

UNION CENTER CHRISTIAN CHURCH

FACILITY USE GUIDELINES

CHURCH MINISTRIES & EVENTS

1. Room reservations can be made during regular business hours by emailing requests to info@unioncenter.org by going to www.unioncenter.org and filling out a facility request form. Please provide event/program name, contact person, date, time, room(s) desired, equipment, and set up needs.
2. Church office hours:
Monday through Thursday: 9 AM – 4 PM
Friday & Saturday: Closed

Regular hours of operation for the facility:
Monday through Thursday: 8:30AM – 5 PM
Friday & Saturday: Closed
Sunday: 7:30 AM – 2 PM
3. The contact person is responsible for the participants during the ministry program and for attendance in the event of an emergency evacuation. *Children must be supervised at all times.*
4. Basic furniture set up and audio-visual equipment should be requested. Rooms being used should be returned to the condition and arrangement in which they were found.
5. Use of the sanctuary requires a trained AV technician and is subject to approval by the Technical Arts Department. Requests to rearrange the sanctuary should be limited and are for large scale events (200 plus attendees).
6. Use of the large kitchen and equipment should be requested as some training for the oven/stove is necessary. Paper products and miscellaneous kitchen products are available for your use.
7. The Library cannot be reserved on Sundays until after 1 PM.
8. Smoking is not permitted on campus. Alcoholic beverages are not permitted on the campus.
9. Keep in mind when requesting the pavilion there is limited electricity available, grilling should not be done under the pavilion (please keep your grills just outside of the pavilion to keep grease off of the pavilion floor). There are no bathroom facilities at the pavilion. In most cases the church restrooms cannot be used for pavilion only activities.
10. Campfires:
 - a. Only Union Center ministries, no private events
 - b. Water must be available near the fire, ex: hose or buckets of water
 - c. Must be promoted as a “campfire” not a bonfire
 - d. Use of restrooms within the building must be requested