



# HEIDELBERG UNITED CHURCH OF CHRIST BUILDING USE POLICY

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**A beacon of love, building a community of faith, inclusion, and justice  
through shared stories in downtown York.**

Heidelberg United Church of Christ offers this policy statement to all who wish to use our facilities. Our building is primarily for church-related or church-initiated meetings, activities, and events. However, we welcome having guests and the opportunity to share our facilities with community groups, when we can and when it is appropriate. One of our core values is generosity, and our building is one of our greatest resources we can share with the community.

The following policy statement defines the limits and restrictions, as well as the expectations and responsibilities, we ask you to follow so that we can take care of the campus God has entrusted to us, while sharing it with you. *Individuals or organizations requesting to use the facility shall not benefit or profit unless they are a non-profit organization, exceptions are on a case-by-case basis at the discretion of the Approval Committee (Pastor, Consistory President, and Properties Committee Chair). All requests for waivers or exceptions to this policy statement will be considered on an individual basis.*

## Building Use Policies

### A. Procedure for Scheduling the Use of Facilities

This policy, to include the “Building Use Agreement Application” and “Building Lease Form”, can be downloaded from the website at [Heidelberguccyork.com](http://Heidelberguccyork.com) or obtained from the church office.

- Church-Related Functions:** All church-related meetings or activities are to be scheduled **at least two weeks in advance of the event** using the following procedure. The completed “Building Use Agreement Application” signed by the Applicant should be given to the Office Administrator ([heidelbergucc@aol.com](mailto:heidelbergucc@aol.com)) for processing. The Office Administrator will notify the Applicant of building availability and approval status **at least one week prior to the scheduled event**. Upon approval, the Office Administrator will reserve the event on the church calendar and will answer questions and facilitate usage in consultation with the Properties Committee Chair.
- Non-Church-Related Functions:** Applicants requesting the scheduling non-church-related meetings or functions need to submit a completed “Building Use Agreement Application” and “Building Lease Form” **at least four weeks prior to the event**. These forms should be given to the Office Administrator ([heidelbergucc@aol.com](mailto:heidelbergucc@aol.com)) for processing. The Office Administrator will notify the Applicant of building availability and approval status **within 10 business days of submission**. Upon approval and in consultation with the Properties Committee Chair, a Church Representative will be identified to answer questions and facilitate usage. Additionally, the Office Administrator will reserve the event on the Church calendar.

Beginning in 2015, any organization that brings minors (under the age of 18) onto the Heidelberg United Church of Christ property must have all the required clearances in accordance with PA House Bill 435. Outside organizations assume all responsibility for the individuals it brings on the property, and Heidelberg United Church of Christ will not be held liable for any incident that happens on church property. ([www.dhs.pa.gov](http://www.dhs.pa.gov))

- Procedure & Approval Process:** The “Building Use Agreement Application” is required for all groups and individuals, whether they are church members or non-members, and whether they wish to use the facility for regular recurring meetings or for a one-time event. Each application will be considered on an individual basis for approval. By signing the “Building Use Agreement Application” the Applicant agrees to the rules and guidelines outlined in

this policy. The Applicant signing the agreement is personally responsible for adherence to these policies. Organizations are likewise responsible for adherence to these policies and shall designate a Contact person as required on the “Building Use Agreement Application”.

Non-Church-Related Functions applications must also submit a “Building Lease Form”, including required documentation as defined on the form.” Upon approval, a Church Representative Contact Person will be designated to answer questions and facilitate usage. Applicants will also be **required to remit all required fees and documents before the space is reserved**. Also, in the event of an approved and scheduled recurring meeting, applicants agree to pay in advance of the scheduled meeting (i.e., in advance of the weekly or monthly meeting) or the “Building Use Agreement Application” will be terminated.

**In the rare and unforeseen event, the church needs to utilize space previously approved in the “Building Use Agreement Application” and “Building Lease Form” for Non-Church-Related functions, the Church reserves the right to utilize the needed space and will work with the Applicant/organization to reschedule and/or find alternate space within the church or reimburse the Application. Notice will be given as soon as possible.**

4. **Fees:** Fees for the use of the facilities for all Church-Related and Non-Church-Related functions are as noted on the “Building Use Agreement Application” (pg. 4) and subject to the approval by the Approval Committee (Pastor, Consistory President, and Properties Committee Chair). Rate exceptions as approved by the Approval Committee.
5. **Insurance:** Every Non-Church-Related user/group that uses the facilities **must provide a “Certificate of Insurance”** as a guarantee of general liability insurance. This must be attached to the signed “Building Use Agreement Application.” In addition, the user/group agrees not to hold Heidelberg responsible should an accident occur on Church property.

