



BUILDING USE POLICIES & APPLICATION

Welcome! Making Peace Church available to the community is part of our mission

MISSION: We expect that groups using our building will honor our mission statement:

“Our vision is to be an accessible, open, and affirming community, growing in Christian faith, committed to peace and justice, and building the beloved community. We strive to respect and value all of creation, and the diversity of people’s sexual orientation, gender expression and identity, class, race, culture, age, and physical and mental abilities.”

LIABILITY: Groups or individuals using the Peace UCC facilities 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. Organizations with insurance must provide a certificate of insurance listing Peace United Church of Christ as an additional insured. Events with 100+ attendees may be required to provide special event insurance if not already insured.

BUILDING ORIENTATION: All group leaders must attend a building orientation to review building safety and go over event details before their application can be approved. Recurring groups must attend a building orientation yearly. A kitchen orientation will also be required when renting the kitchen (see kitchen policy pg. 3).

DOOR ACCESS: You must list the earliest arrival time and latest departure time on your building application for the building to be reserved and unlocked at the appropriate time. Depending on your group, we will either give you a door code or set the automatic door(s) to be auto unlocked for an agreed upon timeframe. This will be part of your building orientation, and the group leader is responsible for informing all participants of the door access location and timing. We are not responsible for letting your group into the building earlier than noted in your application.

ROOM ASSIGNMENT: Groups are not free to use locations other than those assigned. Changes in meeting locations must be approved through the church office beforehand. Please inform us of cancellations. If we need to change your location, we will give you as much advance notice as possible.

CHILDCARE POLICY – SUPERVISION OF CHILDREN & YOUTH: When children are present at your event, you are liable for them, and it is your responsibility to provide adult supervision for them. Parents must always be supervising their own children unless your event is providing childcare, in which case you must follow these supervision guidelines:

1. No fewer than two adults must always be present.
2. These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
3. At least one of the adults present must be currently certified in First Aid and CPR.

SMOKING/ALCOHOL/HANDGUN POLICY: The Peace Church building is smoke-free and alcohol-free. Handguns are not permitted on the premises.

CANDLES/FIRE: No use of candles, burning of sage, open flames, or smoke/fog of any kind is allowed. It will set off the fire alarm, and the fire department will be notified, and you will be responsible for their fee.

STORAGE: There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing their materials offsite.

STRUCTURES, FURNITURE, APPLIANCES: The addition of furniture, appliances, or temporary or permanent structures is not allowed without prior written consent from the Peace UCC Property Committee. This includes anything that attaches to the floor, wall, or ceiling.

ADVERTISING: If you advertise your event, it must be clear that Peace UCC is not sponsoring the event and the church phone number should not be listed as a contact in your advertisement. Partisan political groups are not allowed to advertise within the church.

Initial Here: _____

SANCTUARY SOUND/VIDEO SYSTEM POLICY:

If you are renting the Sanctuary, the Sanctuary sound system, built-in projectors, and livestream systems are available upon advanced request for an additional fee (see pg. 4). Recording, sound, or video equipment may not be attached to the church system without prior approval. These systems may only be operated by a Peace UCC AV Technician, and approval is dependent on their availability.

All slideshows, videos, or music must be emailed beforehand and will be run on the Sanctuary desktop computer by our AV Tech. Music and video licensing may not be compatible with our livestreaming system and must be reviewed in advance.

If you are requesting livestreaming services, you must also schedule a rehearsal time with our AV Tech for an additional rehearsal fee (see pg. 4) to ensure that the event will be well presented to the best of our ability.

Sanctuary Equipment Requested:

- Piano
- Handheld mic
- Standing mics
- Built-in projector
- Livestreaming

ROOM SET-UP & CUSTODIAL FEE POLICY: You are responsible for setting up and taking down tables and chairs, taking out garbage, and sweeping, mopping, and vacuuming floors as needed. Our custodian is available to do this for an additional fee (see pg. 4). If you do not request custodial services, you are responsible for doing these tasks or a fee will be billed to you. The custodial fee does not include cleaning the kitchen or washing dishes.

