

St. Andrew United Church of
Christ

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Facility Management and Use Plan

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I. PURPOSE: To provide clear and concise procedures and establish policies regarding the use of the St. Andrew United Church of Christ facility and grounds. The intent is to maximize facility security and usage, promote building cleanliness and functionality, insure proper key control and building accessibility, define effective control and accountability measures, and avoid scheduling and usage conflicts. This facility is a part and function of the ministry of St. Andrew Church, and therefore, use should be governed by and used for the growth, outreach, and maintenance of that ministry, and of ministries and programming the church supports. St. Andrew Church is very fortunate in having a facility which can be of service in a variety of ways to many different groups.

The provisions of the *Facility Management and Use Plan*, herein referred to as the “**Building Use Plan**”, apply to members, teams, staff, and organizations of St. Andrew Church and non-members and organizations and groups using the facilities for meetings, programming, functions, or activities. The Church Council will appoint or hire a Building Administrator to maintain the integrity of the Facility Management and Use Policy, receive and process building use requests, monitor building use in coordination with Office Administrator, and serve as interface to the Church Council, Staff, and Building and Grounds Team. *The Church Council of the St. Andrew United Church of Christ is the principal authority*—rules and regulations, charges and fees may be amended, revised, and changed at any time and only with Church Council approval. Additional requirements or restrictions may be imposed as deemed appropriate and necessary at any time by the Church Council.

II. APPLICABILITY: This Building Use Plan supersedes and replaces all previous St. Andrew Church policies, procedures, rules, and memorandum relevant to building or ground usage. The Building Use Plan is applicable to all users of the church facilities, based upon the category of usage. The three general categories are—

- (1) Usage for church events
- (2) Co-sponsored usage
- (3) Usage for non-church events

III. DEFINITIONS: Following definitions are applicable to the Building Use Plan.

Church Usage/Events—Use of church facilities by staff, teams, members, or affiliated organizations for ministry of the church—activities which are sponsored, directed, managed, or controlled by the Church Council. Includes ceremonial events.

Co-sponsored Usage—Use of church facilities by person(s) or group(s) from outside of the church, which is co-sponsored by the church or one of its teams, organizations, or members, and church members are present during co-sponsored usage to monitor activities.

Non-Church Usage—Use of church facilities by person(s) or group(s) not falling within the definition of church usage or co-sponsored usage above—also known as non-member or non-affiliated persons or groups.

Revenue generating usage—Co-sponsored usage that generates revenue in excess of costs. An event shall not be considered revenue generating solely because the speaker at a ceremony or meeting/gathering is paid and/or admission fee is charged to defray costs.

Non-revenue generating usage—Co-sponsored usage that does not generate revenue in excess of costs.

Ceremonial Events—Presided over by a member of the clergy, such as weddings, baptisms, funerals, or memorial services.

Recurring Usage—Requests for usage of church facilities for a Co-Sponsored or Non-Church Usage for an event held two or more times within one year, and scheduled at the time the Building Usage Application is submitted.

Routine Usage—Requests by church teams, staff, and organizations for usual, customary, and traditional meetings and events in conjunction with the normal ministries and activities of the church.

Building Administrator(s)—Church member(s) or staff person(s) empowered by Church Council to give oversight to the management and control of the church building(s) and grounds as it pertains to this Building Use Plan. Building Administrator authority is not to usurp the maintenance and caretaker responsibilities of the Building and Grounds Team, but to work in conjunction and coordination with the Building and Grounds Team to facilitate, promote, and administer facility usage, management, and preservation.

Church Forms—Request, authorization, control, and instruction documents developed by the church for use in control, management, and scheduling of the facility and assigned a St. Andrew Church identifying number. Ex: SAC Form XXXX

Sponsor—Person(s) signing the Building Usage Application as representative of any group or organization.

IV. REGULATIONS GOVERNING USE:

1. BUILDING USE REQUEST AND SCHEDULING:

A. Requests for use of any church facilities will be made by contacting the Church Office Administrator and completing a Building Usage Application, SAC Form 1001. Requests and reservations may be made Monday-Friday, between the hours of 9:00 A.M. to 3:30 P.M. in church office. Building Usage Applications may require up to 30 days for approval.

B. Office Administrator will coordinate request with Building Administrator and appropriate team, staff, or church group as deemed necessary by specificity of requested event. The allocation of facilities for worship and ceremonial functions will be coordinated with pastor and Spiritual Life Team. See Section XV.

C. When Office Administrator determines a routine usage request meets Building Use Plan criteria, the request may be processed on forms available in church office, and scheduled. Non-routine usage requests will be referred to Building Administrator, who may consult with the Church Council, depending on specificity and significance of event.

D. Request for recurring usage of the fellowship hall or classrooms will be considered by the Building Administrator and Building and Grounds Team for recommendation, with final action by the Church Council. Contracts for recurrent and continuing use shall be drawn for no longer than a one-year period and re-submitted by user group for approval sixty (60) days prior to expiration of contract, which will be each January or a month agreed on by the church and user group. Contracts shall clearly state defined space, term of contract, fees, limits of liability, and the contracting user's insurance requirements. Recurring use of the sanctuary is not permitted.

