

Community United Presbyterian Church—Community Members Church Usage Policy

The intent of the congregation of Community United Presbyterian Church is that the church is to be a place of worship. Worship is the primary purpose of the congregation. The church may also be used for weddings, receptions, showers, family events, family reunions and funerals.

Fee Schedule

	Usage Fee		Damage Deposit	
Sanctuary	\$ 200.00	plus	\$ 150.00	
Fellowship Hall	\$ 100.00	plus	\$ 150.00	
Fellowship Hall-Bridal/Baby Shower	\$ 50.00	plus	\$ 50.00	
Education Wing	\$ 100.00	plus	\$ 150.00	
Projection/Sound Systems	\$ 100.00		NA	<i>church technician required</i>

Additional fees may apply for the pastor, projection/sound technician, organist and/or pianist for events.

Considerations:

1. All requests must be presented to the pastor before a church reservation may be secured. Events are placed on the calendar when:
 - Signed church usage form has been received with usage fee and damage deposit checks, and
 - Calendar availability has been confirmed, and
 - Pastor and/or Session approval is received.
2. All requests must be approved prior to the use of CUPC building & grounds.
3. “Right of Determination” – The pastor will have right to determine if the sanctuary is available for use for a wedding or funeral. If available, he/she will determine:
 - Whether the event may take place on requested date
 - And if so, he/she will perform the service or make the arrangements with a qualified substitute
4. Submit completed form with usage fee and damage deposit to the pastor at least two weeks prior to the event.
 - Please use separate checks for the usage fee and damage deposit.
 - Please make checks payable to Community United Presbyterian Church.
5. The kitchen and all property therein is available for use when a church member or elder is present.
 - Presbyterian Women may be contacted for food service options for an additional fee.
6. **Possession and use of alcohol, tobacco, and/or weapons are prohibited on all church property and will be grounds for forfeiture of the damage deposit.**
7. CUPC will provide adhesives that should be used in displaying decorations. If hanging items from the ceiling, assistance in doing so will also be provided by CUPC.
8. The damage deposit will be refunded within 30 days, if the building and grounds are left in good condition.
 - Areas used (kitchens, sanctuary, fellowship hall, educational wing) are clean and in order.
 - Floors in all areas are vacuumed, swept, and/or mopped.
 - Garbage is to be removed from areas used.
 - Restrooms are tidied up.
 - Tables and chairs are clean and returned to their original setup.

If there are any questions, please contact the church or pastor:

CUPC
Ann Polito

(515) 989-3426
(515) 681-9519

hartfordupc@gmail.com
anniep597783@gmail.com

Please complete this sheet and return to:

CUPC
Attention: Church Usage Request
315 North Vine Street, P.O. Box 903
Hartford, IA 50118

Name _____
Address _____
City, State, Zip Code _____
Cell Telephone _____
Home Telephone _____
Work Telephone _____
Email Address _____

Event/s to be Held _____
Date/s Requested _____
Time of Event _____ to _____
(Please include time for setup & cleanup.)

Please check the area/s or services requested:

	Usage Fee		Damage Deposit	Total
Sanctuary	\$ 200.00	plus	\$ 150.00	
Fellowship Hall	\$ 100.00	plus	\$ 150.00	
Fellowship Hall-Bridal/Baby Shower	\$ 50.00	plus	\$ 50.00	
Education Wing	\$ 100.00	plus	\$ 150.00	
Projection/Sound Systems	\$ 100.00		NA	
Ceiling Decoration Assistance	NA		NA	
TOTAL				

Session will designate an elder to unlock doors and be available to you for questions prior to the event and available during the event. This person will be responsible for completing the "CUPC Church Usage Checkoff List" and securing the building when the event concludes.

If you have any special needs, please indicate what they are: _____

I hereby acknowledge the terms of the CUPC Church Usage Policy and agree to abide by the considerations listed. Also, I agree that Community United Presbyterian Church will not be held responsible for loss, damage, or injury related to this event.

Signature Date

Dated Cleared on Calendar		Date	
Approved by Session		Date	
Usage Fee Received	\$	Date	
Damage Deposit Received	\$	Date	
Damage Deposit Refunded	\$	Date	