

4. Groups should provide storage for their equipment or materials offsite due to limited storage facilities at the Church. The Church cannot be responsible for locating and holding items or materials which are left behind.

5. Normal cleaning is included in the *building use fee*. If janitorial services are needed beyond routine cleaning, each group will be billed accordingly. An advance cleaning charge may be required for larger group events.

6. Any damages which occur during a group's use of the building must be reported as soon as possible to the Church Office and must be paid for promptly.

**Groups using the facilities
will be liable for damage
to church property.**

7. Children are welcome at the Church, however, all children must be supervised by responsible adults. The playground may be used only by children under the age of eight. The preschool classrooms and equipment in class rooms may not be used.

8. Keys are to be picked up from the Church Office (along with the contract) and are to be returned as arranged at the time of pick up. (one or two days after the event). All users are held strictly responsible for building security. The building must be locked and vacated by 10:00 pm.

9. The consumption of alcohol and smoking are not permitted in the Church facilities.

Complete the enclosed application and leave it at our church office, or mail to:

**United Church of Chapel Hill
Attn: Office Manager
1321 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514**

Phone: 919-942-3540

Fax: 919-942-3540

Email: ucch@unitedchurch.org

**On the web at:
www.unitedchurch.org**



United Church of Chapel Hill

Building Use Policy

General Philosophy

The **United Church of Chapel Hill** built its new facility to house the activities which constitutes being a Church. During times when the spaces are not used for Church activities, we welcome their use by non-profit groups and by persons needing space for their non-profit activity. Because of the high cost of maintenance and utilities, it is necessary for building users to help defray such costs. Service organizations which feel they cannot pay the fees set forth may apply for partial exemption from the Church.

These facilities are available to groups that are open to the public-at-large and whose goals are consistent with those of the Church and its mission. UCCH welcomes all people regardless of race, ethnicity, gender, or sexual orientation.

Guidelines for Building Use

1. All activities by Church and non-Church groups alike must be reserved and scheduled through the Office Manager. Groups may only use the space reserved for them and only at the times scheduled and reserved. Groups should take care to request the actual space they would like to use.

2. Groups using the Fellowship Hall may use the kitchen at no extra cost for serving refreshments. However, an extra donation of \$50 may be included for use of the kitchen to prepare food and cook on our stove. Provisions must be made in advance for serving meals and use of the kitchen for cooking of food. Each group should provide all of its own supplies. **Church supplies may not be used.** If the kitchen is used, it must be cleaned thoroughly, and all trash must be placed in plastic bags provided by the user and taken to the dumpster at the end of our parking lot.

If refreshments are served in classrooms, food and drink may not be left in the building. Trash should be removed and taken to the Church dumpster. Spills should be cleaned up and tables and chairs wiped off.

3. Groups using classrooms may serve refreshments using their own supplies. The space must be returned to its original condition with all lights turned off, and all windows and exterior doors locked before exiting the building.

Application for use of UCCH facilities

Please complete and return to church office.

Name of Organization: _____

Contact Person: _____

Phone: Daytime _____ **Evening** _____

Email Address: _____

Mailing Address: _____

City _____ **State** _____ **Zip** _____

Date / Time requested: _____

Number of participants: _____

Description of space needed: _____

Please describe activity / use of space: _____

Furniture or Equipment Needed: _____

UCCH does not provide set-up.

Please plan for set-up and clean-up time in your request for building use.