E. Building Usage Application shall not be approved if event preempts previously scheduled activities that appear on the church usage calendar.

F. When request for non-church usage on any Sunday is received, event will not be scheduled until 2:00 P.M. or after.

G. A request and subsequent eligibility and approval for persons or groups to use the St. Andrew Church facility signifies and is dependent upon their willingness to abide by all policies and procedures outlined in this document.

H. Person signing the Building Usage Application, referred to as *sponsor*, is responsible for the actions and conduct of the group utilizing the facility. The building user is responsible for any damage of church property or equipment, and may be held accountable. Damage should be reported immediately to church office or available church personnel.

2. BUILDING USE PRIORITIES:

A. Usage of the church property will not be in conflict with or contrary to the beliefs, goals, or principles of St. Andrew Church as determined by Church Council. Decisions or denials regarding property usage may be appealed to Church Council.

B. Use of buildings and grounds for activities associated with St. Andrew Church worship services or congregational activities will have priority over any other use except those deemed an emergency by the Church Council. An activity of which St. Andrew Church is a participating or sponsoring member is deemed to be a congregational related function.

C. Use of buildings and grounds for activities sponsored by a member or group of members will take precedence over use of the facilities by non-members. Church Council may direct,

on a case by case basis, that use of buildings and grounds by charitable, non-profit, or service organizations have priority over other non-member groups.

D. St. Andrew Church will provide appropriate area, as requested for national, state, and local election and voting purposes, when approved by Church Council.

3. SCHEDULING: Scheduling is not only about rooms; it's about people who set the rooms up, use them, and clean them. There are three resources to schedule: people—space—items.

A. Office Administrator will maintain on the office computer a schedule of dates, times, and room/area assignments for all events and meetings taking place in the church facility.

B. Church and Building Use Schedule will be posted in the church gathering area/lobby. It is the responsibility of all church teams and groups to review the Building Use Schedule when arranging meetings, events, or activities in the facility.

C. It is imperative all activities and meetings be scheduled in advance, and any changes or cancellations in scheduling reported promptly to the Office Administrator. Failure to adhere to this requirement may cause church to cancel or reschedule event.

D. Users will not deviate from assigned room(s) or area(s) without permission of the Office Administrator or Building Administrator.

E. Regular Sunday morning church school, worship services, and normal Sunday morning activities will be exempt from request and scheduling procedures.

4. HOURS OF OPERATION: Use of building and grounds is confined to the period of 9:00 A.M. to 10:00 P.M., unless approved by the Building Administrator or Church Council due to unusual circumstances such as overnight housing, youth lock-ins, or special worship services.

5. BASIC RULES AND RESTRICTIONS:

A. The Building Administrator may request church staff, team member, or church member to be present at any scheduled event to assure adherence to terms of the Building Usage Plan, areas/rooms are properly cleaned, and building is locked and secured.

B. Placement of posters, promotional material, signs, or photos allowed only on approved bulletin boards or kiosks. Bulletin board styles and locations in Fellowship Room, Kitchen, Hallways, and Gathering Area will be approved by Church Council and maintained under the auspices of the Christian Education Team. The posting of materials in individual classrooms, library, or music/rehearsal room fall under responsibility of appropriate staff member and team. ***Absolutely no taping, thumbtacks, nails, or adhesives allowed on walls, doors or door frames, floors, or ceiling tiles in any area of building without approval of Building Administrator.***

C. Church property, chairs, tables, and equipment will not be removed from the church building unless approved by the Building Administrator or Church Council. Requests by members to borrow tables or chairs should be made to Building Administrator.

D. The building heating and air conditioning system thermostats must be returned to original settings after area usage. When rooms are not in use thermostats should be set at 60 degrees in winter and 78 degrees in summer. Building Administrator, member of Building and Grounds Team, or staff member should insure thermostats are at proper settings prior to securing building.

E. Room furniture and equipment will be returned to original arrangement after scheduled activities. Tables and chairs are to be put back in place if moved. Tabletops and coverings should be cleaned. Table and chair storage racks and caddies available in storage room.

F. Windows will be closed, doors locked and lights turned off when leaving area. Insure all personnel have departed building prior to exiting and securing exterior doors.

G. Church will not provide supplies or storage area for any non-member persons or groups using the building, unless approved by Building Administrator or Church Council. Any material or equipment brought onto church property by user must be removed immediately after use, unless advance arrangements are made with church.

H. Storage Rooms: Only authorized, key assigned, personnel are allowed access to storage room areas and mechanical rooms.

I. Telephone usage: Telephones in the church building should not be used for social calls. Long distance calls are prohibited unless authorized by the Building Administrator, church staff, or Church Council.

J. Teams and organizations of St. Andrew Church will be responsible for their own meeting and activity setup and cleanup. Space should be left in ready condition for next usage.

K. Doors marked "EMERGENCY EXIT" are for emergency use only.

L. Building Administrator, Church Staff, and authorized volunteers are authorized to halt or call attention to any activity they consider to be unsafe, inappropriate, or unacceptable.

M. Food and drink allowed in Fellowship Hall & designated areas only. No food in sanctuary.

N. A copy of the "St. Andrew UCC Good Neighbor Policy" will be posted in Fellowship Hall and kitchen area. Copy will be provided to all co-sponsored and non-church usage groups.

