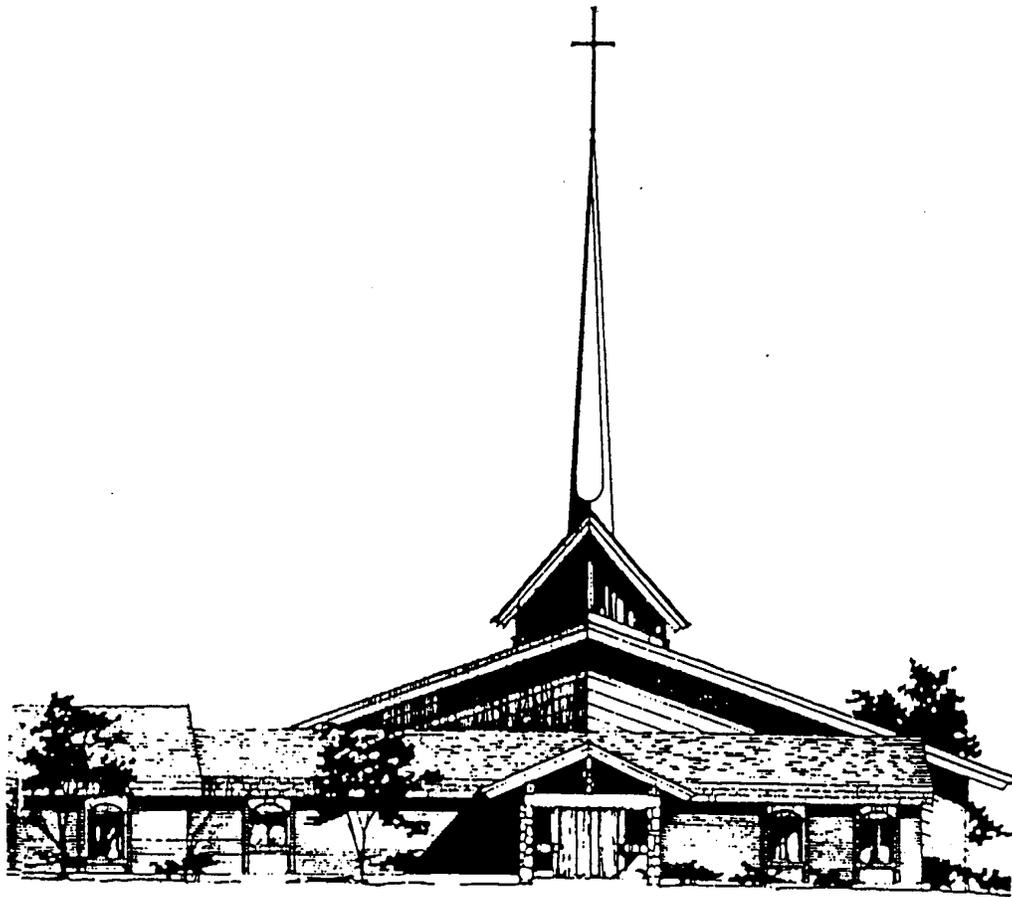


UNION PRESBYTERIAN CHURCH¹

INDEX OF POLICIES

BUILDING & PROPERTY USE



Union Presbyterian Church

2707 5th St.

Monroe, WI 53566

(608) 325-2519

INDEX OF POLICIES

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A POLICY PAPER FOR BUILDING & PROPERTY USAGE FOR UNION PRESBYTERIAN CHURCH

PURPOSE OF THIS POLICY

On September 11, 1983, the congregation of Union Presbyterian Church dedicated its new facilities to the glory of God and the work of Christ's Church. This was a time of great celebration. Many people had sacrificed the work of their hands and the treasures of their savings to make this dream come true. At last, the congregation had a church building they could grow into, a facility people could use in a variety of ways. Here was a gift the children of our congregation could grow up in and hand down to their children.

Our beautiful building, grounds and property have become the pride of the community. The unique character of the building's design, the neat look of the landscaping, the proud tradition of friendliness and hospitality in this place is often a topic of conversation among the townspeople. It's not unusual then, to find that many different groups in Monroe and Green County would like to schedule their events in our facility.

In keeping its responsibility to the Session of Union Presbyterian Church, the Church Properties Committee has developed the following policy to guide the staff, Pastor, Session, and groups of the church in the use of our facilities. It is hoped that through careful care and management of our facility it will last many generations, and through the years remain in faithful use for the mission of our Lord Jesus Christ.

