

**FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST
1047 CURTISS STREET
DOWNERS GROVE, ILLINOIS 60515**

RULES FOR FACILITY USAGE

GENERAL GUIDELINES

Facilities may be used as detailed below by arrangement with the Church Office, and when NOT in conflict with scheduled Church or Church-sponsored activities.

- CHURCH-SPONSORED GROUPS may use the facilities without payment.
- ACTIVE CHURCH MEMBERS, as defined by the Evangelism and Membership Ministry, may use the facilities without payment, provided the use is for non-organizational liturgical functions (weddings, funerals, baptisms). Reimbursement of custodial expenses is not waived.
- OUTSIDE GROUPS & PERSONS may use the facilities upon application and approval, provided the Church is reimbursed for use and custodial expenses, and any other expenses directly attributable to the requested use of the facilities. They may be waived upon request and approval by authorized persons.

SPECIFIC POLICIES AND RULES

1. ALCOHOLIC BEVERAGES, SMOKING and ILLEGAL ACTIVITIES are not allowed on Church premises.
2. CUSTODIAL SERVICES should be reimbursed in addition to usage expenses, and shall be in proportion to the services rendered, arranged through the Church Office and the Custodian.
3. OFFICE EQUIPMENT AND MACHINES are to be used solely for the work of the Church and under the supervision of the Church Staff. This service is not available to others.
4. HOURS of use of the facilities is to be within the hours as approved.
5. KEYS must be picked up before each function by prior arrangement with the Church Office. A \$25 deposit for church members and a \$50 deposit for non-members is required. Keys of non-church members are to be returned within 24 hours of event.
6. LONG-TERM USE of the facilities can be arranged by written agreement with the church office and approval of Building and Grounds Committee when usage fees can be determined.
7. ONE-TIME USE applications for facilities use can be approved by ministerial staff.
8. PAYMENTS are to be made in advance of actual use, payable to the First Congregational Church of Downers Grove and must accompany the Facility Usage Agreement.
9. CHURCH TELEPHONES are for emergency use only.

GENERAL RESPONSIBILITY

It is the intent of First Congregational United Church of Downers Grove that all users of the facilities will treat the property with respect and care. Facility users are responsible for any damage to the property of the church, and for the securing of the area used (turn off lights, close windows and doors, check equipment, etc.) before locking the Church and leaving the premises.