

		Shiloh UCC	Issued: 8/2009 Revised: 4/2012
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Shiloh Facility Use

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I. DEFINITIONS

Members: A person who has been baptized, has been confirmed, or has made public confession of faith in Jesus Christ as Lord and Savior. Members have pledged themselves to attend regular worship at Shiloh UCC. They participate in the celebration of the Lord's Supper and also pledge to live the Christian life by sharing and contributing to Shiloh UCC through supporting to seek the spiritual welfare of the membership and the community.

Church: The Physical building, parking lots and entry areas of Shiloh UCC. It consists of the Sanctuary, Meeting Rooms, Chapel, Fellowship Hall and Kitchen. Also, included are various restrooms, library and classrooms.

II. GENERAL RULES

- A. The Secretary/Facility Manager will review and approve all requests for facility use per this policy. Consistory maintains the right to deny use of the church facilities to any individual or group whose purposes are not consistent with the churches values and mission.
- B. Set-up and takedown of chairs and tables will be done by, or under direction of, Shiloh's custodial staff. Groups using the facilities are expected to leave the area clean and tidy before they leave. In addition, groups are to pay for custodial services as per the rates below.
- C. Users of the facilities shall be responsible for any property damage which occurs during use.
- D. Use of the facility is restricted to the area being rented.
- E. No use of tobacco, alcohol or illicit drugs on church property.

III. CLASSIFICATION OF USE and RATE SCHEDULE

Note: No charge for Shiloh UCC affiliated Activities.

Group A:

Family functions for Members of the Congregation (Anniversary, Birthday, Showers, Commemorative dinners, etc.)

RATE: No Charge for Use of Facility – Donations are appreciated.

Group B:

Non-Profit Groups whose purpose is beneficial to members of the wider community. (Ex. Self-help groups like AA, OA, FA, NA)

RATE: No Charge for Use of Facility – Donations are appreciated.

Group C:

Groups requesting use of the facility for a special event when a member of Shiloh UCC is a member of the group requesting use.

RATES:

Meeting Rooms Only:	\$25.00
Fellowship Hall:	\$100.00
Kitchen:	\$50.00
Sanctuary:	\$100.00 (plus prior Pastoral permission)
Custodial Fee	\$25.00

Group D:

Groups requesting use of the facility for a special event when a member of Shiloh UCC is **NOT** part of the group requesting use.

RATES:

Meeting Rooms Only:	\$50.00
Fellowship Hall:	\$200.00
Kitchen:	\$100.00
Sanctuary:	\$100.00 (plus prior Pastoral permission)
Custodial Fee:	\$25.00

GROUP E:

Weddings

Fees include use of the Sanctuary, Library, Chapel and Bathrooms. Use of Fellowship Hall is additional charge as above. Charges do not include professional fees of Pastor/Organist.

RATES:

Member of Shiloh:	\$100.00
Plus Custodial Fee of	\$25.00
Non-Member of Shiloh:	\$200.00
Plus Custodial Fee of	\$25.00

All Fees will be paid within one week prior to the event.

IV. SCHEDULING

Scheduling of Church Facilities will be granted in the following ways:

All groups should have the dates of proposed use verified and placed on the calendar before deciding on their activity. No publicity of any activity should be done before the date is secured.

Group A – will have precedence over all other groups for available space, however, if a room is already confirmed, changes will not be made to accommodate Group A.

Group B – shall coordinate at least annually with Shiloh UCC Secretary to confirm scheduling and update contact information.

Group C or D – should complete a Building Utilization Application at least one month in advance of the activity.

If there are any questions regarding this policy and the request, clarification will be given at the next scheduled Consistory meeting who will report back to the Secretary as soon as possible.

Certain electronic equipment is available. Please contact Shiloh UCC Secretary for details and availability.

All fees should be **made payable** to **Shiloh United Church of Christ**.

V. USE OF KITCHEN GENERAL RULES

- A. Groups using the kitchen are expected to leave the area clean and tidy before they leave.
- B. A separate procedure manual can be found in the kitchen for instructions on using the specific appliances. Manual is located in the first drawer to the right when entering the kitchen from fellowship hall.
- C. Be certain to turn off stoves, ovens, gas and water.
- D. Dishes, pots and pans and other accessories are available for use, but must be cleaned and put away before leaving the church.
- E. An adult (at least 18 years of age) must be present in kitchen at all times.
- F. Fee schedule for kitchen use does not include use of any food or disposable supplies stored in the kitchen (paper products, foil, sugar, creamer, etc.). When using the kitchen, please bring in all supplies that you will need.