



**THE CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST
30 N. CLINTON STREET
IOWA CITY, IOWA 52245
(319) 337-4301**

PROCEDURES AND POLICIES FOR USE OF CHURCH

WELCOME! Our church building has stood proudly on the corner of Clinton and Jefferson Streets for 147 years. We are an open and affirming community of individuals from diverse theological and cultural backgrounds. In our commitment to serve our surrounding downtown community, we make our facilities available for events. As stewards of this historic property, we have drawn up procedures and policies about our facilities to assist you in having a meaningful and safe event-

AVAILABLE AREAS INCLUDE: Sanctuary, Chapel, Kitchen, Classrooms, and Rockwood Hall—our fellowship room

GETTING STARTED

- To schedule a request for use of church facilities, please call the church office. Office hours are 9 am to 2 pm Monday through Friday. The Office Manager will provide a tour of our facilities, as needed.
- You will need to complete the following documents:
 - ◊ Application for Building Use ([Link to form](#)).
 - ◊ Rental Agreement if the application is approved.

The following steps are to be completed by _____ (Enter date) before the intended use date, along with:

- Provide proof of liability insurance (if applicable).
- Submit required deposits and fees.
- Provide name of designated adult to supervise the event and his/her contact information.
- Obtain a church key.

USE OF FACILITIES

1. Use of the church by outside groups is generally limited to community organizations of a religious, charitable or artistic nature, community service agencies, university related approved organizations, or recitals by elementary schools, high schools or colleges.
2. Rummage sales, fundraising dinners or other fundraising activities are not permitted without specific approval of a church representative.
3. Because of sovereign immunity laws affecting the church, Proof of Liability Insurance coverage is required for any organization/entity using the church facilities. One source for insurance is the Insurance Board, Jeremy Butler, 712-254-0072, jeremyb@brockerkarns.com.
4. Use of the church building for weddings and funerals are covered under a separate document.
5. The kitchen area is available for refreshments or for full kitchen use, including dinnerware and silverware, when advance arrangements are made with church office. Kitchen use requires compliance with our Kitchen Use Guidelines.
6. Renters will be shown emergency items/areas: AED, First Aid kit, tornado shelter, evacuation maps, fire extinguishers.

USE OF FACILITIES EXCLUSIONS

1. The building is not available for activities of a political nature.
2. The Congregational UCC Board of Trustees reserves the right to refuse use of church facilities to any individual or organization.

POLICIES

Renter Requirements

1. Renter is responsible for any loss or damages occurring during the use of the facilities. The church representatives will assess and determine charges for damage incurred.
2. Renter is responsible for cleaning up the areas used.
3. Renter is responsible for placing all trash generated by the event in the designated church trash bins. Bins are located off the kitchen at the Clinton Street exit door.
4. Renter agrees to provide at least one adult supervisor at all times for rehearsals and events.
5. Renter may not open windows.
6. Renter is to follow emergency procedures. (e.g., tornado warning, fire, active shooter).
7. Renter assumes responsibility for any private property left on premises.
8. Renter is advised to place in a locked room: belongings, instruments, and equipment not in use during the event.
9. The Office Manager will offer a tour of the facility prior to the rental date.
10. If requested, the piano, organ console, altar, lecterns, chairs, and music stands will be moved *by UCC staff* prior to and following the event.
11. Amplification is permitted only for voice microphones for speakers or soloists.
12. Use of the organ must be in accordance with the Policy for Organ Use and upon approval of the Church Organist.
13. The piano is tuned on a regular basis. Contact the church office with tuning questions. The Office Manager will work with UCC's preferred tuner to address concerns.

PROHIBITED ACTIVITIES ON CHURCH PROPERTY

1. Smoking
2. Consumption of alcoholic beverages
3. Illegal activities and illegal substances
4. No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or ordnances onto church property (except for law personnel).
5. Consumption of food or beverages in the Sanctuary or Chapel.
6. Use of tacks, tape, nails, or markers on walls, pews, or other surfaces.