O. Building Administrator is responsible for interpretation and enforcement of all rules.

6. FEES AND CHARGES:

A. Fee schedule is established and may be charged for use of church property in order to offset expenses of operating the facility. It is recognized varying conditions and specific individual or group requirements or purpose of activity may cause modification or elimination of fees, as determined by Church Council.

B. Unless retracted by Church Council fees will be sufficient to insure congregation does not subsidize non-congregational functions.

C. Monies received through fees for use of church buildings and grounds will be placed in the current fund.

D. Normally, there is no charge or fees for St. Andrew Church members or groups to use church facilities. The member's offerings, gifts, and tithes make this facility possible.

E. Persons/Groups using the facility at no charge are expected to arrange setup and cleanup.

F. Fundraising: No non-church revenue generating usage or fundraising without Church Council approval. When approved, such activities must not conflict with church policies. When usage of the facilities produce revenues that will not advantage St. Andrew Church, an agreement regarding **fee to be charged** will be negotiated by the Church Council.

G. All building usage fees shall be prepaid. Checks are payable to St. Andrew U.C.C. Church.

FEE SCHEDULE (Non-Members):

- Fellowship Hall 2 Hours \$200
(Including Weddings and Celebrations)
Additional Hours @ \$ 50
Fee for church member's fundraising/profit-making events which do not benefit the church. (See Rev. 1) \$200
- Gymnasium/Fellowship Hall Use (Athletics)
2 Hr. min. @ \$30/hr \$ 60
Additional Hours @ \$ 20
- Custodial Service for Receptions and Dinners * \$ 75
(Table & Chair Setup/Takedown & Cleanup)
- Kitchen and Appliances-Food Prep *(when authorized) \$ 75
Kitchen for food handling & accommodation only \$ 30
- Classrooms 115 & 124 (20 or less) 2 Hours \$ 30
Additional Hours @ \$ 10
- Classroom 126 (50 or less) 2 Hours \$ 50
Additional Hours @ \$ 10
- Conference Room 2 Hours \$ 50
(25 at tables, 50 in chairs) Additional Hours @ \$ 10
- Church Sound Equipment (Fellowship Hall) \$ 25
- Gathering Area—Welcoming, Light Receptions \$ 75

* When Available

7. SMOKING, ALCOHOL USE, AND UNACCEPTABLE ACTIVITIES:

A. Use of tobacco and alcohol is prohibited inside church facility. Outside smoking shall be confined to designated smoking areas and all smoking material must be extinguished and placed in appropriate receptacles.

B. Wine may be used for communion services only.

C. No weapons or controlled substances allowed on church property.

8. SUPERVISION OF CHILDREN: When usage of church building or grounds includes presence of children, the SAFECHILD POLICY of St. Andrew Church will be in effect.

V. FELLOWSHIP HALL/GYMNASIUM: The Fellowship Hall is the “life center” of St. Andrew Church—promoting, stimulating, supplementing, and supporting the ministry and mission of this church in Christian education programming, social and recreational activities and projects, and providing a source of outreach to our community and neighbors. The Fellowship Hall is a multi-purpose room incorporating a banquet/meeting hall, a basketball court, shuffleboard courts, and volleyball court. The hall may be used for banquets, dinners, meetings, performances, lectures, athletic activities and recreation, wedding receptions, reunions, and other gatherings approved by the church. *A minimum of effort on the part of all who use these facilities will mean that inconvenience to other users will be avoided.*

1. The Fellowship Room accommodates 300 persons, seated at tables.

2. The Fellowship Hall will not be used by non-church groups on Sundays until 2:00 P. M.

3. Street shoes or black-soled shoes not allowed on Fellowship Hall floor for basketball, volleyball, and other athletic activities—athletic shoes only.

4. Absolutely nothing may be intentionally thrown from gymnasium floor into the side ceiling storage areas or into the lights and ceiling area. No intentionally throwing balls against the walls. Kicking of basketballs and volleyballs is prohibited. Athletic equipment not allowed in other areas of building. Infractions may cause loss of facility use to offending party.

5. No “dunking” or hanging from the basketball rims or nets. Basketball goals will only be raised or lowered by staff or Building Administrator.

6. Non-church groups will furnish their own athletic equipment for sporting activities.

7. Groups using the Fellowship Hall will not enter or use the perimeter classrooms, kitchen, or conference room unless permission has been granted.
8. The Fellowship Hall is equipped with sound system. Use of sound system for events must be requested at time Building Use Request is completed. Building Administrator will coordinate request with Sound System Technician.
9. Groups requiring specific table and chair setups must notify church when completing Building Usage Application, or at least one week prior to scheduled event. Unless otherwise arranged, St. Andrew Church will be responsible for setup and takedown.
10. All groups are responsible for leaving the Fellowship Hall area as it was when they arrived. Tables and chairs will be returned to their proper place or to initial arrangement. Tables should be wiped clean and floors swept.
11. Gymnasium Attendant will be present when non-church groups are using facility for basketball/volleyball. Gym Attendant Guidelines, SAC Form 1002, will be adhered to.