Policy approved by the Session
December 8, 1987

Reviewed March 2001 BY Properties

WHAT WE BELIEVE ABOUT "PROPERTY"

It is a fundamental belief of the Christian faith that the Lord God is the creator of the world, and that we, his creatures, have been set over this world as his "trustees" or "stewards". In giving us dominion over his world he has given us power and authority to do as we please. As his faithful people, therefore, we live in covenant with him as we reflect his ownership in the way we care for his creation.

As Christians, we also affirm that the Church is God's creation, founded on nothing less than the ministry, death and resurrection of our Lord Jesus Christ. Scripture makes it clear that the Church is the body of Christ, that empowered by the Holy Spirit we can continue Christ's ministry in ways even he himself was not able to do, and that only in doing so do we in any way resemble him as his disciples.

With these two basic presuppositions, the Session of Union Presbyterian Church makes the following policy concerning the grounds, property and building under its "ownership". It is by God's choosing that we have been enabled to build this lovely place and its purpose is to be used in ministry in our Lord's name. The members of Session and the Church Properties Committee of the Session then understand themselves as "custodians" of what belongs to God in the service of Christ our Lord.

As Presbyterians, the stewardship of church property is understood first through Scripture, then in the constitution of our church, then through the Session of the congregation. The relationships of the different authorities look like this:

THE PRESBYTERY legally owns all property of any member church in the Presbyterian Church in the United States of America. The Trustees of the Presbytery of John Knox authorize all major indebtedness and is thereby also held liable for any debts a local church cannot pay on. The Presbytery also guards against church property being removed by splinter groups. In other words, it is the responsibility of the Presbytery to see to it that church property remains in the service of the church it was intended to serve.

THE SESSION governs the mission and discipline of the local congregation. Under their direction, programs are carried out and mission goals are achieved. It is their responsibility to see to it that the buildings are well cared for and used according to the mission they have deemed a priority in the service of our Lord Jesus Christ.

THE CHURCH PROPERTIES COMMITTEE serves the Session in maintaining the property so that it is in good repair for the various programs and ministries of the congregation. By the authority granted them by the Session they approve building usage by the congregation and by the community, they set fees appropriate to Session policy, and they supervise building usage and maintenance according to the Session's mission design.

THE PASTOR AND CHURCH STAFF are on the "front line" of building usage, taking rental requests and supporting church program. They support the Church Properties Committee in their work by keeping the building in good repair and by communicating the Committee's policies for proper building use.

BUILDING USAGE & CHURCH PROGRAM

The buildings and property of Union Presbyterian Church primarily serve the programs and ministries of the congregation. Any group normally under the auspices of the Session may use the facilities in cooperation with other groups and programs of the congregation. When groups, committees or boards would like to alter permanently any church property they may only do so with the permission of the Session.

BUILDING USAGE & OUTSIDE GROUPS

Often times outside groups and members of the community need building space in order to carry out their programs. These groups may be carrying out a program of another Christian church or agency. On the other hand, they may be carrying out a program or service that is not sponsored by a Christian church or agency but DOES carry out a service or program consistent with our mission goals. In such cases, the Church Properties Committee of Union Presbyterian Church recognizes such ministries as "Approved Groups" and responds as a sister organization as they act on authorization of building and property usage and fees.

Other outside groups and persons see our facilities as an attractive site for their various events and therefore request usage. Such events are not within our mission goals and are therefore extraneous. The Church Properties Committee therefore will consider such requests when convenient for the church and will set fees so as to in no way draw on the congregation's mission budget in the hospitality of these outside events.

BUILDING USAGE & THE CONGREGATION

From time to time members of the congregation need to use the church's facilities for personal uses, which in no way fit into the congregation's mission goals. Parties, overnight guests, wedding receptions, etc. often times require extra tables, large coffee urns, or a large room. The Church Properties Committee as authorized by the Session to set all policies regarding use of church property. It is not the understanding of the Session that members of the congregation in any way "own" church property and are therefore entitled to use it as they please. Buildings and property of Union Presbyterian Church serve the congregation as they have been purchased to afford ministry in Jesus' name.

WEDDINGS & RECEPTIONS FOR MEMBERS

It is not surprising to find the number of couples who would like their weddings to take place in our beautiful sanctuary and their receptions held in our accommodating Fellowship Hall. Sponsoring Christian marriage, considered a ministry of Union Presbyterian Church so too is the celebration of a Christian marriage. Couples wishing to be married at Union Presbyterian Church will follow the guidelines and fee schedules adopted by the Session. The pastor will act as the Church Properties Committee's representative in seeing to it that the couple follows these guidelines.

