

# BUILDING USE POLICY AND PROCEDURES

## Greensboro United Church of Christ

P. O. Box 176 Greensboro Vermont 05841  
Church Office: 802-533-2223 [greensborochurch@gmail.com](mailto:greensborochurch@gmail.com)

**WE ARE AN OPEN AND AFFIRMING CONGREGATION, WELCOMING TO ALL, WHOEVER YOU ARE AND WHEREVER YOU ARE ON YOUR SPIRITUAL JOURNEY**

1. This policy has been developed in our effort to further our MISSION:

*“To love as Jesus loved, caring for others and joyfully serving God, our community, and the world.”*

2. Members and regular worshippers may use the facilities (building and grounds) for non-recurring events such as weddings, funerals, reunions, etc. There is generally no charge for these uses.
3. The Church’s Pastor, will ordinarily officiate at weddings and funerals held in the church. Other officiants, however, may be used in consultation with, and with the approval of the Pastor.
4. The Church’s Music Director will ordinarily play the organ or piano for weddings and funerals held in the Church. Other organists or pianists, however, may be used in consultation with, and with the approval of the Music Director. The Church’s musical instruments may not be used without prior request and approval by the Music Director. Request for the use of such musical instruments must be submitted in writing on the Application for Use of Instruments and Facilities form that may be obtained from the Church secretary.
5. All use of the sanctuary must respect its sanctity and purpose. Furniture or instruments in the sanctuary may not be moved, removed or altered without the express approval of the Church or its authorized representative.
6. Subject to the Church’s discretion, the facilities may be used by members and regular worshippers for activities that promote spiritual, physical, or intellectual well-being, or for fund-raising activities for worthy causes if the event promotes our mission and is not disruptive to the church or our neighboring community. The facilities are not generally available for commercial purposes, but this is not intended to preclude activities that generate income for members if the income generated is small and the activity provides significant benefits to other persons
7. Recognizing that the use of our facilities by non-profit organizations may also further our mission, we offer our facilities for their use provided that the use promotes our mission and is not disruptive to the church or neighboring community. This use is subject to the discretion and approval of Church and may require the payment of a fee. Although the facilities may be

used for town meeting or elections, they shall not be available for overtly partisan political activities.

8. When necessary, steps should be taken to make it clear to all that the activity is not sponsored by Greensboro United Church of Christ. If this is not practical, the use of the facility may be denied.
9. In the event of schedule conflicts that cannot be resolved, other activities may be required to yield to funerals, weddings, reunions, and similar non-recurring activities of members.
10. Users must complete, sign, and return to the Church the Building Use Agreement form. With an exception for funerals, users must clean up after the event. For all non-church related events, users must have, and produce proof of, liability insurance.
11. Alcoholic beverages may not be consumed in the church, or on church property at any time except for a champagne toast during a wedding. No food or drink may be brought into the sanctuary
12. To facilitate an expedient response to the requested use, the Church may, from time to time, authorize the administrative staff charged with the ongoing day-to-day conduct of church activities to apply this policy while recognizing that in some cases they may wish to defer to the Church. If so, such staff shall use its discretion in applying these policies, establishing reasonable restrictions and requirements (including, where appropriate, that a member of the staff or other member of the church be present to open and close the building), and setting appropriate fees.

Revised [6/28/18]

This policy supersedes all other building use agreements or procedures.

## **BUILDING USE AGREEMENT**

### **GREENSBORO UNITED CHURCH OF CHRIST**

P. O. Box 176 Greensboro Vermont 05841

Church Office: 802-533-2223 [greensborochurch@gmail.com](mailto:greensborochurch@gmail.com)

#### **BUILDING USE AGREEMENT FOR FAMILY AND SOCIAL EVENTS**

Our kitchen and fellowship spaces are available to church family members, subject to availability, for non-recurring family and social events (family reunions, receptions, etc.) at no cost, although a contribution to cover the cost of utilities would be appreciated.

#### **BUILDING USE AGREEMENT FOR WEDDINGS AND FUNERALS**

Our church will always be available for weddings and funeral services subject to availability. There is no charge for either service for church family members or their children, although a signed agreement is required.

#### **BUILDING USE AGREEMENT FOR A PROFIT-MAKING EVENT**

To be supportive of our congregation, the church facilities may be used by active church members (those who have joined) for a profit-making function conducted by and for the person making the request, after this written application has been approved by the Church Board of Building Use Team, as the case may be.

The event, seminar, workshop, classes, etc. must be in keeping with the mission of Greensboro United Church of Christ (GUCC), be appropriate to our building, respect and maintain the sanctity of our sanctuary and not be intrusive upon the neighborhood. GUCC reserves the right to monitor any events at its discretion. You may use the facilities once a year. A function is limited to a maximum of four 4-hour sessions, or two all-day sessions.

#### **BUILDING USE AGREEMENT FOR NON-PROFIT ORGANIZATIONS**

GUCC seeks to serve the Greensboro area by making our church available to non-profit organizations for non-recurring events approved by the Church Board or their spokesperson.

#### **FEES FOR BUILDING USE**

A List of Fees and Honorariums for the use of the building is attached hereto.

