schedule. Donations may be made by check or cash to First Congregational United Church of Christ. If a donation is collected in check or cash and the office is locked, it may be placed in an envelope and slid under the office door. Indicate which group or individual is contributing the donation.

**Technical Help Fee**

A fee, payable to technicians for their time and expertise, is to be paid directly to the technician.

## **General Policies/Procedures/Guidelines**

The First Congregational United Church of Christ premises, including the outdoor grounds are smoke free and alcohol-free areas. Guns are not permitted in this place of sanctuary.

### **Access**

Feel free to use the church parking lot on the north side of the building. It has an access ramp. A key code will be assigned by the administrative assistant to an individual in the group to open the north door. Instructions are near the inside of the door for locking and unlocking the door manually.

The lower and second floor levels are accessible by elevator.

Activities shall be confined to those areas reserved. Specific meeting rooms may need to be occasionally changed to accommodate the operational needs of the church. Church events, such as funerals or weddings, may make the church unavailable despite prior reservations by the group.

A host will be assigned to first time use groups who do not have a church member as part of their group.

If two organizations are wishing to reserve the same date, a first come first served policy will be defined by date of application.

The church council reserves the right to deny any request it deems not in keeping with the mission and values of the UCC.

In the event of an emergency call 911. A First Aid Kit and Automated External Defibrillator is located by the office door.

### **Description of Available Facilities**

#### **Lower level:**

- \*Fellowship Hall - Set up with ten round tables seating seven each. More tables are available. The room can accommodate roughly 80 people. Sound system is available.
- \*Rainbow Room - Open area with four small Sunday school classrooms around the perimeter. Chairs and tables can be set up.
- \*Kitchen - A large, commercial kitchen with accompanying appliances including dishwasher, stove, and refrigerator. There is ample counter space, making food preparation and serving easy. There is a serving window and a dish window that opens into the Rainbow Room and accommodates the Fellowship Hall.

#### **Sanctuary Level:**

- \*Nursery
- \*One small room with one round table and six chairs. (Family)

#### **Second Floor:**

- \*One room with conference table and 13 cushioned office chairs. (Conference)
- \*One room with seating for approximately 20 people. (Forum)
- \*One room with air hockey and foos ball on one half and a couch and two overstuffed chairs in the other half. (Game)
- \*One open, lounge/library area with a table and chairs. (Library)

### **Outdoor Space**

Church lawn, Memorial Garden, parking lot

## **Childcare - Supervision of Children and Youth**

When children are present during a function, it is the individual/groups responsibility to provide adult supervision for them. Children in the building must be always supervised. Our church recommends:

1. No fewer than two adults be present during any program or event involving children.
2. These adults should be at least five years older than the children with whom they are working.
3. At least one of the adults present be currently certified in First Aid and CPR.

## **Reserved Rooms**

Activities shall be confined to those areas reserved. Specific meeting rooms may need to be occasionally changed to accommodate the operational needs of the church. Church events, such as funerals or weddings, may make the church unavailable despite prior reservations by the group.

If you advertise your event, it must be clear that FCUCC is not sponsoring the event and the church phone number should not be listed as a contact on any of your advertising. Partisan political groups are not allowed to advertise within the church. For-profit sales of any products are not permitted. Groups may use the facility for non-profit fund raising.

Prior approval is required for use of candles, ceremonial tobacco, or smudging.

Groups that desire an "anonymous" standard, need to place their own "do not disturb" sign on the door of the assigned meeting room. All decorations should be in good taste and removed when the meeting is finished. Please use tape that will not damage wall surfaces if using walls. Fog machines may not be used anywhere in the building. (They set off fire alarms)

Alcoholic beverages are not allowed; however, groups may bring their own non-alcoholic beverages and refreshments.

Groups are responsible for setting up/taking down tables and chairs as well as wiping off tables and sweeping/vacuuming as needed. Return the room to its original set-up after the meeting/event. All waste must be disposed of properly in the bins provided.

Church-owned equipment and furnishings may not be removed from the church for personal or community use without a written request and subsequent approval, in advance, by the Council.

## **Kitchen Use**

\*Supplies: You must provide your own consumable supplies (coffee, tea, napkins, cream, sugar, etc. as well as your own placemats/and or tablecloths.

\*Dishes: You may use the dishes, silverware, and pots/pans, but clean and return to their appropriate cupboards.

\*Clean Up:

- Double check the check list provided in the kitchen.
- Clean and return kitchen utensils and dishes to their proper storage area.
- Leave kitchen counters, sinks and dishwasher free of clutter and clean.
- Clean dishwasher according to posted instructions and turn off.
- Dispose of garbage bags to the back-alley bins. Bags are available for your use.
- Sweep the kitchen floor.
- Leave dish towels/cloths on the wooden drying rack.

