

PEACE UNITED CHURCH OF CHRIST

1111 North 11th Ave. East
Duluth, MN 55805
218-724-3637
office@peaceucc.org

GENERAL BUILDING USE POLICIES

Revised September 2018

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:

“To be an accessible, open and affirming community growing in Christian faith, committed to peace and justice, and reaching out in healing love to all of creation, including all people, respecting and valuing the diversity of people’s sexual orientation, race, culture, gender identity, age, opinions, and physical and mental abilities.”

LIABILITY: Groups or individuals using the Peace Church 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.

KEY: If using the building on a weekend, arrangements must be made through the office to pick up a key in advance. Doors must be locked after expected participants have arrived. Be aware that there is no staff person present on weekends (including Friday evenings).

ROOM ASSIGNMENT: Groups are not free to use locations other than those assigned. **Changes in meeting location must be cleared through the church office. Please inform us of cancellations.** If we need to change your location, we will give you as much advance notice as possible. The name and daytime telephone number of the person responsible for locking up must be on file in the Peace Church office.

SANCTUARY SOUND/VIDEO SYSTEM: The Sanctuary sound and video systems are available upon request. The systems may only be operated by a Peace UCC technician at a cost of \$25 per hour. Recording, sound or video equipment may not be attached to the church system without prior approval.

CHILDCARE POLICY – SUPERVISION OF CHILDREN & YOUTH: When children are present during your function, it is your responsibility to provide adult supervision for them. **Children in the building must be supervised at all times following these guidelines:**

1. No fewer than two adults must be present at all times during any program or event involving children.
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. Alcohol is not permitted anywhere on the grounds. Handguns are not permitted on the premises.

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

FOG MACHINE: NO fog machine can be used anywhere in the building. It sets off the fire alarm!

ROOM SET-UP: You are responsible for setting up/taking down tables and chairs as well wiping off tables and sweeping the floor as needed. Our custodian is available to do this for an extra fee (see fee schedule).

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: No permanent or temporary structure will be built anywhere on church premises without the prior written consent of the Peace UCC Property Committee. This includes structures such as platforms or devices that attach to the floor, wall, or ceiling. The addition of furniture or appliances will not be allowed without written consent from the Peace UCC Property Committee and a fee may be assessed for such requests.

SALES: No for-profit sales of any products will be permitted at Peace Church.

ADVERTISING: If you advertise your event, it must be clear that Peace UCC is not sponsoring the event and the Peace 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.

KITCHEN USE POLICIES

For community groups using Peace Church Kitchen

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

DISHES, ETC: You may use the dishes, silverware, and pots/pans that are stored in the kitchen, Fellowship Hall, and hallway. Use the dishwasher to wash all dirty dishes, then return the dishes to their appropriate cupboards. Remember to turn the dishwasher off.

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

CLEAN UP: Please leave the kitchen as you found it.

1. Sweep the floor and mop up any spills, if needed.
2. If you use our towels, please take them home to launder and return promptly.
3. Do not leave any food in the refrigerator when your activity has ended.

GARBAGE/RECYCLING: Please dispose of your garbage & recycling properly or you will be assessed a fee.

1. We recycle paper/cardboard, glass, plastic and metal/aluminum. Please break-down all cardboard boxes. Recycling containers are located outside the building near the kitchen entrance. Please be sure to put your recycling outside. The blue containers inside are for church use.
2. The Garbage Dumpster is located outside on the north side of the building's lower level. You will need a key to unlock the dumpster. The dumpster key is hanging inside the small cabinet above the hand-washing sink in the kitchen.
3. You will find new garbage bags on the shelf under the counter by the kitchen windows.

Kitchen orientation is available on Thursday mornings by appointment.
Please call the Peace Church office @ 724-3637 to schedule.

LICENSING: We are not a commercially licensed kitchen (churches are exempt, and the Daycare has its own license). Groups using our kitchen can check with MDH at 723-4834 or 723-4642 with questions.

BUILDING LOCK-UP POLICIES

1. Check that all lights are turned out.
2. Turn off all faucets.
3. Turn off Stove and Dishwasher if you used them.
4. Unplug all Coffee Pots.
5. Close windows.
6. Be sure that all doors are locked.
7. If using the kitchen, follow "Kitchen Use Policies" (above) as well.