Persons considered "members" of Union Presbyterian Church are adults listed on the roles of active members and their pre-Confirmation Class age children. Older children of active members who are now living independently, and who have chosen not to be members of Union Presbyterian Church, and friends and relatives of active members are expected to abide by the guidelines for non-members.

WEDDINGS & RECEPTIONS FOR NON-MEMBERS

As a service to the community, the Session of Union Presbyterian Church opens its facilities to couples who wish to exchange and/or celebrate their wedding vows in our facilities. When this marriage is to be a Christian wedding, it is considered to be within our mission goals as an outreach ministry to the community and will therefore be considered for approval.

Persons wishing to be married in our church by a pastor other than the pastor of Union Presbyterian Church should inform our pastor and the Session. It is then the Session's decision as to whether they will allow the wedding to occur with the visiting pastor. Church office staff along with the properties committee will assist in seeing that the guidelines are enforced.

To cover all costs incurred by the congregation the Session has established a fee schedule for building usage (including utilities, custodian, and building expenses). Payment should be made before the rehearsal begins and does not include fees for the church organist, office staff, or musicians.

FUNERAL SERVICES

Christian funerals celebrate both the life God has given his here and the life we have as we enter the Church Triumphant. At the death of a loved one it is appropriate to come to the place where we celebrate life as God has given it to us. In worship, we can remember the life of one who has died and hear the words of promise found in scripture. The Christian funeral is considered a ministry of Union Presbyterian Church. Persons wishing to use our facilities will follow the same guidelines as outlined above.

RULES GOVERNING CHURCH PROPERTIES

The buildings and grounds of Union Presbyterian Church are dedicated to the glory of God and for the purposes of ministry in the name of Jesus Christ. It is the responsibility of both the Session and the Church Properties Committee to see that the properties and equipment are maintained and available for ministry and mission for years to come. To that end, the Session of the church has authorized the Church Properties Committee to establish rules and procedures for the proper use of the buildings and facilities.

1. Smoking is not allowed in the building at any time.
2. The consumption of alcohol is not allowed on church premises, including the parking lot. If anyone is found drinking, he/she may be asked to leave the premises. Persons may ask for a suspension of this rule when wine is presented as a part of the menu or used for a toast.
3. Union Presbyterian Church is not responsible for any personal items lost or stolen on church property.
4. All fees are due the day of the use of the buildings. Checks should be made payable to "Union Presbyterian Church".
5. The Custodians fee covers only clean up following normal use of the building. It does not include any set fees. Persons or groups who cause extra hours of cleaning will be charged \$20.00 for each extra hour required.
6. The individual who signs the Building Use Contract is responsible for seeing that all lights are turned off, all thermostats are set back and all doors are locked. All doors leading into the basement, Fellowship Hall and the kitchen must be closed as well, due to zoning of the building for heating and cooling purposes.
7. Any church property that leaves the church must be checked out/in with a signature using the logbook in the church office.
8. Persons using the facilities of Union Presbyterian Church are expected to conduct themselves in a civil manner. Loud music, vulgarity, excessive drinking or mistreatment of church property will not be tolerated.
9. Should persons or groups found not to be in compliance with any of the above rules, the church will ask all persons to leave the church premises immediately.

RULES GOVERNING EQUIPMENT USAGE

The equipment of Union Presbyterian Church is dedicated to the service of God and for the purposes of ministry in the name of Jesus Christ. It is the responsibility of both the Session and the Church Properties Committee to see that the properties and equipment are maintained and available for ministry and mission for years to come. To that end the Session of the church has authorized the Church Properties Committee to establish rules and procedures for the proper use of the church equipment.

1. All equipment and furniture to be borrowed must first approved by the Session.
2. All borrowed Items must be signed out with borrower's name and date of loan and return.
3. Broken items must be reported to the Church office.

SECURITY CHECK LIST

Person responsible for closing of building follows routine of:

1. Turn off lights - including restroom lights.
2. Turn off electric heaters in restrooms and otherwise.
3. Close doors from narthex into kitchen, narthex into fellowship hall, narthex into sanctuary, and if the lower level was used, be sure the doors leading to the lower levels are also shut. This is for building safety as well as the building is climate controlled.
4. Verify that outside doors are locked.
5. Sanctuary: This thermostat is pre-set with an automatic reduction to 60° F. DO NOT tamper with this control.
 - a) Narthex, Fellowship Hall, Lower level east, and Lower level west: On closing the building, reduce thermostats to 60° F.

