

**GREENDALE COMMUNITY CHURCH  
UNITED CHURCH OF CHRIST  
BUILDING USE POLICIES & RENTAL RATES  
(UPDATED JULY 8, 2014)**

Greendale Community Church United Church of Christ strives to be welcoming and inclusive to all, no matter who you are, or where you are on life's journey. Our facilities are a resource to the community and are available to all. Our doors are open to all for worship, for the sacraments of baptism and communion, for the celebration of marriage, for funerals, and for other uses by the members of the congregation as well as the greater community. This document is a guide to our policies, fees, and the procedures for requesting use of our building.

**POLICIES**

- 1) The church building is not available for use prior to 1:00 PM on Sunday.
- 2) All persons using church facilities are expected to leave them in the condition they found them and are responsible for all damage that occurs in all portions of the building they use.
- 3) Building use request forms must be submitted for all building uses that are not part of official church activities.
- 4) Requests for building use must be submitted to the church office for approval and scheduling at least two weeks in advance of using the building.
- 5) Payment for rental and custodial fees is required a week before the event. A check should be made out to Greendale Community Church.
- 6) Because Greendale Community Church has a large number of groups which utilize various areas of the building throughout the week we expect all guests to be mindful of other programs going on concurrently with their event.
- 7) **Any items that must be removed from the building to be cleaned (e.g. table cloths) may not be used.**
- 8) **No tape of any kind, staples, push pins, etc. may be used on the ceilings, walls, doors, or windows in any part of the church building. Duck brand removable foam double-sided tape is allowed. Any damage found in the areas of the building you used will be your responsibility.**
- 9) **Smoking is not allowed anywhere within Greendale Community Church.**
- 10) **Alcohol is not allowed on Greendale Community Church property.**

**RENTAL FEES**

**Church Members:** Church members requesting the use of facilities are required to pay a use fee of \$25 plus a custodial fee of \$50 (includes set-up and take-down). If the use is a "for profit" venture, the fee is \$100 plus the \$50 custodial fee.

**Non-Church Members:** Non-church members are welcome to use the facilities for up to 4 hours at a fee of \$150 plus a custodial fee of \$75 (includes set-up and take down).

**Non-Profit Use:** Requests for use by non-profit groups require approval by the Board of Trustees. A \$25 use fee and a \$50 custodial fee are required. The \$50 custodial fee may be waived by the Board of Trustees or the church staff.

**For Profit Use:** For profit use by non-members requires Board of Trustees approval. The fee for a 4 hour period is \$150 plus a custodial fee of \$75.

**If you would like to request use of our building, please fill out the attached Building Use Request Form and return it to the Church Office as soon as possible and no less than two weeks prior to your requested date for use of the building. Fees must be paid prior to use.**

**BUILDING USE REQUEST FORM**

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

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Purpose of Room Use: \_\_\_\_\_

Name of Person Requesting to use Building: \_\_\_\_\_

\_\_\_ Member      \_\_\_ Non-Member

Contact Person (if different from requestor): \_\_\_\_\_

\_\_\_\_\_  
Address Phone Number

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Rooms Requested: \_\_\_\_\_

Use of Kitchen for warming food: \_\_\_ (**We do not have an exhaust fan thus the kitchen may not be used for cooking food**)

We agree that when using Greendale Community Church facilities we will abide by all policies attached to this request form. **We further acknowledge the no-smoking and no-alcohol policies and will strictly abide by these policies when using the building.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved on \_\_\_\_\_ by \_\_\_\_\_

**Fee Schedule:**

Room Use: \_\_\_\_\_ Custodian: \_\_\_\_\_

Total Fee: \_\_\_\_\_ (please make check payable to Greendale Community Church)

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

# FELLOWSHIP ROOM SET UP

DOORS

W  
I  
N  
D  
O  
W  
S

D  
O  
O  
R

LIBRARY

HALL

KITCHEN

PLEASE INDICATE YOUR NEEDS FOR TABLE (  ) AND CHAIR (X) SET UP