



MINISTRY ACTIVITY CENTER (MAC) GUIDELINES

The facilities of the University Church of Christ (hereinafter referred to as UCC) are used for worship services of the congregation and conducting Bible study classes for adults and children. These uses take precedence over all other approved activities.

GENERAL GUIDELINES

All activities permitted in the Ministry Activity Center (MAC) must be consistent with the mission of this church. The church office staff (Facilities Coordinator and the Facilities Manager), in keeping with church policy and this facility guide, will determine the appropriateness of a given activity. UCC reserves the right to accept or reject an individuals or groups request for the MAC reservations based on the stated nature of the use. Any person who makes a reservation accepts implicitly the guidelines stated in this document, including the “Release from Liability” statement. Since UCC is a non-profit entity, the MAC is not available for profit-making business or enterprise activities. Non-profit activities and fundraisers will be evaluated and approved or not approved on a case-by-case basis. Generally, no recreational activities are permitted within 30 minutes before or after worship assemblies or Bible classes.

A. CONGREGATIONAL USE

1. Worship assemblies and education:
Examples include, but are not limited to, worship assemblies, regular Sunday and Wednesday classes, Vacation Bible School, youth activities, and adult classes such as Ladies Bible Class, workshops and special series.
2. Fellowship:
Examples include, but are not limited to, dinners and fellowship gatherings for Care Groups, Children/Youth/University Ministry, Retreats, and special events or projects.
3. Recreation:
Examples include, but are not limited to, various Children/Youth/University Ministry activities, special classes for members, recreation nights for families and family gatherings, wedding receptions, anniversaries, and birthday parties.

B. OUTREACH USE

Examples include, but are not limited to, a variety of UCC and non-UCC activities: (examples are not in priority order)

1. Outreach:
Such as, Bible study groups, programs, and community events.
2. Community activities:
Such as, ACU, ACS, AISD, Region 14 ESC, scout troop meetings, youth athletic practices, first aid classes, and recovery groups.
3. Emergency use:
A special priority is recognized for emergency use. Part of UCC’s service to the community is its preparedness for sheltering victims of floods, storms, or other disasters. Such emergency use of the building may take priority over a reservation, based on the nature of the event. During an emergency, the office staff will decide which (if any) reservations are to be cancelled and will contact the person(s) involved about rescheduling the reservations.

C. UCC MEMBERS/INDIVIDUALS FOR NON-MINISTRY ACTIVITIES

1. UCC members may reserve and use the MAC when available.
2. Reservations other than weddings may be made no more than six months in advance and no less than seven days prior to the event. Weddings may be scheduled up to twelve months in advance. *See Wedding Guidelines.* The Facilities Coordinator must approve all exceptions.
3. Building use fees may be charged. *See Fee Schedule.*

D. OUTSIDE GROUPS

1. Outside groups requests will be evaluated and approved by the office staff on a case-by-case basis.
2. Reservations may be made no more than six months ahead and no less than seven days prior to the event. Weddings may be scheduled up to twelve months in advance. *See Wedding Guidelines.* The Facilities Coordinator must approve exceptions.
3. Building use fees will be charged. *See Fee Schedule.*

E. RESERVATION GUIDELINES

All requests are subject to approval by UCC office staff. UCC elders reserve the right to revoke facilities use to any group at any time.

1. All reservations will be made on a first come, first serve basis.
2. Reservations should be made as early as possible, whether UCC or non-UCC events.
3. A UCC event may be scheduled as far ahead as needed.
4. Groups using any area without a reservation are subject to being asked to vacate that area.
5. UCC elders reserve the right to supersede any reservation for UCC purposes.

F. ACTIVITIES SUPERVISION

The Responsible Party must be on site at all times when the facility is being used. Parents are responsible for their children, and the Responsible Party is to supervise youth in the absence of their parents. The Responsible Party is someone who:

1. Is twenty years or older.
2. Has read, understands and is willing to enforce the facility guidelines.
3. Has attended an 'orientation walk-through' with the Facilities Coordinator.
4. Agrees to all financial liability for any damages incurred during usage.

G. STANDARDS OF CONDUCT

1. All activities/participants will reflect Christian behavior.
2. There shall be no immodest behavior, profanity, unsportsmanlike conduct or rough play.
3. The following actions will not be permitted in the MAC: gambling, tobacco in any form, illicit drugs, alcohol, being under the influence of drugs or alcohol, anything considered a weapon (including air-soft guns), pets or animals with exception of seeing-eye dogs.
4. Dress will be modest and shirts must be worn at all times.
5. Offenders will be asked to leave the premises.

H. CARE OF FACILITY/GENERAL USE

All users of the MAC are responsible for taking good care of the facility, its equipment and furnishings. Persons who fail to do so will be required to pay the cost of repair or replacement of damaged items and could lose the privilege of using the facility in the future.

