



Facilities Use Policy

Mission Hills United Church of Christ

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1. Purpose

Mission Hills United Church of Christ makes its facilities available, when possible, to organizations whose activities are consistent with the church's mission, values, and appropriate use of church property.

As an Open and Affirming congregation of the United Church of Christ, MHUCC welcomes requests for facility use without discrimination based on race, color, ethnicity, national origin, immigration status, age, sex, gender identity or expression, sexual orientation, marital or family status, disability, economic circumstance, or any other characteristic protected by law.

As a religious organization, MHUCC reserves the right to deny or revoke facility use when an activity is inconsistent with its faith, mission, values, governance, or ministries. Church activities take precedence over all other uses.

2. Eligibility

Church facilities may be used by church members and approved nonprofit, community, governmental, educational, and civic organizations.

Approval of facility use does not imply endorsement by Mission Hills United Church of Christ.

This policy applies to one-time and recurring facility use. Leases and other long-term occupancy arrangements are governed by separate agreements.

3. Application and Approval

Use of MHUCC facilities requires a completed Facilities Use Application and, upon approval, a signed Facilities Use Agreement.

Applications should be submitted at least two weeks before the event. The Building Team will review applications and notify applicants of the decision in sufficient time for planning.

Approval is based on availability, the proposed use, compatibility with the church's mission and values, and compliance with this policy. MHUCC may request additional information as needed.

Facility use is not approved until required documents, fees, deposits, insurance, and other conditions have been satisfied.

Approval for ongoing or recurring use is granted for no more than one year and is subject to annual review and renewal.

4. Fees and Deposits

Fees and deposits are established in the Facilities Fee Schedule adopted by the Church Council.

Users are responsible for applicable facility fees, deposits, and any additional costs associated with their use. Fees or deposits may be reduced, waived, or negotiated when appropriate and consistent with the church's mission and service to the community.

5. Insurance

Unless otherwise approved, users must provide a certificate of general liability insurance with coverage of at least **\$1,000,000 per occurrence**, naming Mission Hills United Church of Christ as an additional insured for the specific location and date(s) of use.

Higher coverage limits or additional insurance requirements may be required depending on the activity.

6. Responsibilities of Facility Users

Facility users must comply with this policy, the Facilities Use Agreement, and applicable laws.

Users must:

- Use only the approved rooms, equipment, dates, and times.
- Observe occupancy limits and keep exits and hallways clear.
- Leave facilities clean and orderly and return furniture and equipment to their original locations.
- Remove decorations, equipment, and personal property after use.
- Secure the facility after use when responsible for building access.
- Promptly report accidents, injuries, damage, or unsafe conditions.

Smoking, vaping, and tobacco use are prohibited anywhere on church property, including the parking lot and alley. The use or possession of recreational drugs and any unlawful activity are prohibited.

Beer and wine may be served or consumed in accordance with applicable law. Other alcoholic beverages are prohibited.

Open flames, fireworks, or hazardous materials are not permitted. Decorations that may damage church property are not permitted. Animals are not permitted except service animals as defined by law or as specifically approved by MHUCC.

7. Activities Involving Children and Youth

Organizations conducting activities involving children or youth are responsible for providing appropriate adult supervision and maintaining a safe environment throughout their use of MHUCC facilities.

Organizations are responsible for the screening, selection, training, and supervision of their employees and volunteers and for compliance with all applicable child safety and reporting laws.

MHUCC may require information regarding supervision, background screening, training, insurance, or other child safety practices before approving facility use and may require additional safety measures when appropriate.

Children and youth may not be left unattended on church property or in areas outside the approved activity.

8. Church Equipment

Use of the organ, grand piano, audiovisual equipment, kitchen, or other designated equipment requires prior approval.

Equipment requiring specialized training or supervision may be used only by individuals approved by MHUCC. Users are responsible for damage caused by misuse or unauthorized use.

9. Cancellation and Revocation

Users must notify MHUCC as soon as possible if an approved use is canceled. A cancellation fee may apply as provided in the Facilities Fee Schedule.

MHUCC may cancel, suspend, or revoke facility use if:

- The use violates this policy or the Facilities Use Agreement.
- Information provided in the application is materially inaccurate or incomplete.
- Required fees, deposits, insurance, or other conditions have not been satisfied.
- The use presents a safety or security concern.
- Church ministries, emergencies, maintenance, or other operational needs require the facilities.

Repeated violations may result in denial of future facility use.

10. Damage and Liability

Users are responsible for damage to church property beyond ordinary wear and tear resulting from their use and for the cost of repair or replacement.

Mission Hills United Church of Christ is not responsible for injury, loss, or damage arising from facility use except as required by law.

11. Policy Administration

The Church Council adopts and amends this policy and the Facilities Fee Schedule.

The Council member responsible for Building and Property, or their designee, administers this policy and approves routine facility use requests.

Questions, exceptions, or appeals shall be referred to the Church Council, whose decision is final.