Emergency Contacts:

Dan Shepard (Custodian) 218-393-4651
Janell Kohls (Office Coordinator) 218-728-9756 or 218-343-3733
Tim Peters (Building Use Coordinator) 314-566-2651
Kathy Nelson (Pastor) 218-724-8144

Peace UCC Application for Use of Building Space

Please complete and SIGN this form. If it is not signed, it will be sent back to you. Mail or deliver to Peace UCC, 1111 North 11th Ave. East, Duluth, MN 55805

Completed application must be received at least one week before your event or we cannot guarantee room availability.

For office use only	
Name:	_____
Date of Event:	_____
Payment Received:	_____
Copy to bookkeeper:	_____

2018-2019 FEE SCHEDULE FOR PEACE CHURCH FACILITIES

Check boxes below for the room(s) you are requesting

	REGULAR ROOM FEE		NON-FUNDED COMMUNITY GROUP (Suggested Donation)	
Fellowship Hall.....	\$130.00	<input type="checkbox"/>	\$70.00	<input type="checkbox"/>
Kitchen	\$110.00	<input type="checkbox"/>	\$55.00	<input type="checkbox"/>
Fireside Room (Limit 30).....	\$65.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>
Music Room (Limit 30)	\$55.00	<input type="checkbox"/>	\$35.00	<input type="checkbox"/>
Youth Room (Limit 30)	\$55.00	<input type="checkbox"/>	\$35.00	<input type="checkbox"/>
New Classroom (Limit 15-20).....	\$45.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Mindanao Room (Limit 10-15)	\$40.00	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Burrow (Limit 10-15).....	\$40.00	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Lakeview Classroom (Limit 10-15).....	\$40.00	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Nursery (please refer to our childcare policy).....	\$40.00	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Sanctuary.....	\$225.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>
Chapel.....	\$60.00	<input type="checkbox"/>	\$35.00	<input type="checkbox"/>
Custodian Fee	\$60.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>
Additional charge for event longer than 4 hours	\$25.00	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
Sanctuary Sound/Projection Tech	\$25/hr	<input type="checkbox"/>	\$25/hr	<input type="checkbox"/>

(Custodian Fee includes setting up and taking down tables & chairs, sweeping/mopping floors as needed, and taking out garbage. If you do not request custodial services, you are responsible for doing these tasks or a fee will be billed to you.)

NOTE: Renters must provide their own supplies—coffee, napkins, paper plates, etc. You are welcome to use our dishes. Orientations to the kitchen (and dishwasher) are provided on Thursday mornings. Call ahead to schedule 724-3637.

Name of Person Making Request	Email	Phone Number
-------------------------------	-------	--------------

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

Type of Activity/Event	Date of Event
------------------------	---------------

Start time—End time (including set-up and clean-up)	Actual event start & end times
---	--------------------------------

Will there be a fee charged to participants of your event? Yes No (If yes, regular room fee will apply)

Equipment Requested:		
<input type="checkbox"/> Round Tables # _____ <small>(seat up to 8)</small>	<input type="checkbox"/> Rectangular Tables # _____ <small>(seat up to 10)</small>	<input type="checkbox"/> Chairs # _____
<input type="checkbox"/> TV/DVD/VCR	<input type="checkbox"/> Coffee Pot	<input type="checkbox"/> Microphone <input type="checkbox"/> Screen <input type="checkbox"/> Flip chart (paper not included)

LIABILITY: Groups or individuals using the Peace Church 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. **Groups or businesses with insurance must provide a certificate of insurance listing Peace United Church of Christ as an additional insured. This certificate will be valid for 1 year.**

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

I have received a copy of the Building and Kitchen Use Policies for Peace UCC and understand and accept them. In addition, I accept responsibility to supervise proper locking up procedures as stated in instructions.

Signature: _____ Date: _____

Total Fee (or Donation) \$ _____ (Add together all checked boxes from fee schedule above)

Please include payment with this application form (make checks out to Peace UCC, “building use” in memo). If you cannot pay right away, **please return completed application form** and send payment ASAP.