VI. CONFERENCE ROOM:

1. Conference Room will not be used for dinners and meals. Refreshments are permitted for meetings or educational/church school sessions.
2. Individuals or groups using conference room are expected to leave room in clean condition and ready for next user. Insure materials and items used in meeting or gathering is removed after event is complete.

VII. KITCHEN FACILITY:

1. Kitchen area is under custody of the Nurture Team.
2. Non-church groups will not use the kitchen equipment or appliances without prior approval and church training and/or supervision. Building Usage Application must specifically request kitchen area usage if desired and purpose of use.
3. If usage of kitchen is applied for and approved, the posted "Kitchen Clean-up Rules" will be strictly adhered to and all equipment, appliances, and utensils cleaned and returned to proper location. Users will insure kitchen appliances are turned off prior to departing.
4. Non-Church and Co-Sponsored Users will provide own kitchen supplies. **Under no circumstances should any church supplies in kitchen area be used.** This includes, but not limited to: china, utensils, glasses, cups, coffee, cream, sugar, and disposable items. User will provide own supplies, table ware, serving ware, food, beverages, and condiments, etc.
5. Refrigerators may be used, space permitting, to store perishables of non-church and co-sponsored groups only during user's event. Food items will be removed at event conclusion.

6. Church members and organizations must clearly mark and label perishables stored in refrigerators. Failure to do so may result in items being discarded.

VIII. CHURCH OFFICE AREA:

1. The church office area will be locked during the evening hours (after staff working hours) and on Saturday and Sunday. If entrance to the office area is necessary during these periods a staff member or individual authorized for office key assignment may insure the area is opened, monitored during use, and locked when office area is cleared.

2. An office copier is available at all times in Mail Room area (room 107), which is not locked. Use of office copier is for the teams, organizations, and staff of the church ONLY!

3. No person or group will be permitted to use the office areas of any staff member (Pastor, Christian Education Minister, Music Minister, or Office Administrator), or the Choir Rehearsal Room, without the consent of the responsible staff person.

IX. LIBRARY AND MEDIA CENTER ROOM: Room #113 is under custody of the Church Librarian, who will establish policies and post regulations regarding library use.

X. GATHERING AREA AND LOBBY: Area adjacent to sanctuary available for greeting, welcoming, receiving, and coffee, beverages, and light refreshments. Sit down meals will not be served and area is not available for full-service receptions and dinners, unless prior authorization is provided by Church Council.

XI. CLASSROOMS:

1. Classrooms are under the custody of the Christian Education Team and will be locked when not in use.

2. The following classrooms will not be available for non-church usage unless exceptions are granted by the Christian Education Team or Minister of Christian Education: Rooms 108, 109, 115, 119, 120, 121, 122, and 123.

3. Classrooms 116, 124, and 126 are available and may be scheduled if approved by Christian Education Team or Minister of Christian Education.

XII. ROOM CAPACITIES:

1. Fellowship Room/Gymnasium capacity= 300 people at tables.

2. Conference Room (Room #111) = 25 people at tables; 50 people in chairs.

3. Adult Classroom (Room #126)= 40 people at tables; 50 people in chairs.

XIII. KEYS—ADMINISTRATION AND CONTROL: To insure the security of St. Andrew Church facilities, the following keying plan will be used for the entire facility.

Master Keys: There will be three (3) types of master keys

- **Master1**—will open every door associated with the facility.
- **Master2**—will open all doors that are NOT staff offices. Staff offices are room #101, 102, 103, and 104 (room #104 has interior and exterior door).
- **Master3**—will open all outside doors, except room #104—staff office.

Outer Door Keys:

- **Fellowship Hall/Gymnasium**—will open doors 137A and 137B
- **Fellowship Hall/Gymnasium/Kitchen**—will open doors 137A, 137B, and 124B
- **Gathering Area/Member's Gallery**—will open doors 100A, 100B, 100C, 100D, 102, front sanctuary entrance 200, and interior door 138 for restroom access.

Education Rooms, Kitchen—Interior Doors—all rooms have individual keys that will open entry door and storage closet in each room:

- **Koinonia Classroom**—Room 124
- **Open Storage**—Room 125
- **Senior Adult Classroom**—Room 126, storage closet lock only. Entry door cannot be locked due to exterior emergency exit in room.
- **Christian Education Storage**—Room 128
- **Community Room**—Room 115
- **Kindergarten-2nd Grade Classroom**—Room 116
- **Kitchen**—Room 118
- **Lydia Class/New Members Classroom**—Room 119
- **Timothy (Young Adults) Classroom**—Room 120
- **Angels (Grades 3-6) Classroom**—Room 121
- **Youth Activity/High School Classroom**—Rooms 122 and 123
- **Mechanical, Janitorial, and Pantry**—Rooms 117, 127, and pantry in Kitchen, (room 118) will be **Master Key** access only.

Main Building Interior Doors—Rooms have individual keys that will open entry door and storage closet:

- **Rehearsal/Music/Robe Storage**—Rooms 112, 114A, and 114B
- **Conference Room**—Room 111
- **Parrish Nurse**—Room 110
- **Nursery/Toddler (up to 4 yrs old) Rooms**—Rooms 108 and 109

- **Library**—Room 113
- **Spiritual Life Workroom**—Room 105 (3 doors)
- **No Locks**—There are no locks on the two (2) interior sanctuary doors (100E), the mailroom door (107), or the doors between the Nursery/Toddler/3-4 Year Old rooms (108, 109, and 115).