The FCUCC kitchen is not a commercially licensed kitchen. All meals prepared on site for fundraisers or community events must have a certified food manager or a volunteer trained in a food safety course present during food preparations and cleanup pursuant to Minnesota Statutes 157.22.12. This policy does not apply to any meal catered by a licensed food service establishment, potluck meals, fellowship meals, weddings, or funeral luncheons

**Technology**

Sanctuary Sound/Video System:

The Sanctuary sound and video systems are available for use upon request. The systems may only be operated by a FCUCC technician and may require a fee. *The fee is to be paid directly to the technician.* Recording, sound, or video equipment may be attached to the church system only by a FCUCC technician.

Equipment, such as tv’s, microphone, etc., is also available, but needs to be requested on the Request for Church Building Use form.

**Upon Leaving and Closing Up the Building**

Leave rooms in the same configuration and condition they were found.

Wipe tables clean.

Deposit trash/garbage/recycling in appropriate receptacles.

Turn off all faucets and lights in restrooms.

Turn off all stoves, ovens, dishwashers, fans, coffee pots and faucets in the kitchen.

Verify that no one else is left in the building

Check all outside doors to make sure they are locked

Report any damages or necessary repairs to the church administrative assistant as soon as possible.

**Suggested Donations (per use)**

Space	Non-Profit Organization Example: Essentia Health	Community Group Example: Book Club	Individual Example: Piano student practice; baby shower
Sanctuary	150	50	N/A
Piano or Organ	25	10	10
Fellowship Hall (includes kitchen)	35	10	10
Stove/Dishwasher Use	35	25	25
Rainbow Room	25	10	10
Nursery	25	10	10
Small Rooms: Classrooms A, B, C, D Family, Conference, Game, Forum, Library	20	10	10
Outdoor Space: (as a separate activity request from an indoor event) Church Lawn, Memorial Garden, Parking Lot	20	10	10

<b>Technology</b>			
Sanctuary Sound/Video System	50	30	N/A
Microphone with speaker, large TV, small TV, DVD, podium - no charge			

<b>Technician</b>			
Technician fee of \$50 for minimum of two hours for set up and sound check plus \$20/hr each additional hour. Pay technician directly.			

**Request for Church Building/Equipment Use**  
**Non-Profit Organization, Community Group, or Individual**  
(not FCUCC sponsored )

First Congregational United Church of Christ  
415 juniper Street, Brainerd, MN 56401  
218-829-2528     [uccbrainerd@gmail.com](mailto:uccbrainerd@gmail.com)  
Office open Wednesday – Friday 10 am – 1 pm

Today's Date \_\_\_\_\_

Please check one:     Non-profit         Community Group         Individual

Name of Group \_\_\_\_\_

Is this a one-time event?     If yes, frequency of recurrence: \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Requested Date(s) \_\_\_\_\_

Start time – End time (including set-up and clean up) \_\_\_\_\_ Actual start and end times \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Title/Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Second Contact Person \_\_\_\_\_ Title/Position \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

I wish to request the use of:

- |                                                                       |                                          |                                                         |                                          |                                                                     |                                  |
|-----------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> Sanctuary                                    | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen                        | <input type="checkbox"/> Rainbow Room    | <input type="checkbox"/> Classroom A, B, C, D (circle which one(s)) |                                  |
| <input type="checkbox"/> Family Rm                                    | <input type="checkbox"/> Conference      | <input type="checkbox"/> Game                           | <input type="checkbox"/> Forum           | <input type="checkbox"/> Library                                    | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Piano                                        | <input type="checkbox"/> Organ           | <input type="checkbox"/> Kitchen w stove/dishwasher use |                                          |                                                                     |                                  |
| <input type="checkbox"/> Microphone & Amplifier                       | <input type="checkbox"/> Large TV        | <input type="checkbox"/> Small TV                       | <input type="checkbox"/> DVD             | <input type="checkbox"/> Podium                                     |                                  |
| <input type="checkbox"/> Sound/Video System with technical assistance | <input type="checkbox"/> Church lawn     | <input type="checkbox"/> Parking lot                    | <input type="checkbox"/> Memorial Garden |                                                                     |                                  |

I/My group wishes to make a donation of \$\_\_\_\_\_.

**PLEASE READ AND SIGN:**

To the fullest extent permitted by law, the undersigned individual or organization shall defend, indemnify and hold harmless First Congregational Church of Christ and its employees and agents from all claims, demands, suits, damages, losses, and expenses (including attorney's fees and court costs) relating to or arising from their use of the property of First Congregation United Church of Christ, whether caused in whole or in part by any act or omission of the undersigned individual or organization and regardless of whether or not it is caused by a party indemnified hereunder. We/I hereby release UCC from any liability for use of the nursery during our meeting at the church. If we choose to staff the nursery during our meeting, we/I release UCC from any liability of a child injured during the use of the nursery. We/I also agree to pay damages to UCC in the event of causing any damage to the nursery during our use of such. I have received a copy of the Building and Equipment use policies and understand and accept them. In addition, I accept responsibility to supervise proper locking up procedures.

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

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*For office us only*

Total Donation \_\_\_\_\_ Door Code \_\_\_\_\_ Issued to \_\_\_\_\_ Date \_\_\_\_\_ Host \_\_\_\_\_

Approved 2/16/23 by Council cl