#### **RESPONSIBILITY OF GREENSBORO UNITED CHURCH OF CHRIST**

1. In the event of an emergency, please call the Property Manager whose name and number was supplied to you by the Church Secretary at the time you reserved the facility. There is also a telephone list of local emergency services posted by the telephone in the kitchen.
2. GUCC will program the thermostats for your event provided that you have made final arrangements with us the week before your event.
3. GUCC will make sure the entire fellowship hall is available for use.

4. We will make room in the refrigerator if you need it, provided you let us know a week before the event. You are responsible for removing your items from the refrigerator at the end of your function.
5. We are not responsible for clearing the parking lot of snow.
6. **We are not responsible for any loss of property belonging to members of the organization or for any injuries that occur on church property.**

## **RESPONSIBILITY OF USER**

1. After your use has been approved, please call the Church office 802-533-2223 to obtain information you will need to confirm arrangements.
2. Arrange the tables and chairs according to your needs, but return furniture to original positions at the end of the function.  
Clean up all areas you use and leave the Building in a “broom clean” condition. Clean up includes:
  - a. Sweeping and general tidying and removal of everything you, or your guests, brought with you;
  - b. Washing tables, counters, dishes, etc.
  - c. Putting chairs and tables back where they are stored
  - d. Making sure you put recyclables (bottles, cans, plastic, tin, paper, cardboard) in appropriate containers in the kitchen, but not in the trash.
  - e. If your trash fills up a bin, please dispose of it by taking it with you when you are finished. Replacement trash bags can be found under the sink in the kitchen.
  - f. Make sure your party has not significantly dirtied the bathroom. If the bathroom so requires, please clean appropriately.
  - g. Shut off all lights before leaving the building.

You may wish to utilize an outside cleaning service. In that event, the right of first refusal belongs to the Church Custodian, Marie Beaudry. She can be contacted at (802) 673-2392 or [mariebeau@outlook.com](mailto:mariebeau@outlook.com).

3. You are responsible for any arrangements made with a caterer or rental company, or third party provider (before and after your event). This includes communicating your needs with them, meeting them at the church, and assuring that they are aware of, and will respect, the Policies and Procedures.
4. Bring all supplies for serving food and beverages. Remove all leftover food and beverages.
5. **Smoking is not permitted in the building.**
6. Clear all advertisements with the Church office. All public advertisements (including signs) should state organization’s sponsorship, mentioning GUCC only as a location.
7. Secure the building after use. Check all windows and outside doors and make sure they are closed, and turn off all lights.

8. Contact GUCC in case of damage to the facilities or equipment. Do not attempt repair or replacement.
9. Fellowship hall use **DOES NOT INCLUDE a sound system**. Building users who need sound equipment will have to rent or provide your own.
10. Building users are welcome to use decorations, but they must be completely removed without any marks left. **NO nails may be hammered into the walls.**

**DISCLAIMER AND LIMITATION OF REMEDY:** In the unlikely event that a member of Greensboro United Church of Christ (“GUCC”) passes away and GUCC’s facilities are needed for a funeral or memorial service which coincides with another planned use for GUCC’s facilities, such funeral or memorial service will pre-empt all other planned activities at GUCC’s facilities. GUCC’s sole obligation under this agreement is the refund of the fee paid for the use of GUCC’s facilities, and GUCC shall in no way be held responsible for incidental or consequential losses in any way connected with the loss of use of GUCC’s facilities. This agreement should in no way whatsoever be taken or construed as a guarantee, warranty or any other type of coverage.

**Please fill out the Building Use Agreement Form, and if applicable, the Application for Use of Instruments and Facilities and mail/return to GUCC**

**GREENSBORO UNITED CHURCH OF CHRIST**

**BUILDING USE AGREEMENT FORM**  
*(Must include Building Use Fees to secure date of event)*

WE ARE AN OPEN AND AFFIRMING CONGREGATION, WELCOMING TO ALL, WHOEVER YOU ARE AND WHEREVER YOU ARE ON YOUR SPIRITUAL JOURNEY

**Please fill out all information below and return to:** Greensboro United Church of Christ  
P. O. Box 176 Greensboro Vermont 05841

**Greensboro UCC Member:** (please check):  YES  NO

**Description of Function:** (use additional sheet if necessary):

\_\_\_\_\_

**Date(s) of Function:** \_\_\_\_\_

**Number Expected to Attend:** \_\_\_\_\_

**Time of Function:** \_\_\_\_\_

**Time you will first need access to building:** \_\_\_\_\_

**Time you anticipate leaving (after clean-up):** \_\_\_\_\_

**One time use or recurring event?** (please check)  One Time  Recurring

**Business or Organization** (print name)

\_\_\_\_\_

**Certification of Liability Insurance Policy # and Carrier:**

\_\_\_\_\_

**How many tables and chairs will you need?**

**Are you planning on using a caterer and/or rental company?** (Include name & phone number):

**Caterer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Rental Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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**Person Responsible:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Complete Address:**

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***“I have read the Greensboro United Church of Christ Building Use Policy and Procedures and Building Use Agreement and I understand and agree to its terms. I understand and agree that I will be financially responsible for any damages arising from or related to my use of the Building and I hereby indemnify and hold Greensboro United Church of Christ harmless from any liability in respect of such use and damages. I further understand and agree that it is my responsibility to make sure that all parties involved with my function understand and conform to the Policy and Procedures.”***

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**Date:** \_\_\_\_\_