

# USE OF CHURCH FACILITIES POLICIES

## Bridgeport United Church of Christ

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Bridgeport UCC is a joyful community working for justice, nurturing peace, exploring and celebrating our progressive Christian faith. The Church building is a tool for maintaining Bridgeport's community life and strengthening its ministry and mission. Bridgeport UCC ministers to the community at its doorstep, the nation and the world. Use of the Church facilities is encouraged as a symbol of the Church's commitments to the community. The congregation welcomes partners with related aims as space is available.

Authorized Church staff may enter into agreements for the use of church facilities. Likewise, authorized Church staff may cancel such agreements when such action is necessary in the best interests of the Church. However, the Church reserves the right to grant or refuse permission for facilities use at its sole discretion.

### 1. Groups using facilities include:

#### **I. Church activities**

For all regular and special activities directly associated with Bridgeport UCC's ministry and mission. This includes all teams, youth groups, fellowship groups, boards, services, choirs, etc. No formal application is required, only scheduling with the church's office secretary and placement on the master calendar.

#### **II. Member activities**

Weddings, receptions, and other activities of direct service to members of Bridgeport UCC.

#### **III. Non-member activities**

Weddings, receptions, funerals/memorial services or other special uses as well as:

##### **a. Non-profit educational and social service activities**

Includes member and/or community sponsored programs for non-profit education, social service and personal development activities.

##### **b. Civic and social activities**

Includes community organizations of a civic nature, service clubs, music groups, fraternal organizations, social clubs, etc.

### 2. The facilities are normally available (exceptions made for overnight use, if any):

8:00 a.m. to 12:00 a.m.	Monday through Thursday
8:00 a.m. to 5:00 p.m.	Friday
1:30 p.m. to 11:00 p.m.	Saturday and Sunday

Events shall conclude within these hours.

## USE OF CHURCH FACILITIES POLICIES CONTINUED

The impact of an event on other programs scheduled to use the facilities shall be taken into account in determining whether a request for use of the facilities is approved. Availability of parking and demands on building staff for support of multiple events shall be considered when additional events are proposed. The use of Church facilities may be denied because of the lack of available staff.

3. Evidence of \$1 million insurance naming the Church an additional insured is required for use of the Building. Please see details provided in rental information.
4. If an event held within the building is to be advertised for public attendance, all advertising must be approved, in advance, by Bridgeport UCC's Facilities Team. The Church telephone number shall not be used in such advertising.
5. Application for facility use shall be submitted no later than 14 days prior to use, excepting memorial services.
6. Payment for facilities use and requisite deposits must be received by the church office staff no less than 5 business days prior to the event, unless other arrangements are made and noted on agreement.
7. Any group with attendants under the age of 18 who use Church facilities shall provide an adult (over the age of 21) supervisor for the entire time the facility is in use. No group will be admitted to the facility until the adult supervisor is present.
8. The use of alcoholic beverages is guided by all applicable state and federal laws. For non-religious events open to public the person(s) serving the alcohol must have a permit to serve alcohol. Smoking is prohibited on the Church premises.
9. Equipment and furniture, including pianos, shall be used and moved only with the prior approval of a Church staff member which approval shall be noted on the use agreement.
10. An authorized Church member may be required whenever the facility is being used by a non-Church group (additional fees may apply).
11. Kitchen facilities may be used only after a member of the group holding a particular event has received an orientation to the kitchen by the responsible Church team or Church staff member. Bridgeport shall provide a checklist for cleaning the facilities and kitchen after use. Failure to meet the requirements of the cleaning checklist shall result forfeiture of the cleaning deposit or charges for a professional cleaning service being added to event charges.
12. Groups shall leave rooms and contents as they found them or in better condition.
13. Violation of listed rules may result in loss of current or future building use.
14. Bridgeport UCC is not responsible for any injury, loss, or damage to facilities, users or their guests.
15. Damage to property or grounds during time of use will be the responsibility of the group or individual listed on the Use Agreement.