Enc.

Union Presbyterian Church General Guidelines for Church Use**August 2006**

Please read over the following rules governing the use of our church. If you have any questions, please contact the church office at (608) 325-2519.

- Requests for use of the building other than regularly scheduled meetings must be sent to the Session of Union Presbyterian Church, Attention: Clerk of Session, 2707 5th Street, Monroe WI 53566 by the first Tuesday of the previous month (i.e., for a meeting on December 17 the request must be received by the first Tuesday of November). A copy of our request form is attached.
- Smoking is not allowed in any building at any time.
- Consumption of alcoholic beverages is not allowed. This applies to groups using church property in addition to using the park pavilion.
- Union Presbyterian Church is not responsible for any personal items lost or stolen on church property.
- All fees are payable one week before the day of the event.
- The custodian fee covers only clean up following normal use of the building. All trash must be removed by the group.
- The individual who signs the Building Use Contract is responsible for seeing that all lights are turned off, all doors are locked, and that the key is returned to the office.
- The Church Office must approve all equipment or furniture (tables, chairs) to be borrowed. Please call first (325-2519). Any church property that leaves the kitchen or other area must be signed out on a Church Use Form.
- Persons using the facilities are expected to conduct themselves in a civil manner. Loud music, vulgarity, drinking, or misuse of church property will not be tolerated.
- Persons not in compliance with any of the above rules will be asked to leave the church premises immediately.

**FEE SCHEDULE FOR BUILDING USE
Union Presbyterian Church**

SANCTUARY

GROUP	RENTAL FEE	CUSTODIAL FEE
Members	Free	
Approved Groups (See Below)	Free	\$40.00
Non-Members	\$125.00	
	***KEY DEPOSIT - \$50.00	

FELLOWSHIP HALL

GROUP	RENTAL FEE	CUSTODIAL FEE
Members	Free	
Approved Groups (See Below)	Free	\$20.00
Non-Members	\$125.00	
	\$40.00	
	***KEY DEPOSIT - \$50.00	

CHRISTIAN EDUCATION ROOMS

GROUP	RENTAL FEE	CUSTODIAL FEE
Members	Free	
Approved Groups (See Below)	Free	\$20.00
Non-Members	50 people or less - \$50.00	
	Greater than 50 - \$100.00	\$20.00
	***KEY DEPOSIT - \$50.00	

NOTE: Key deposit is refundable after the key is returned to the Church office.

NOTE: See "Rules Governing Church Properties" page 5.

Nursery use charges included in Fee Schedule

Users/Groups are responsible for set-up/clean-up.

For schedule, always check our online calendar:

<http://unionpresbyterianchurch.org/calendar.html>

Groups we currently have arrangements with include:

Venture Scouts on the second and fourth Tuesday evening of each month in Fellowship Hall

Weight Watchers meet every Thursday evening at 4:15pm in Fellowship Hall

Monroe Women's Club on the third Monday at 6:30 p.m., as well as occasional other dates

Sons of Norway on the second Thursday at 4:00 p.m., as well as occasional other dates

Monroe Clinic meets in Fellowship hall for occasional day retreats

Bel Canto choir meets in the Sanctuary for occasional rehearsals

UW Green County Extension Nutritional programs meet in the kitchen for occasional events

Literacy Council of Green County meet occasionally in Fellowship Hall

Wedding Policy & Fees

<u>Wedding Fees</u>	<u>Members/Member's Family</u>	<u>Non-members</u>
Sanctuary: Rehearsal & Wedding (includes use of classrooms for wedding party preparation)	Free (a donation is suggested)	\$300.00
Pastor	\$200.00	Pastor's choice (\$400.00)
Pianist	\$100.00	Pianist's choice
Custodial	\$100.00	\$150.00
Supplies: Basic bulletin paper and printing- Candles with candelabras-	\$20.00 \$100.00	\$50.00 \$100.00
Fellowship Hall (includes use of kitchen) Custodial	Free \$125.00	\$150.00 \$150.00

- Any outside pastors asked to conduct a service at Union Presbyterian Church will be screened by our pastor. We will ensure that wedding services and pastors are in-line with the theology and rules of the Presbyterian Church USA.
- We do not have a custodian; our building is cleaned weekly by Greenco Industries.
- We cannot serve as a back-up venue in the event of rain for an outdoor wedding; we do not have anyone available to open the building last minute.
- Worship committee sets up and takes down candleabras, and ensures that there is oil in the candles.