



Mission Hills United Church of Christ
 4070 Jackdaw Street, San Diego, CA 92103
 Phone (619) 296-2169 | Fax (619) 296-2115

Facility Use Policy

Effective 10/2011

Facility User Classification

The primary use of the facilities of Mission Hills United Church of Christ consists of Church related activities and opportunities for community use by church members and constituents and by non-profit organizations.

Church property and facilities may not be used to support or promote profit oriented commercial enterprises without endangering its tax-exempt status. Therefore, it is required that any organization or group seeking to use church property and/or facilities must show proof that it is currently qualified for tax exempt status.

Mission Hills UCC designates rooms available for use by church members and constituents and non-profit groups for facility rental upon space availability. Facility users are classified into groups for the purpose of assessing fees and determining scheduling priorities.

The facility user classifications are as follows:

GROUP PRIORITY	CLASSIFICATION	EXAMPLE USES
GROUP I	Church group (Church sponsored programs, meetings, or events)	Meetings, workshops, programs, concerts, classes, dinners
GROUP II	Church members	Family events, private parties, class reunions, club meetings, events, wedding receptions
GROUP III	Church Constituent (Regular attendees of the church but not members)	Family events, private parties, class reunions, club meetings, events, wedding receptions
GROUP IV	Non-profit Groups (Service Organizations, Public School Districts, Foundations, Senior Citizen Groups, Home owners associations)	Group meetings, All non-church sponsored scouting groups, Public school events, Workshops and seminars, concerts, parties

Facility User Fees

All fees are charged on a per hour basis. Groups or individuals will be assessed facility use fees in accordance with Facility Fee Schedule as described in **Attachment A**.

Application Procedure

All potential users in Groups II, III, and IV shall complete an Application for Facility Use, a Facilities Use Agreement and provide a certificate of insurance for the time period of the event. A statement of non-profit status is required for Group IV. An application submittal does not constitute acceptance or approval of use.

Applications are accepted for specific dates and times. The time requested must include all set-up and clean-up time. The Church Council will review applications for recurring use on the second Tuesday of each month. The Property and Administration Commission Chair will review applications for single uses on the first and third Tuesday of each month. Applications must be submitted to the Church office by the Monday, noon prior these dates. Advance scheduling may be accepted up to one (1) year prior to the event date for larger special events.

Applications are approved for specific rooms, depending on group size, type of activity, and availability. No activity shall be scheduled for more than the maximum occupancy room capacity. Smaller size groups may be assigned to education rooms for maximum utilization of facilities.

Insurance Requirements

Mission Hills United Church of Christ is not liable for accidents, injuries, or loss of individual property in connection with any of its facilities. Depending upon the risk factor of the facility use activity, the church will require liability insurance in an amount up to one million dollars (\$1,000,000).

Certificate of Insurance must be submitted with the application for all events requiring liability insurance. Insurance must list Mission Hills United Church of Christ as Additional Insured by Endorsement for up to one million dollars (\$1,000,000) for the specific location and date(s) of the events.

Refusal or Cancellation of Use

The Church Council has the right to refuse or cancel any application/use. The Church Council will give written or verbal notices of refusal and cancellations with an appropriate explanation. Applications for use may be denied or use cancelled for the following reasons including but not limited to:

1. Unsatisfactory prior use
2. Hazardous conditions exist
3. Application submitted too late for consideration
4. Non-payment of fees/deposit before due date
5. Groups that do not give proper cancellation notice
6. Facility or staff not available
7. Insurance or Security requirement not met

If the Church, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe a full refund shall be made.

Any notice of cancellation for meeting rooms must be given to the Office Manager one (1) week before the intended use. Fellowship Hall, Sanctuary, or Lounge requires 30 days notice to receive a return of the security deposit. A processing fee of \$20 will be charged for all cancellations.

Confirmation

A signed copy of the Facilities Use Agreement is confirmation of the approved facility use for the requested date.

General Rules and Conditions of Use

The Church Council has the authority to implement rules and conditions of use that provide for consistent use of facilities but are not limited to the rules and conditions listed below. Groups using the facilities will observe, obey, and comply with all applicable City, County, State, and Federal laws, rules and regulations.

Rental Hours

Rental of the Facilities will be during the following hours:

Monday through Thursday:	8:30 A.M. to 10:00 P.M.
Friday/Saturday:	8:30 A.M. to 11:45 P.M.
Sunday:	1 P.M. to 10 P.M.

Hours of operation are subject to change by authorization of the Church Council.

Cleaning/Damage Deposit Procedure

A ***nonrefundable deposit of 200.00*** shall be required to reserve facilities for events, to ensure proper clean up, and to cover repair/replacement costs from breakage, loss, or damage. The deposit will be returned within two weeks of the event date if the facility is left in satisfactory condition. When not left in satisfactory condition, the applicant shall be liable for the full cost of materials, labor, replacement, repairs, or damages (over and above the deposited funds) regardless of the amount. Any deposit remaining after satisfactory cleaning and any damage repair are complete shall be refunded within 60 days. MHUCC will determine the appropriate level of payment required based on the nature of the cleaning or damage. MHUCC will conduct a pre-event and post-event site inspection and their decision will be final.

