

UNION CENTER CHRISTIAN CHURCH  
FACILITIES USE CRITERIA & GUIDELINES  
NON-UNION CENTER EVENTS

**Criteria:**

1. Character of the organization must be in harmony with Union Center's mission and have a connection through ministry with Union Center.
2. Event cannot be scheduled more than three months in advance.
3. Event must be a one-time event (non-repetitive).
4. No for profit events are allowed.

**Guidelines:**

1. Arrangements for the use of the facility can be made by going to [www.unioncenter.org](http://www.unioncenter.org) and filling out a facility request form.  
Church office hours:  
Monday through Thursday: 9 AM – 4 PM  
Friday & Saturday: Closed
2. Hours of operation for the facility are:  
Monday through Thursday: 8:30 AM – 5 PM  
FRIDAY & Saturday: Closed  
Sunday: 7:30 AM – 2 PM
3. Reservations can be accepted from adults 21 years and older. The facility request form must be completed and returned no later than 14 days prior to the event. Request form can be found at [www.unioncenter.org](http://www.unioncenter.org)
4. The contact person is responsible for the participants during the event and for attendance in the event of an emergency evacuation. Individual must be familiar with evacuation procedures at Union Center Christian Church.  
*Children must be supervised at all times.*
5. Smoking is not permitted on the campus. Alcoholic beverages are not permitted on the campus.
6. Promotion cannot be provided by Union Center. Promotion is not permitted on Union Center's campus unless approved. This includes posters and handouts.

7. For insurance liability purposes, it is required that all groups using the facility provide Union Center with an insurance certificate showing a required minimum policy limit of \$1,000,000 coverage for any injuries that may occur during activities. The certificate must name Union Center Christian Church as an additional insured and is to be provided prior to the event.
8. 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). Please be aware this type of request is rarely approved.
9. Use of kitchen, and/or refrigeration must be requested. Training for the use of the large kitchen stove/oven is necessary. Food is permitted on a carry in, carry out basis. Food cannot be left at the church after event. Groups must provide their own paper products, tablecloths, etc.
10. The rooms being used are to be returned to the original condition and arrangement. Activity should stay confined to room(s) reserved. Groups must provide their own supplies, such as pencils, easel, white board, and dry erase markers.
11. 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.
12. Please remember that you are a guest in our facility. Any breakage or damage of equipment, furniture or facilities should be reported and will be billed a repair or replacement cost.
13. Fees are charged according to schedule below:
  - Cost per Day:**
  - Sanctuary \$250.00
  - Youth Center & Kitchen \$150.00
  - 131B &C & Kitchen \$150.00
  - Audio Visual Technician Fees may be applied.
  - Pavilion \$50.00