



Lynnhurst UCC Church Building Use Guidelines

(approved by Trustees January 2016; rev. 6 2017)

- 1) General principles: *The church's activities and events are the first priority for the use of the building. Church members and their immediate families may use designated areas of the building without a rental fee, however, they routinely make a contribution for the use of church facilities. The building is also available for rental to outside groups whose mission is the improvement of the individual and the community. The decision to make the building available to outside groups will be made by the Trustees, in consultation with the senior pastor.*
- 2) Holiday and weather closing: The building is closed to outside groups on federal holidays and on those dates, reviewed annually and published by September 1 every year, determined by the Trustees. Irregular closings, such as the day after Thanksgiving or days during holiday weeks, shall be made by the Trustees, in consultation with affected staff members.
 - a. A decision to close the building because of weather will be made by the Moderator or Assistant Moderator, in consultation with relevant staff members. Members will be notified by e-mail and by posting on the church's answering machine and web site.
 - b. Cancellation of scheduled events by groups renting the building shall be decided by the event organizers in consultation with the Trustees.
- 3) The Sanctuary is a place of worship. In general, it is reserved for worship services and the church's other ceremonial events. It is available for ceremonies such as weddings and funerals of church members and their families or for ceremonies of non-members when the participants are using Lynnhurst's pastor as their officiant.
 - a. It is not available for rental to outside parties using their own minister.
 - b. The piano is tuned twice a year and if a renter requests the piano be tuned, it will be at their expense and done by a Lynnhurst approved piano tuner.
 - c. Maximum sanctuary seating is 200.
- 4) First floor lounge: Because the use of this area blocks access to many other areas of the church, including the Senior Minister's office, care should be taken in considering compatible uses and generally, the space will not be rented to outside groups before 5 pm.
 - a. Should the church need the lounge for a wedding or funeral, the group wishing to rent will be notified and encouraged to reschedule.
- 5) Gym: All groups using the gym for sporting activities will be expected to sweep the gym floor after each use.



- 6) Application process: Contact the Office Manager to check for an appropriate space and availability.
 - a. Outside groups, or groups using on a regular basis will need to fill out an application form and their application will be promptly forwarded to the Trustees for approval.
- 7) When approached by another church wanting to rent space, the following information is required:
 - a. days of the week and time of day they wish to use the building;
 - b. the number of people expected;
 - c. level of sound anticipated;
 - d. copy of their 990
 - e. any rental history