

# **Application for Use of Church Facilities**

**Union Christian Church (Disciples of Christ)**  
1130 Union Church Rd., Watkinsville, GA 30677  
706-769-6448 [unioninfo@att.net](mailto:unioninfo@att.net)

Name of Group: \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Date of Application \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

Date(s) of Event(s) \_\_\_\_\_  Single Event  Regularly Scheduled Program

Time of Facilities Required: From: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Description of Activities: \_\_\_\_\_

Other Particulars: \_\_\_\_\_

Contact Person (if other than applicant): \_\_\_\_\_ Phone #: \_\_\_\_\_

*If there is a member of our church who is also a member of the applying group and who will accept responsibility for directing the proper use of the facilities, please note:*

Church Member: \_\_\_\_\_ Phone #: \_\_\_\_\_

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action which they may have against Union Christian Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Union Christian Church and its officers, agents, and employees from and against any and all claims, demands, causes of action, and all other loss and expense, including reasonable costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees, and agents pursuant to this application.

We have read and agree to comply with the "POLICIES AND REGULATIONS REGARDING USE OF CHURCH FACILITIES."

Signature of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

## **FOR OFFICE USE ONLY**

Approved:  Yes  No Date of Approval \_\_\_\_\_

Room/s to be used: \_\_\_\_\_

Donations/Fees Paid \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

*Note: Copy to be given to applicant after approval  
Original application to be retained in the church office files.*

## **Policies and Regulations Regarding Use of Church Facilities**

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### **POLICIES**

Union Christian Church recognizes that its outreach and ministry can be increased by providing its physical facilities in support of other organizations and programs designed to serve the community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. The intent of this statement is to establish consistent requirements for use of our church facilities.

All non-church groups (any group not sponsored by or related to Union Christian Church) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church; all fees must be paid not less than two days before use of the facilities shall begin. Donations may be made, or fees paid, in cash. If a check is used, it shall be made out to Union Christian Church. Renewal of permission to use stated church facilities will depend, in part, on satisfactory compliance with requirements during the previous period of use.

The Church Council of Union Christian Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest regarding property management, requirements for use of the facilities for church activities (which shall always have priority), and church relationships with governmental regulations.

### **REGULATIONS**

1. The facilities are primarily for service to the Church and community and generally not available to outside groups for fund-raising events, commercial activities, or political events.
2. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of Union Christian Church.
3. Requests for use of facilities must be in writing on the attached application and submitted to the Church office at least 30 days prior to the planned event. This allows time for your request to be considered, approved and entered on the Church calendar. (Exceptions are considered based on availability).
4. Use of facilities is subject to approval by the Church Council, who typically delegates this responsibility to the Senior Minister. The Church Council reserves the right, at its sole discretion, to refuse a group's request for facility use.
5. Scheduled meetings of the Church are given priority. Should a conflict arise with an unscheduled or unexpected Church event, the Church Council reserves the right to deny the request or ask the requestor to consider rescheduling to accommodate the Church event.
6. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless specific exception to this rule has been granted in writing by the Church Council. This, however, does not mean that using groups may not have organizational dues or assessments to meet operating expenses.
7. Alcoholic beverages, illegal substances, or other non-physician-prescribed drugs will not be permitted on church property at any time.
8. Smoking and use of tobacco will not be permitted inside any church building.
9. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing.

10. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion, with specific written approval.
11. Children under the age of 18 shall be under adult supervision at all times and must remain within the approved area of use. At least two supervising adults over the age of 18 are required per room containing children under the age of 18.
12. Multiple groups may be using the facilities at the same time, please be respectful of other groups.
13. User groups will be responsible for leaving the facilities used in such condition that another group may comfortably use them; i.e., furniture and equipment will be replaced in customary position, kitchen equipment left in clean condition, dishes washed and put away, floors swept, filled waste baskets emptied into the dumpster, etc.
14. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
15. No equipment or facilities shall be added, modified, moved, or removed without prior written approval.
16. Tables and chairs may be set up in the format needed for the event but must be returned to the original set up.
17. A movable partition separates the gathering space from the fellowship hall; it is typically closed to separate the two spaces. The using group shall indicate prior to their event if they desire the partition to be opened.
18. At no time shall equipment or facilities other than those covered by prior approval be used.
19. Assuming all facilities are clean and returned to working order, the damage deposit will be refunded within 30 days.
20. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injury resulting from user-group activities.
21. While no rental fees are charged for member and community groups, donations to cover utilities and other expense are appreciated.

## **Fee Schedule for Facilities Use**

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	Members & Active Participants	Non-Profit & Community Groups	Non-members	<b>All Parties:</b> Refundable Damage & Cleaning Deposit
<b>Sanctuary</b>	No Charge	No Charge	\$275	\$100
<b>Fellowship Hall &amp; Kitchen</b>	No Charge	No Charge	\$275	\$100
<b>Fellowship Hall only</b>	No Charge	No Charge	\$200	\$100
<b>Classrooms</b>	No Charge	No Charge	Negotiable	\$50
	<i>While no fees are required for members and community groups, donations to offset the cost of utilities and other expenses are greatly appreciated.</i>			(\$150 deposit for using multiple spaces)
<b>Wedding Personnel</b>				
Minister	Negotiable		\$300 (includes premarital counseling & rehearsal)	
Pianist	Negotiable		\$150 service, plus \$50 rehearsal	
Sound Technician	Negotiable		\$25/hour	