

Greendale Community Church Building Usage Policy

In its preamble to its constitution, Greendale Community Church commits itself to living to the service of humanity, fellowship in common service for the common good, and to the extension of wholehearted fellowship to all people without regard to sect, class, nationality, or race. One of the ways that we try to do this is by keeping our doors open to all – for worship, for the sacraments of baptism and communion, for the celebration of marriage, for funerals. Another way we do this is by offering our building as a resource to the community. It takes many resources to keep this building in good condition for use by the congregation and the greater community. Outlined here is a policy guide for building usage. This will help the church when scheduling events.

Members of the Church

Throughout the year, there are times when members of the church request the use of various rooms within the church building, most notably, the fellowship room and kitchen. When used for a **social gathering** and requested by a member, there is no fee for the use of either of these rooms. When the room is used for “**for profit**” ventures, members are requested to pay \$75 for usage of the room per four hour period.

There is a fee for custodial services. Because extra use of the building is above and beyond our budgeted expenses, a contribution of \$50 is requested. This covers the cost of set-up and take down, and cleaning before and after the event.

Non-Members of the Church

Non-members of the church are welcome to use various rooms of the church. The current fee structure for use of the fellowship room and kitchen for four hours is \$125, with an additional \$75 for custodial services. The custodial sets-up, breaks down after the event, and cleans before and after.

Not-For-Profit Building Usage

During the year, the church receives requests from ‘not-for-profit’ groups. These requests are handled on a “per request” basis by the Senior Pastor or by the Board of Trustees.

For Profit Building Usage

Requests for “for profit” building usage from non-members or outside groups are addressed by the Board of Trustees on an individual basis. The fee for use of the Fellowship Room and Kitchen is \$125 per four hour period, with an additional \$75 for the custodian of the church.

**All persons using church space are asked to leave
the rooms in the condition that they found them.**

Church Program Life

As a reminder, Greendale Community Church is a very active congregation, with a rich and diverse program life. We ask our guests, as they use various rooms within the church building, to be aware that other programs may be going on concurrently with your event.

A Note About Alcohol Consumption and Smoking

Smoking is not allowed within the building of Greendale Community Church. Please be respectful of this.

Alcohol is not allowed on the premises of the church; unless a prior written agreement has been made with the Official Board of the Congregation.

All building usage agreements shall be made through the church office and approved by the Board of Trustees or the Senior Pastor of the church.

If you would like to use the building, please fill out the attached form and return it to the church. Payment for custodial services and room rental agreements is expected three business days before the event.

Greendale Community Church
United Church of Christ
6015 Clover Lane
Greendale, WI 53129
414-421-1221

Date: _____

Name of Person Requesting to use Building: _____

___ Member ___ Non-Member

Contact Person (if different from requestor): _____

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

Date Room is Required: _____ Purpose of Room Use: _____

Starting Time: _____ Ending Time: _____

Rooms Requested: _____

Use of Kitchen for Cooking: ___ Non-Cooking: ___

We understand that by requesting the use of the Greendale Community Church, United Church of Christ building, that we are responsible for any and all damage or vandalism which occur during the time we use the premises. Also, we will leave the premises in the same condition it was in when we arrived.

Signed: _____

Approved on _____ by Trustees ___ Senior Pastor ___

Fee Schedule:

Room Use: _____

Custodian: _____

Other: _____

Total Fee: _____

Please use the reverse side for Fellowship Room set-up needs