



## FACILITIES GUIDELINES

This policy guide is for the following facilities:

1. Sanctuary
2. Chapel
3. Classrooms in main building
4. Youth Center and Kitchen
5. Family Room
6. Early Childhood Center

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. These guidelines apply to use of the facilities at times other than corporate worship.

### A. RESERVATION GUIDELINES

All activities permitted in UCC facilities must be consistent with the mission of this church. The Facilities Coordinator and the Facilities Manager (hereinafter referred to as office staff), in keeping with policies of the elders and this facilities guide, will determine the appropriateness of any given activity. 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 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.
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.

### B. KEY POLICY

1. The person making the reservation is responsible for making arrangements to obtain the proper keys, if they are needed after office hours.
2. If keys are used after office hours, they must be returned to the office on the first business day after the event.
3. Lost or unreturned keys will result in a charge of \$100.
4. For events during the normal office hours, keys may not need to be checked out.

### C. FEES

We request credit card information 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 charged only if damages occur or if room(s) is/are not cleaned, trash removed, and left in pre-use set up. Elders have the final say concerning the facilities<sup>1</sup>.

Note: Credit card will be charged as follows:

- \$50** – if cleaning is required for Family Room, Youth Center or the Early Childhood Center (\$50 for first hour then \$35 per hour for each additional hour)
- \$100** – if cleaning is required for Sanctuary/Chapel or the MAC

### D. USAGE FEES

Main Building (Sanctuary)

**\$300**

<sup>1</sup> UCC elders reserve the right to make exceptions as deemed important and valuable to the service efforts of the church.

Youth Center, Family Room or Early Childhood Center**\$125****E. USE OF UCC AUDIO/VISUAL EQUIPMENT**

1. Instructional A/V equipment is available for non-UCC events for a fee.
2. Use of UCC sound equipment must be reserved in advance and in writing, whether for a UCC or a non-UCC event.
3. Only a qualified person approved by UCC may operate the equipment.
4. Users are responsible for financial arrangements with an approved and qualified operator.
5. Computers are not available for events or use.

**F. CARE OF FACILITIES**

All users of any part of the facilities are responsible for taking good care of all facilities as well as all contents whether reserved or not. All users of any part of the facilities are responsible for the economic cost of any damage done by users or any guests of users. Users are responsible for any damage done by any equipment or supplies, such as candles and water at weddings. Users must reimburse UCC for its actual costs to repair or replace facilities and equipment that were damaged by their use.

**G. GENERAL OBLIGATIONS**

1. The obligation to pay for and reimburse for repair and or replacement cost is separate and independent of the deposit required for reserving the facilities.
2. Special attention must be given to avoid damaging floors and walls.
3. No decorations, notices, or signs can be attached to any wall anywhere in any building by the use of tape, staples, nails, Plasti-Tak, etc.
4. Users should remain in the part of the building they have reserved for their event. Roaming any unreserved portion of a building is prohibited.
5. Paper goods and supplies are not for private use or non-UCC activities. Users must provide their own supplies.
6. Kitchen equipment and utensils are not to leave the kitchen.
7. UCC campus is smoke-free. Tobacco is not permitted on the UCC premises.

**H. POLICY ON LIVE AND RECORDED MUSIC**

Appropriate instrumental music and a cappella music, live or recorded, are permitted. Any questions about musical selections will be resolved in consultation with the Facilities Coordinator or Administrative Committee of the Elders.

**I. WEDDINGS**

See the Wedding Guidelines and Wedding Reservation Form for more information.

**J. LIABILITY RELEASE**

1. The use of any UCC facility or equipment will be at the risk of the user.
2. UCC does not assume liability or responsibility for any user, nor does it make any express or implied warranty for any equipment, machinery, fixtures or furniture.
3. The party or parties reserving any part of the facilities must hold harmless the UCC from any and all liability for any accident or injury which may occur to anyone while the person, organization or group using the facilities, regardless of the cause, and regardless of the extent of injury or damages.

*Thank you for your interest in the use of facilities at UCC.*

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