1. The Office Administrator is responsible for key control, issuance, and documentation, and will report to the Building Administrator on key control issues. The Building Administrator will determine, in consultation with the Church Council, which individuals require key assignment on a permanent or long term basis. Records will be maintained of all persons to whom keys are issued. Keys will be turned in to church office when no longer required by the person or group to accomplish their mission, responsibility or task.

2. Assigned keys will not be duplicated under any circumstances, except by the Office Administrator or Building Administrator. Once issued, keys will not be loaned or borrowed. Lost or damaged keys must be reported immediately to Office Administrator.

3. Keys will not be issued to non-church persons unless authorized by Church Council. **Key deposit of \$20 will be charged** when key is issued for non-church issue. The deposit will be returned in full upon receipt of key.

XIV. INSURANCE AND LIABILITY REQUIREMENTS:

1. All groups using the church building and grounds and not falling under the church usage or co-sponsored usage category must sign a **DISCLAIMER AND HOLD HARMLESS RELEASE FORM, SAC Form 1000**, provided by the church office. The church may also require recurring users to provide a Certificate of Liability Insurance evidencing the group has **at least \$1,000,000 in liability coverage and naming St. Andrew United Church of Christ as an "Additional Insured."** In addition, a specific reference may be required with regard to the status of sexual misconduct coverage. Note: Non-member or non-affiliated entities are not subject to any extension of the church's liability insurance. No non-affiliated group can rely on the church's insurance to respond to claims (actual or alleged) which may be presented as a result of that group's use of church property.

2. A sign shall be posted on the Fellowship Room bulletin board and Building Glass Doors stating—"*ATTENTION NON-MEMBER OR NON-AFFILIATED GROUPS: ST. ANDREW UNITED CHURCH OF CHRIST WILL NOT ACCEPT OR ASSUME ANY RESPONSIBILITY FOR INJURIES OR DEATH OF ANY PERSON, OR LOSS OR DAMAGE TO ANY PERSONAL PROPERTY RESULTING FROM OR DURING YOUR USE OF ST. ANDREW CHURCH BUILDINGS OR GROUNDS.*"

XV. WEDDING CEREMONIES AND FUNERAL SERVICES: The Sanctuary and Fellowship Hall are available for wedding ceremonies and funeral services and activities related thereto by members and non-members. For the purpose of this Building Use Plan, sons or daughters of members, whether natural, step, or adopted, will be considered members of the church.

1. Any couple wishing to be married at St. Andrew Church must first meet with the pastor to explore expectations of the marriage ceremony, including the pastor's role in planning the service and use of the facilities.
2. Wedding reservations and arrangements should be scheduled as far in advance as possible by completing the forms and following all procedures and policies outlined in the St. Andrew Church ***Wedding Policies Brochure***. Fee schedules are outlined in brochure.
3. Requests for funeral services in the sanctuary and/or meal after funeral service in Fellowship Hall should be directed to church office or pastor as soon as possible. Pastor will coordinate request with appropriate staff and teams.
4. Alcoholic beverages are not permitted on church property.
5. Schedule of wedding rehearsal and ceremony shall not conflict with church events or use.
6. Procedures or requirements not covered by this Building Use Plan will be discussed with the pastor. In event of conflicts the pastor's discretion is final.
7. Items or fixtures in sanctuary, or chancel furnishings, will not be removed or rearranged without permission of the pastor. Any seasonal decorations—Christmas trees, Easter lilies, etc., will remain in place.
8. Pipe Organ: If a guest organist is used, the St. Andrew Church Minister of Music must be consulted prior to playing the organ.
9. Sound System: If the sanctuary sound system is utilized for wedding ceremonies or funerals, the St. Andrew Church sound technician will be utilized. No substitutes or visitors will be allowed to operate the sound system.
10. A church representative will be available at all wedding ceremonies or funerals to open and lock building, and address problems that may arise.

XVI. BUILDING CUSTODIAL and MAINTENANCE SUPPORT:

1. Members and groups using the facility are expected to accept and share in responsibility for maintaining and insuring building cleanliness, orderliness, and safety. This may include emptying wastebaskets and garbage cans, arranging furniture, cleaning tables and chairs, sweeping the floor, vacuuming, keeping restrooms clean, and other appropriate housekeeping chores necessary to maintain acceptable levels of sanitary conditions and tidiness.
2. The Building and Grounds Team will contract the services of a professional custodial service and schedule regular weekly, monthly, and yearly cleaning services for the entire facility as required. This would include (as directed by Building and Grounds) cleaning of the sanctuary, stripping and waxing floors, restroom and kitchen sanitizing, replenishing restroom paper supplies and soap, dusting, window washing, vacuuming, and setup/takedown

of tables and chairs for scheduled events. Building and Grounds Team will also arrange lawn maintenance and snow removal as needed.