All groups are responsible for their event clean-up including but not limited to:

1. Cleaning of all equipment used
2. Cleaning of any stove, chairs, tables, and counter areas used
3. The kitchen and rooms must be left clean and in the same condition that they were in before the activity
4. All litter and trash must be picked up and moved to trash receptacles
5. Removal of all personal property, displays and other similar items without damage to the facility. Any items left after the event may be disposed of.
6. Return and relocation of all equipment used during an event to its proper location.
7. No food, drink or gum is permitted in the Sanctuary.
8. All thermostats must be turned off, windows must be closed, and doors must be secured.

There will be NO SMOKING in the Church building and no use of any alcoholic beverages (except for church member functions) on the Church property or parking lot at any time. No Church property will be used for any political purposes. No device, which produces flames, sparks, smoke or explosives, may be used in or about the church.

Animals are not permitted unless they are service animals used in aiding an individual or when approved by the Church Council.

Any person(s), group or organization desiring to use either the MHUCC organ or grand piano must coordinate the schedule for the performance date and any practice time(s) with both the Office Manager and the church organist. Additionally, prior approval of all guest organists and

pianists must be obtained from the church organist in consultation with the Director of Music and/or the Pastor. In the event that tuning of the Grand Piano is requested, the tuner must be approved and coordinated with the church organist.

The Church Council reserves the right to limit the use of the facilities and the number of uses by any one group so that the entire community may make use of the limited facilities available.

Multiple and/or repeat reservation of any given group will be contingent upon their appropriate care of the facility and observance of approved rules and regulations.

Groups may reserve meeting rooms for monthly or weekly meetings up to 12 months. After 12 months a new application for a use permit is required for review.

Should a Group I classification require facility space during the same time another group is scheduled, the Church Council may require the Group II, Group III, or Group IV meeting be canceled with 30 days written notice by the Church.

Groups composed of minors shall be supervised by one adult (21 years of age or older) per each fifteen (15) juveniles at all times while using the facilities.

Red punch, grape drinks or other red or purple beverages are prohibited because of the difficulty of removing stains caused by these drinks.

Due to limited space, there shall be no overnight storage of equipment and supplies unless specifically negotiated and paid for.

All decorations and signage are the responsibility of facility use groups. No decorations or signs shall be permitted to be hung, taped, tacked or nailed to any walls, windows, ceiling or fixtures.

Birdseed, confetti, rice, and silly string are prohibited inside or outside the building. Paints or paint supplies are prohibited in the Lounge, Fellowship Hall and Sanctuary.

When setting the thermostat for any room, the maximum range will be cool to 76 degrees and heat to 68 degrees. Building users may be charged if the thermostat is left on past the rental period.

At no time shall Fire exits be covered or obstructed.

All exterior doors are to be kept secure from the outside except during:

- Office Hours
- Worship Service
- Loading of equipment/supplies
- While a group leader is supervising the door, waiting for group members to arrive.
- Special events with P&A Commission approval

Group leaders are responsible for making sure that all exterior doors are secured after their group has dispersed.



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Reservation and Fee Policy
Attachment A

Room Rental Fee
Per Hour Rate*

	Church Group	Church Member	Church Constituent	Non-Profit Outside User
Room	Group I	Group II	Group III	Group IV
Sanctuary*	N/C	85	95	110
Chapel*	N/C	70	80	95
Commons*	N/C	45hr or 165/4 hr	55/hr or 200/4 hr	55/hr or 200/4hr
Fellowship Hall*	N/C	55/hr or 200/4 hr	70/hr or 240/4 hr	85/hr or 300/4hr
Kitchen	N/C	25	30	55
Upstairs Meeting Room	N/C	35/hr or 110/4hr	45/hr or 165/4hr	55/hr or 200/4hr
Piano usage	N/C	TBN	TBN	TBN
Organ usage	N/C	TBN	TBN	TBN

*Two hour minimum charge for Sanctuary, Chapel, Lounge, and Fellowship Hall.

Cleaning/Damage Deposit Fees

Cleaning/Damage Deposit-Upstairs Meeting Rooms	\$55
Cleaning/Damage Deposit-Lounge	\$85
Cleaning/Damage Deposit-Fellowship Hall/Sanctuary/Chapel	\$110
Cleaning/Damage Deposit-Sanctuary with Grand Piano	TBN
Cleaning/Damage Deposit-Sanctuary with Organ	TBN

The cleaning/damage deposit fees are refundable upon completion of the cleaning approval checklist.

Finance Fee

There will be a \$30.00 fee charged for returned checks or any insufficient funds payment.

Custodial Fee

Beyond normal hours of operation, the applicant will be charged \$55.00 - \$165.00 depending on the request for set up/take down.

Attachment A (continued)

Key Deposit

Groups that require evening or weekend usage will be charged \$25.00 for a key deposit. This deposit will be refunded when the key is returned.

For one-time users, a custodian will be present to open and close the building, and no key will be issued.

Kitchen Fee

When the kitchen is to be used, a review of all equipment and safety procedures with a church representative is required. S/He will provide instruction prior to the rental of the facility, and will be paid \$25.00 by the licensee as part of fees due.

Cancellation Fee

When a group cancels a facility use prior to using the facility, the group will be charged a \$20 cancellation fee.

No show Fee

When a user does not show up for the use of the facility without prior notice of cancellation, the user will forfeit all rental fees. No refunds will be issued.

Additional Fees

The Church Council may set other operational fees. These fees can include but are not limited to:

- Room set-up fees
- Equipment rental fees
- Piano Tuning fees
- Excess Air-Conditioning fees