1. All activities are to be conducted in such a manner that the floor, walls, ceiling, etc. will not be damaged in any way.
2. Tables and chairs are not to be dragged on the floor.
3. No decorations, notices, or signs can be attached to any wall anywhere in the building without prior office staff approval. Items can be attached to bulletin boards or taped to glass surfaces only.

4. Do not use tape, staples, nails, Plasti-Tak, etc., on the walls.
5. No shoes may be worn that would in any way damage or mark the floor.
6. Any change in the positioning of the recreational or athletic equipment (i.e. raising or lowering of basketball goals, volleyball standards, etc.) must be arranged through the office staff.

I. GENERAL OBLIGATIONS

1. Each group that uses the MAC facility is responsible for setting up for its particular use, for returning the facility to pre-setup condition, and for cleaning.
 - a. UCC ministries - All functions of UCC ministries are expected to set up for their event and to clean up. They also should check with the Facilities Coordinator as to how the facility should be left for its next use.
 - b. UCC-member private use or outside group use - Any set up needed, restoring of the facility to its proper setup, and cleanup is the responsibility of the reserving party. Do not relocate any furnishings or equipment in any room.
2. Users must reimburse UCC for actual costs to repair or replace any damage incurred to facility and/or equipment.
3. Users are responsible for cleaning the facility used immediately after the event. If not, a cleaning fee will be charged.

J. KITCHEN

1. The kitchen may be used by UCC sponsored ministries without charge; however, reservations must be made through the Facilities Coordinator.
2. The kitchen is considered a separate facility from the other spaces available for reservations. A separate reservation and facility-use agreement are required in advance. All policies concerning reservations also apply to rental of the kitchen area.
3. A person trained in equipment operation must be present during kitchen use.
4. ONLY persons trained concerning the use of commercial equipment, such as the braising table, convection ovens, gas range, and vent hood, may use them. Any unauthorized use may result in damage to the equipment.
5. Leave the kitchen clean after use. For guidelines see the checklist, which also is posted in the kitchen and will be attached to the *Facility Guidelines*.
6. An office staff member must inspect and approve the condition of the kitchen before users are released from commitments agreed to on the *Facility Reservation Form*.
7. Paper goods and supplies are not for private use or non-UCC activities, users must supply their own.
8. Kitchen equipment and utensils are not to leave the kitchen without special permission and checked out by the Facilities Coordinator.
9. No unsupervised children are allowed in the kitchen area.

K. AUDIO-VISUAL USAGE

1. Instructional AV equipment is available for a fee for non-UCC events upon approval by the Facilities Coordinator.
2. Use of MAC sound equipment must be reserved in advance through the *Facility Use Agreement* form, whether for a UCC or a non-UCC event.
3. Only a qualified person approved by the Facilities Coordinator may operate equipment.

L. FEES

UCC members¹ using any church facilities for personal reasons such as, birthdays, anniversary parties, weddings, et al, will not be charged usage fees, except for the MAC. They must pay for the time of the host that is required for all events. However, credit card information is required as a deposit for any potential damage or cleaning costs. UCC members using any church facilities related to some aspect of their work or involvement with volunteer organizations will be charged fees. In each case, the credit card will be

¹ Members defined as those individuals who have placed membership with UCC and who attend services.

charged only if damages occur or if room(s) is/are not cleaned, trash removed, and left in pre-use set up.

M. FEE SCHEDULE

These fees are for non-UCC members and for non-UCC sponsored ministries and are subject to change without notice. The office staff will determine total fee amount. Please be aware that there is a \$10 per hour fee for the host's labor and time. Also note that there is a \$100 cleaning fee for the MAC, if not cleaned.

	<u>Daily Fee For Usage</u>		
	<u>>4 hrs</u>	<u><4 hrs</u>	<u>Hourly</u>
MAC	\$250	\$150	TBD
Classrooms (each)	\$50	\$25	TBD
Kitchen	\$100	\$50	TBD

AUDIO-VISUAL FEES

1. Due to the broad nature of AV requests, fees will be determined by individual need.
2. An approved AV technician may be required. Such service begins at \$25/hr., not to exceed \$150/day.
3. The use of some specific equipment will require an additional fee TBD.

ADDITIONAL FEES

Prices for special event setup and takedown:

Per table	\$2.
Per chair	\$.75
Clean up	\$50. first hour
	\$35. each additional hour

N. RELEASE FROM LIABILITY

The use of the MAC or equipment will be at the risk of the users. UCC does not assume liability or responsibility for any user, and does not make any express or implied warranty for any equipment, machinery, fixtures or furniture. The party or parties reserving any part of the facilities for any use must hold harmless UCC from any and all liability for any accident or injury which may occur to anyone while the person, organization or group is using the facilities, regardless of the cause, and regardless of the extent of injury or damages.

Thank you for your interest in the facilities at University Church of Christ.