3. The Building and Grounds Team must authorize and oversee all maintenance, repairs, or alterations to church property, facility structure and structure utilities and systems. This includes electrical and plumbing, heating and air conditioning, telephone system, sound systems, kitchen appliances, roofing, glass & window repair, floor/carpet care, painting, and landscaping. Building and Grounds Team will determine if professional contractor is required for all repairs, additions, or alterations, and notify Church Council when appropriate.

XVII. PROPERTY DONATIONS: St. Andrew Church understands many generous people wish to donate various items and equipment to the church. While we appreciate desires to contribute we must make everyone aware that not all items are needed or usable, may not fit into the decor of the building, or may not be acceptable for other reasons. Storage facilities are limited. Therefore, the following guidelines apply, prior to purchasing, donating or transporting items to the church:

1. The Building Administrator, in consultation with the Building and Grounds Team and the Church Council, will make decisions regarding the reception of donated items.
2. When an item is accepted and later found not to meet the ongoing needs of St. Andrew, the church may dispose of the item as it wishes. While the person or family may be given the opportunity to retake the item, notice is not guaranteed.
3. Items donated should be in good, usable condition. Donor should arrange for delivery, unless otherwise arranged with the church.
4. For purposes of tax deductions, donors are asked to provide their own documentation of the value of the donation.

XVIII. BUILDING INVENTORY:

1. The Building and Grounds Team are responsible for inventory control of all removable church property, furniture, and equipment. Inventory advised by insurance company.
2. Inventory records should include description of item, serial and model numbers (when available), location of item, and estimated fair market value. Inventory will include photos or videos of items when advisable due to value.
3. Inventory records will be maintained on church office computer and backup computer disks stored in church safety deposit box at bank.
4. Building and Grounds Team will be notified prior to disposal of any church property and immediately after purchase of new equipment, furniture, or items.

XIX. PROPOSED USES AND OUTREACH OF FACILITY: The congregation of St. Andrew Church is blessed to have this marvelous facility. The multi-purpose Fellowship Hall, classrooms, conference room, commercial kitchen, large gathering area, and sanctuary not only strengthen and support the ministries of our members and organizations, but serve as a means to reach out and serve our community—ultimately providing additional opportunities to introduce people to Jesus Christ. The facility has many potential uses, including but not limited to:

- Church team and organization meetings and events
- Church School Programs
- Youth activities
- Men and Women's group activities and special events
- Recreation and sport activities
- Alanon or AA groups
- Educational and support activities for senior adults
- Church activities and dinners
- UCC Association and Conference meetings
- Blood Mobile
- Scouting activities
- Educational and cultural events
- Voting site
- Weddings and wedding receptions
- Family reunions
- Funerals
- Neighborhood and community outreach activities and dinners
- Health Fairs and Mission Fairs
- Preschool, Day Care, and Child Care
- Community meeting areas and gathering place
- Interfaith and ecumenical worship events
- Dramas, shows, and entertainment events
- Tutorial programs and computer lab
- Cooperative activities with community service and professional organization

XX. BUILDING PLAN LAYOUT—ROOM NUMBERS/DOOR IDENTIFICATION:

Room 100: Church Office Area	Room 101: Office Administrator
Room 102: Christian Education Minister	Room 103: Minister of Music
Room 104: Pastor's Office	Room 105: Spiritual Life Workroom
Room 106: Office Work-Storage Room	Room 107: Mail Room
Room 108: Children, 3 & 4 Years Old	Room 109: Children, Infant-2 Years Old
Room 110: Parish Nurse	Room 111: Conference Room
Room 112: Rehearsal Room	Room 113: Library/Media Center
Room 114: Music/Robe Storage Room	Room 115: Angels Class, Grades 3 - 6
Room 116: Kindergarten-2 nd Gr.	Room 117: Mechanical/Janitorial Room
Room 118: Kitchen	Room 119: Community Room
Room 120: Timothy Class	Room 121: Middle School Class
Room 122: Youth Activity Classroom	Room 123: High School Classroom
Room 124: Koinonia Classroom	Room 125: Open Storage
Room 126: Senior Adult Classroom	Room 127: Mechanical Room
Room 128: Christian Education Storage	

XXII. USE OF TV/AUDIO/VIDEO EQUIPMENT: All video/audio equipment is under custody of the Christian Education Team and Christian Education Minister.

1. The equipment will be used only within the St. Andrew facility for church functions and programs. Equipment is not to be borrowed for personal use. Exceptions may be granted when a church group is conducting event away from church building, or when staff person has leadership in a program away from the church property.
2. Requests and plans for need and use of equipment should be reported to the Christian Education Team, who will maintain record and schedule of equipment use.
3. Equipment shall be locked in appropriate storage room at all times when not in use.
4. Non-Church groups will not use audio/video equipment unless approved by Christian Education Team.
5. Equipment malfunctions and repair needs should be reported immediately to Christian Education Team.

XXIII. BUILDING EMERGENCY CONTACTS: The Church Council shall arrange for the preparation of a listing of key contact individuals in event of incidents in the building that may impact personnel, church property, or church operations. The listing should be conspicuously posted in appropriate areas throughout the facility and on outside entrance doors, as determined by the Building and Grounds Team.

