

Community United Presbyterian Church—Sponsored Group 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 also believes that it has a mission to support the work of community non-profit organizations who wish to make use of the church facilities. Community non-profit organizations may apply to become a Sponsored Group of Community United Presbyterian Church.

Considerations:

1. Sponsored groups should make application through the Session of CUPC to become a Sponsored Group. The application includes filling out this form and providing information about the Primary Contact for the group.
2. All requests must be approved by Session prior to the use of CUPC building & grounds. Scheduling of regular meetings and special events is subject to availability as determined by the Church Event Calendar. CUPC reserves the right to reschedule any events or meetings.
3. Scheduling and financial arrangements for events outside of regular group meetings are the responsibility of the Primary Contact. Advance notice for scheduling special events is recommended.
4. “Right of Determination” – Session will have right to determine if any event request is in conflict with the mission and goals of Community United Presbyterian Church and may deny building usage for the event.
5. 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.
6. Sponsored Groups are responsible for cleaning, picking up the facilities, turning off lights, and locking doors. The Primary Contact will be given a key to the building and be responsible for insuring that these things have been done properly. The kitchen and all property therein are unavailable for use, unless the Primary Contact of a church sponsored organization or elder is present.
 - 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.
 - **Possession and use of alcohol, tobacco, and/or weapons are prohibited on all church property and will be grounds for forfeiture of building usage privileges.**
7. Sponsored Groups are responsible for the cost of cleaning or repair of damages made during events held.

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

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

Name of Group _____
Purpose of Group _____

Day/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	NA	plus	NA	
	Fellowship Hall	NA	plus	NA	
	Education Wing	NA	plus	NA	
	Projection/Sound Systems	NA		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 events held by the sponsored group.

Signature

Date

Dated Cleared on Calendar		Date	
Approved by Session		Date	
Donation Received	\$	Date	