**Liability Statement:** In the consideration of the rental and use of the Church facilities by Heidelberg UCC to the undersigned, the undersigned hereby releases, acquits, and forever discharges Heidelberg UCC, its officers, directors, agents, members, and employees from any and all suits, actions compensation, consequential damages, punitive damages, or any other thing whatsoever on account of, or in any way growing out of, any and all property damage, personal injuries, illnesses, death or any other thing resulting from any occurrence or accident that may happen as a result of or arise out of rental or use of the described premises by the renter. The undersigned, by signing this “Building Use Agreement Application” (the Agreement), hereby agrees to indemnify, defend, and hold harmless Heidelberg UCC, its officers, directors, agents, members, and employees from any such claims brought by any person or entity having access to the Heidelberg UCC church facilities pursuant to this rental agreement. **Members and non-members must initial Waiver of Liability on pg. 5.**

6. **Baptisms, Weddings, Funerals:** Use of the facilities for sacraments that are not within the context of a regular Sunday Eucharist (baptisms, weddings, funerals) and for related receptions are governed by the Pastor and processed through the normal approval process (approval of the Pastor, Consistory President, and Properties Committee Chair).

## **B. Access to Building**

1. **Normal Access:** On the day of the event, the Church office will coordinate facility access. In the instance of recurring meetings, a key may be provided to the Applicant. The Applicant must return this key at the request of the Church Administrator or Church Representative Contact Person.
2. **Access Failure:** In case the building is not open upon arrival at the designated time, please call Shonna Ilgenfritz at 717-801-5001 or Wick Barnes at 717-495-8747.

## **C. Church Property**

1. **On-Site Use:** Church property, such as tables and chairs, may be used according to the policies.
2. **Off-Campus Property Use:** Requests to use such property off campus should be approved by the Property Committee. All furniture/property/equipment loans are restricted to Church members.

3. **Electronic Equipment:** Requests to use the Church's electronic equipment and/or staff require the consent of a Team-of-Teams member at least one week prior to the event. The equipment must be operated by a trained person. This policy applies to all Church and Non-Church related events.

#### **D. Use of Tobacco Products, Drugs and Firearms**

1. **Prohibited Substances/Items:** Smoking, vaping and the use of illegal substances are strictly prohibited in church facilities, on the church grounds, and in the parking lot. Firearms are not permitted on church property except for those in the possession of on-duty law enforcement officers.

#### **E. Facility Care**

1. **Decorations:** At the discretion of the Property Committee.
2. **Furnishings:** All furniture, property and equipment should be returned to their original places following each event.
3. **General Cleanup:** All users/groups are responsible for cleanup, which includes checking the bathrooms, checking for running water, turning off lights, and locking all doors after any meeting or event. If janitorial services are required after a function, or if there is damage to any church property, then user/group will be responsible to pay for the janitorial services and/or damage.

#### **F. Auditorium, 1<sup>st</sup> floor Kitchen, Basement and Basement Kitchen**

1. **Auditorium, 1<sup>st</sup> Floor Kitchen, Basement and Basement Kitchen Cleanup:** All areas must be left clean and orderly after use, follow the clean-up procedures posted in the kitchen.
  - Sinks and countertops should be clean & sterilized, dishes returned to their proper place, appliances and floors cleaned.
  - Church owned coffee urns, and utensils need to be cleaned and returned to their previous locations.
  - All tables and chairs should be wiped off.
  - No food or open beverages should be left in the refrigerator or freezer.
2. **Trash:** Trash cans are to be emptied and bags put in the storage area in the basement. New bags must be placed in all trash cans.
3. **Caterers:** A caterer may use the basement kitchen facilities. The person holding the event remains the responsible party for the care and cleanup of the facilities.

#### **G. Church Sanctuary**

The Church Sanctuary is always to be respected in all situations. The following guidelines apply to its rental and use:

- The church is a holy place, consecrated for worship and must be respected as such.
- Moving items on the stage and altar area is permissible but must be done carefully and reverently.
- All items of worship, artifacts, pictures, or furnishings should be returned to their original locations, placements, and configurations.
- Moving of the Communion Table should only be done with prior permission of the Pastor or President of the Consistory President.
- In general, food should not be served within the Sanctuary, and only nonalcoholic beverages in covered containers are permissible.