Room Equipment Requested:

- | | |
|--|--|
| <input type="checkbox"/> Round Tables #: _____ (seat up to 8) | <input type="checkbox"/> Fellowship Hall microphone |
| <input type="checkbox"/> Rectangular Tables #: _____ (seat up to 8) | <input type="checkbox"/> Fellowship Hall coffee maker (no other kitchen use) |
| <input type="checkbox"/> High top tables #: _____ (no seating) | <input type="checkbox"/> Fireside Room TV |
| <input type="checkbox"/> Chairs #: _____ | <input type="checkbox"/> Portable easel |
| | <input type="checkbox"/> Portable projector (bring your own laptop) |
| | <input type="checkbox"/> Portable projector screen |
| | <input type="checkbox"/> Guest wifi: fireside |

BUILDING LOCK-UP POLICIES

1. Turn off all faucets and appliances
2. Close windows
3. Check that all lights are turned off
4. Be sure that all doors are locked
5. Take all your food, supplies, and equipment with you
6. Check that all event attendees have left
7. Call the church building contacts if anything is damaged or if you have any lock-up questions. Fill out a damage or incident report if needed

BUILDING CONTACTS

Rachel Burnett, Business Manager: 218-409-7187

Pastor Corinne Freedman Ellis: 218-409-6163

Carrie Kelsey, Kitchen Manager: 218-298-1400

Dan Shepard, Custodian: 218-293-0756

Initial Here: _____

KITCHEN USE POLICIES

KITCHEN ORIENTATION: This is available by appointment and must be scheduled beforehand with the person who is responsible for your group's kitchen use from start to finish. If you need to drop off food to store in our fridge or freezer, or if you need to prep food the day before your event, you must inform us of these needs and times in this application. Storage space is not guaranteed, but we will do our best to accommodate your request. Kitchen prep outside of your event day requires approval and an additional kitchen fee.

SUPPLIES: You must provide your own consumable supplies (this includes coffee, cream, sugar, etc.) as well as your own tablecloths, placemats, and napkins.

DISHES: The use of washable dishes, silverware, and pots/pans that are stored in the kitchen and hallway is included in the kitchen rental fee. Use the dishwasher to wash all dirty dishes, then return the dishes to their appropriate cupboards. Remember to turn the dishwasher heater off! If you use the three compartment sink to wash larger dishes, please follow proper serve safe practices and posted signs.

Compostable cups, plates, and napkins are available from our bulk supply for an additional at-cost fee on top of the kitchen rental fee, dependent on quantity. Note that we do not have compostable silverware, but you're welcome to use and wash our regular silverware.

APPLIANCES: Please follow the instructions for the dishwasher and stove, posted on the walls in the kitchen.

- Never leave the stove/oven unattended when in use and remember to turn everything off when done! Take note of the stove hood fan, fire blanket, fire extinguishers, and hood fire suppression pull in case of emergency.
- The large coffee maker is available for use with rental of the kitchen or Fellowship Hall, and instructions are in the coffee cart drawer. Allow 30 minutes for the water to heat up after turning on. Please handwash carafes when done and wipe up any coffee spills.

CLEAN UP: Please leave the kitchen as you found it. Our custodian fee does not include cleaning of the kitchen.

1. Wash and return dishes to their labeled locations when fully dry.
2. Sweep the floor and mop any spills, if needed.
3. If you use our towels, they can be placed in the laundry basket for us to wash.
4. Do not leave any food in the refrigerator or on the counters. Any food left will have to be disposed of.
5. Make sure that all appliances are turned off (coffee maker, dishwasher heat booster, stove/oven)!

GARBAGE/RECYCLING/COMPOST: Please separate and bring to the dumpsters in the lower lot by the shed

1. All garbage must be inside the dumpster, or we are charged a fee.
2. Please recycle properly. We recycle paper, cardboard, glass, plastic, and metal/aluminum cans. NO paper or foam plates/cups, NO food, NO plastic silverware. Make sure that cardboard is broken down.
3. Please compost food waste and BPI certified compostable dishes only.
4. You will find new garbage and compostable bags by the kitchen window.

LICENSING: Our kitchen is commercially licensed for Peace Church use only. Non-church events or kitchen prep for catering may require a special event license. We may refer you to the MDH about licensing requirements and fees.

