

UNION CENTER CHRISTIAN CHURCH  
FACILITY USE CRITERIA & GUIDELINES  
PRIVATE EVENTS / MEMBERS & REGULAR ATTENDEES

Members and regular attendees may use the church facility for private functions providing it does not interfere with church ministry activities. They should be mindful that these grounds and buildings have been dedicated to God.

**Criteria:**

1. Character of the event must be in harmony with Union Center Christian Church's mission.
2. Event cannot be scheduled more than three months in advance, with the exception of weddings. Weddings have a separate facility use policy.
3. Event must be non-repetitive.
4. Event cannot be for personal profit.

**Guidelines:**

1. Arrangements for the use of the facility can be during regular business hours by emailing [info@unioncenter.org](mailto:info@unioncenter.org) or by calling 607.754.8222 Ex. 147.

Church office hours:

Monday through Thursday: 9 AM – 4PM  
Friday & Saturday: Closed

Hours of operation for the facility are:

Monday – Thursday: 8:30 AM – 5 PM  
Friday & Saturday: Closed  
Sunday: 7:30 AM – 2 PM

2. 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)
3. 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.*
4. Smoking is not permitted on the campus. Alcoholic beverages are not permitted on the campus.
5. Promotion cannot be provided by Union Center. Promotion is not permitted on Union Center campus unless approved. This includes posters & handouts.
6. 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).
7. Use of kitchens and /or refrigeration must be requested. Food is allowed on a carry in, carry out basis. Food cannot be left at the church after an event. Groups must provide their own paper products, tablecloths, etc.
8. 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 equipment and supplies, such as easels, paper, markers, etc.
9. Members and regular attendees are not charged for building use. However, breakage or damage of equipment, furniture or facilities should be reported and will be billed a repair or replacement cost.
10. 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.
11. 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. In most cases the church restrooms cannot be used for campfire activities