**Church Instruments: The organ and pianos may be used only with the permission of the Director of Music. Electronic equipment may be used only with the permission of a Team-of-Teams member.**

- #### **H. Alcohol Usage – Due to liability, no alcohol permitted on premises.**

# Building Use Agreement Application

(To be completed by all Applicants)

## Heidelberg United Church of Christ

Date Received: \_\_\_\_\_

Please complete and return this form to the Church office when you need to reserve space for any activity or event. The Office Administrator will confirm approval of your reservation or offer alternate space and/or dates as available.

User/Group Name & Activity/Event include Non-For-Profit 501(c)(3) as appropriate: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

This is a one-time event      Date: \_\_\_\_\_      Start & End Time: \_\_\_\_\_

This is a recurring event      Start Date: \_\_\_\_\_      Start & End Time: \_\_\_\_\_

End Date: \_\_\_\_\_ (subject to 90-day review)

**SCOPE OF USE.** Provide complete details of use of space to include requests to store supplies, property off-campus, musical or electronic equipment, all of which could increase costs:

### RATES FOR SPACE REQUESTED (No rentals during Church Service)

#### Sanctuary Rental

Members: donation only

Non-Members: \$300 per event

#### Auditorium or Basement & Basement Kitchen

Auditorium:  Members: \$75 per event     Non-Members: \$150 per event

Basement/Kitchen:  Members: \$75 per event     Non-Members: \$150 per event

These are per event based on a 4–8-hour window. Alternative rates and hours as approved.

#### Meeting Room or Kitchenette, Coffee Area Non-Members (Members: no rental fee for these spaces)

Meeting Room: \$25 per hour

Kitchenette, Coffee Area: \$25 per hour

#### Weddings: (additional fees for Auditorium, Basement & Basement Kitchen as noted above)

Sanctuary: Members donation only;     Non-Members \$300

Minister: Premarital counseling, rehearsal, wedding \$300; Additional Clergy: To be set by that Clergy person

Church Organist\*: Rehearsal and wedding \$175

\*Heidelberg's Organist will play for all weddings at the Church, if available. Should a different organist be requested when our organist is available, the Heidelberg Organist will receive payment in addition to whatever fee is paid the additional organist. The Heidelberg Organist has the right to approve or disapprove of any other organists who wish to use the organ.

**Total Amount Due upon Approval:** \$ \_\_\_\_\_      **Frequency: (weekly, monthly, per event)** \$ \_\_\_\_\_

**Make checks payable to Heidelberg UCC**

**EQUIPMENT/INSTRUMENTS NEEDED (Musical and/or Electronic)?**  Yes     No

If Yes, please list: \_\_\_\_\_

(Please note: Use of the musical instruments is subject to the approval of the Director of Music; use of electronic equipment is subject to the approval of the Properties Committee Chair and a Team-of-Teams member.)

**AGREEMENT:** I have read and agree to abide by and implement the rules and policies set forth in the Building Use Policy of Heidelberg United Church of Christ.

**Required**

- Certificate of Liability (Non-Church-Related functions) **AND**
- Waiver of Liability, pg. 2, #5 (Church-Related and Non-Church-Related functions) Initial\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**Administrative Use**

Rate: \_\_\_\_\_

Route for approval to:  Pastor \_\_\_\_\_,  Consistory President \_\_\_\_\_ ,  
**and**  Properties Committee Chair \_\_\_\_\_.

Copy to Heidelberg UCC Director of Music and/or Team-of-Teams member, as appropriate

**Building Lease Form**  
***Non-Church Related Events***  
**Heidelberg United Church of Christ**

Church Administrator

The following sets forth the agreement between Heidelberg United Church of Christ and \_\_\_\_\_ ( Applicant/User).

Heidelberg United Church of Christ agrees to lease the following space(s) on the date(s) and the time(s) specified below:

Space(s) to be used: \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_

Time(s) to be used: \_\_\_\_\_

In return for the use of the space(s) above the user agrees to pay a fee in the amount of \$ \_\_\_\_\_ to Heidelberg UCC. **Payments for approved space must be paid prior to the event(s).** Please sign this agreement and return to Heidelberg UCC, along with a Certificate of Insurance, affirmed Waiver of Liability, pg. 2, #5, and approved "Building Use Agreement Application", any other documentation as required by the Church, and the full payment specified above.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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If Approved, Church Representative Contact Person: \_\_\_\_\_

Phone & Email: \_\_\_\_\_