Name and contact info of person responsible for your event's kitchen use

Do you need to drop off any food or use the kitchen before your event day? Please explain and list dates & times

Kitchen Equipment Requested:

Oven/Stove

Dishwasher

Coffee maker

(coffee/cream/sugar not included)

Washable dishes

Compostable dishes

(for an additional fee based on quantity)

Initial Here: _____

FEE SCHEDULE

Check boxes below for the rooms and support you are requesting

Make sure that you have checked the boxes in the pages above for the equipment that you are requesting

| | Regular Room Fee | | Member and Non-Funded Community Group Fee | |
|--|-------------------------|--------------------------|--|--------------------------|
| Sanctuary (Limit 370)..... | \$237.00 | <input type="checkbox"/> | \$134.00 | <input type="checkbox"/> |
| Fellowship Hall (Limit 180)..... | \$155.00 | <input type="checkbox"/> | \$83.00 | <input type="checkbox"/> |
| Kitchen (Review policy pg.3) | \$115.00 | <input type="checkbox"/> | \$62.00 | <input type="checkbox"/> |
| Fireside Room (Limit 30)..... | \$72.00 | <input type="checkbox"/> | \$47.00 | <input type="checkbox"/> |
| Chapel (Limit 15)..... | \$62.00 | <input type="checkbox"/> | \$42.00 | <input type="checkbox"/> |
| Music Room (Limit 25) | \$62.00 | <input type="checkbox"/> | \$42.00 | <input type="checkbox"/> |
| Sunroom Nursery (Limit 15) | \$47.00 | <input type="checkbox"/> | \$37.00 | <input type="checkbox"/> |
| East Timor Room (Limit 15) | \$47.00 | <input type="checkbox"/> | \$37.00 | <input type="checkbox"/> |
| Youth Room (Limit 15) | \$47.00 | <input type="checkbox"/> | \$37.00 | <input type="checkbox"/> |
| Wildwoods Room (Limit 15) | \$47.00 | <input type="checkbox"/> | \$37.00 | <input type="checkbox"/> |
| | | | | |
| Additional charge for event longer than 4 hours | \$32.00 | <input type="checkbox"/> | \$32.00 | <input type="checkbox"/> |
| Sanctuary Sound/AV Tech (Review policy pg. 2) | \$75.00 | <input type="checkbox"/> | \$75.00 | <input type="checkbox"/> |
| Sanctuary Rehearsal (Review policy pg. 2) | \$90.00 | <input type="checkbox"/> | \$90.00 | <input type="checkbox"/> |
| Custodian Fee (Review policy pg. 2) | \$75.00 | <input type="checkbox"/> | \$75.00 | <input type="checkbox"/> |
| Compostable Dishes (Review policy pg. 3)..... | \$1/person | <input type="checkbox"/> | \$1/person | <input type="checkbox"/> |

| | | |
|----------------------|-------|--------------|
| Name of Group Leader | Email | Phone Number |
|----------------------|-------|--------------|

| | | |
|--------------|---------|---------------------------|
| Organization | Address | Organization Phone Number |
|--------------|---------|---------------------------|

| | |
|---------------|---------------|
| Type of Event | Date of Event |
|---------------|---------------|

| | |
|---|--------------------------------|
| Arrival & departure times (includes set up/clean up time) | Actual event start & end times |
|---|--------------------------------|

of event attendees: _____ Will there be an event fee? Yes No (If yes, regular room fee will apply)

Please check the appropriate box: We have insurance We do not have insurance

LIABILITY: Groups or individuals using the Peace UCC facilities 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. Organizations with insurance must provide a certificate of insurance listing Peace United Church of Christ as an additional insured. Non-church events with 100+ attendees may be required to provide special event insurance if not already insured.

I have read the Building, Kitchen, and Liability Policies for Peace UCC and I understand and accept them.

Signature: _____ Date: _____

Total Fee: \$ _____

Submit applications to office@peaceucc.org or Peace UCC, 1111 N 11th Ave E, Duluth, MN 55805

If this form is not signed, it cannot be approved

Completed applications must be received at least one week before your event

We can't guarantee availability but will do our best to accommodate your request

If your application is approved, payment is due ASAP prior to your event

| For office use only |
|----------------------------|
| Approved By: _____ |
| Calendar: _____ |
| Payment Date: _____ |
| Insurance: _____ |
| Doors: _____ |
| Orientation: _____ |