XXIII. APPLICABLE FORMS:

- SAC Form 1000: Disclaimer and Hold Harmless Release Form (see page 20)
- SAC Form 1001: Building Usage Application (see page 21)
- SAC Form 1002: Good Neighbor Policy (see page 22)
- SAC Form 1003: Gymnasium Attendant Guidelines (see page 23)
- SAC Form 1004: Application and Guidelines for Use of Gymnasium (see page 24)

XXIV. SUMMARY: It is understood a large number of people will be involved in frequent activities and meetings in a facility of significant and multiple components. Cooperation and effective communication between the Building Administrator, Church Staff, Church Council, and facility users will be paramount in maintaining proper control, accountability, and scheduling. Questions pertaining to this Facility Management and Use Policy should be directed to the Building Administrator or the Church Council President of St. Andrew Church. In all cases, the Church Council will be advised of conflicts or appeals regarding facility use. *The Church Council and Building Administrator will review Building Use Plan annually in June, or whenever necessary, to evaluate processes, recommend changes or updates, and insure the continued effectiveness and integrity of this plan.*

**FACILITY MANAGEMENT AND USE POLICY
APPROVED BY THE ST. ANDREW U.C.C. CHURCH COUNCIL
ON _____.**

Record of Revisions:

- (1) August 12, 2003: Council approved \$200 fee to be charged for use of Fellowship Hall by church members conducting or sponsoring fundraisers or profit-making events which do not benefit the church.

St. Andrew United Church of Christ
2608 Browns Lane
Louisville, KY 40220

DISCLAIMER AND HOLD HARMLESS RELEASE FORM

We, _____, (Lessee), being of lawful age and in consideration of being permitted to participate in activities on the property of St. Andrew United Church of Christ, shall indemnify and save harmless St. Andrew Church of Christ, it's trustees and church council, ministers, staff members, and volunteers from and against any and all loss, cost (including attorney's fees), damages, expense and liability (including statutory liability and liability under workmen's compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by lessee which arise from or in any manner grow out of any act or neglect on or about the church premises by the lessee, and/or their partners, agents, employees, invitees, enrollees, participants, contractors, and sub-contractors.

We further release all trustees, church council members, ministers, staff members, and volunteers from any claim whatsoever on account of first aid treatment or services rendered.

We acknowledge that it is our intention with this instrument to make a complete general and unconditional release of any and all claims whatsoever against the St. Andrew United Church of Christ as set forth above.

We acknowledge that the St. Andrew United Church of Christ has not made any representations or warranties whatsoever regarding the materials or services provided. We further state that we have carefully read the foregoing release and know the contents hereof and sign this release of our own free act.

In witness whereof, I have executed this instrument on the date set forth below.

Signature _____ Date _____

Title _____

Organization _____

SAC Form 1000
New: 12-2002

St. Andrew United Church of Christ
Building Usage Application

Any group or person wishing to use any area of the St. Andrew Church facility must complete this form and have it approved by the church prior to scheduling an activity, event, or meeting.

GROUP or MEMBER (circle one) NAME: _____

RESPONSIBLE ADULT/SPONSOR _____

ADDRESS: _____

PHONE: _____ EMAIL _____ CELLPHONE _____

BRIEF DESCRIPTION OF EVENT OR ACTIVITY: _____

SPECIAL NEEDS/REQUIREMENTS _____

CHURCH SET-UP OF TABLES/CHAIRS REQUESTED: Yes _____ No _____

NUMBER OF PEOPLE INVOLVED: _____ adults _____ children

ROOM/AREA YOU DESIRE TO USE: _____

DATE & TIME OF EVENT OR ACTIVITY: _____

IF THIS IS RECURRING ACTIVITY, PROVIDE DATE/TIMES _____

All groups using the church facility must agree to the following rules and guidelines:

1. Non-member groups must sign a Disclaimer and Hold Harmless Release **Form SAC Form 1000** prior to approval of request and usage of facility.
2. A responsible adult must be in attendance at all times while group is using the facility.
3. Your group is responsible for housekeeping, which leaves the room or facility in the same condition as when you arrived. A \$50.00 Custodial Fee in advance is required of any non-church group using the facility. This fee is refundable if area used is left in same condition as it is upon arrival.
4. Any fees or deposits must be paid in full prior to the day of use.

SIGNATURE (Sponsor) _____ DATE: _____

By signing this form we agree to adhere to all policies, guidelines, and fees established for the use of the facilities at St. Andrew United Church of Christ.

APPROVED BY: _____ DATE: _____
St. Andrew U.C.C Church Official

ROOM/AREA ASSIGNED: _____ FEE CHARGED: \$ _____ DATE PAID _____

*SAC Form 1001
Revised Jan. 2008*

St. Andrew United Church of Christ
GOOD NEIGHBOR POLICY

WELCOME to all who use these buildings and facilities. St. Andrew Church is fortunate in having facilities which can be of service to so many different groups. A minimum effort on the part of all

who use these facilities will mean inconvenience to other users will be avoided. THANKS FOR BEING A GOOD NEIGHBOR!

1. Key holders—unlock only the rooms and area where activity is to occur. Users should not enter other areas of building to which groups are not assigned.
2. If you are a key holder, or had a key assigned temporarily, do not have the key duplicated. If additional keys are necessary, contact the Building Administrator or Office Administrator.
3. Key holder and users should make every effort to insure good fire-safety practices are observed by all.
4. Key holder and users should promptly report anything out-of-order to the Building Administrator, Building & Grounds Team, or Office Administrator.
5. Restrooms—it is responsibility of the Key holder or user to see that they are left in clean and orderly condition.
6. If user group rearranges furniture please make sure it is returned to its original arrangement.
7. Before leaving building, key holder and user group should insure:
 - Waste baskets are emptied and garbage is contained.
 - Soft drink/beverage containers are disposed of properly.
 - Beverage, coffee, or food spills are cleaned up.
 - Kitchen is clean and orderly.
 - Furniture is properly arranged.
 - Lights are turned out.
 - Door and windows are closed.
 - If outside area was used, insure lawn, walkways, and parking lot are free of debris.
 - A copy of the policy is to be kept posted as nearly as possible to each outside door, in the Fellowship Hall area, and other appropriate locations.
 - Thermostats are adjusted to 60° during cold weather; 80° during warm weather

SAC FORM 1002 (New 12-02)

Gymnasium Attendant Guidelines

1. Gym Attendant is responsible for promulgating gymnasium usage and coordinating and arranging the scheduling of activities in the gym with the Office Administrator and Building Administrator to avoid conflicts with other activities and programming within the facility.
2. Attendant will open building prior to arrival of players, and—
 - Dry mop gym floor to remove dust and other debris.
 - Turn on lights
 - Adjust gym thermostat, if necessary
3. Admit persons associated with gym user group only. If necessary, lock outside building entry doors.
4. Insure group sponsor reads and signs **Building Usage Application and Disclaimer and Hold Harmless Release Form** prior to players entering the floor. Request group sponsor inform all participants of agreement and call attention to signs on wall regarding liability.
5. Prepare **fee envelope**. Fill out fee envelope information and place gym fee money in envelope. Leave gym fee envelope in church office. Office records are maintained and Gym Attendant's compensation is paid from the envelope information. Gym Attendant should maintain his/her personal records.
6. Players to remain in gymnasium area and are not to use other parts of the building, except restrooms.
7. No smoking or alcoholic beverages allowed.
8. Caution persons to carefully monitor valuables brought with them. St. Andrew Church will not be responsible for individual personal property.
9. Gym or athletic shoes only allowed on gym floor. Street shoes and black soled shoes not allowed.
10. Nothing may be intentionally thrown from the gymnasium floor into the side ceiling storage areas or into the lights or ceiling area. No intentionally throwing balls against the walls. Kicking of basketballs and volleyballs is prohibited.
11. Gym Attendant may use Classroom 124 as work area during gym rental periods.
12. When activity is completed, dry mop gym floor and restore gym area to order for the next group's usage.
13. Return thermostat to proper setting, turn out lights, check restrooms, and insure all personnel have exited the facility prior to locking outside doors.
14. Available scheduling periods: Evenings, Monday-Friday. Saturdays, no later than 8:00 P.M. Sundays, after 2:00 P.M. Attendant must check office church schedule and insure gym usage does not interfere or conflict with other activities or programming scheduled in the building.
15. Contacts:

Church Office: 452-1777 Building Administrator: _____ Chair, House & Property _____

SAC Form 1003
New: 12-2002

APPLICATION AND GUIDELINES FOR USE OF GYMNASIUM

St. Andrew United Church of Christ
2608 Browns Lane
Louisville, KY 40220

1. Fee for gymnasium utilities, upkeep, and gym attendant is \$30 per hour with a minimum use time of two (2) hours. Fees are to be paid in advance.
2. The gym attendant is authorized to enforce all rules by not allowing persons to participate.
3. Gym or athletic shoes only allowed on gym floor. Street shoes or black sole shoes not allowed.
4. Players and/or visitors and spectators are NOT to bring any food or drinks into the gymnasium. Food and drinks are to be consumed in the hallway.
5. No alcoholic beverages allowed. NO SMOKING in the facility.
6. Groups using the gym are not to access any other areas of the building, except the restrooms.
7. Individuals and groups are expected to keep the restroom area clean. Refrain from dropping paper on floor. Use proper containers for trash.
8. St. Andrew will not be responsible for any articles or property left behind. Be sure to take all personal belongings and equipment with you.
9. The manager or sponsor of any group requesting gym use by signing this "USE OF GYMNASIUM AGREEMENT" accepts responsibility for payment of fees, for group adhering to these guidelines, and is accepting the terms of the "Hold Harmless Agreement."
10. A group that wishes to cancel a scheduled date must give at least 24 hours notice by calling the church office at (502) 452-1777.
11. A group failing to keep a scheduled usage date, and has not contacted the church office, will be charged for two (2) hours time.

USE OF GYMNASIUM AGREEMENT

All groups or individuals using the gymnasium shall indemnify and save harmless St. Andrew United Church of Christ, from and against all loss, cost (including attorney fees), damages, expense, and liability (including statutory liability and liability under workmen's compensation laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by gym user which arise from or in any manner grow out of any act or neglect on or about the premises by the user, user group, invitees, or participants.

Group Name, Manager, or Sponsor: _____

Signed: _____ Date: _____

SAC Form 1004 (New 12-2002)