

Plymouth Congregational United Church of Christ

115 W. Merrimac Street

Dodgeville, WI 53533

Phone: 608-935-5727 Email: Plymouth@mhtc.net

Building Use and Scheduling Policy

Preface

Plymouth Congregational UCC, Dodgeville, serves its community in various ways. The church considers their facilities an extension of Christian Ministry, its use an opportunity for service and its care an aspect of responsible stewardship. The Trustees reserve the authority to make final decisions regarding its appropriate use.

Prioritization for Use

No events shall be scheduled prior to 1:00 PM on any Sunday.

The following priority will be used in scheduling:

- 1) Plymouth Congregational UCC regular worship and education, and special worship services
- 2) Plymouth Congregational UCC events
- 3) UCC Association, UCC Conferences, ecumenical church events
- 4) Non-profit service/youth groups/events
- 5) Non-profit community groups/events
- 6) For profit groups/events

Responsibilities and Expectations of Groups and Individuals

Use of equipment (tables, kitchen items, audio-visual, etc.) must be designated on the agreement form or arranged with the person responsible for scheduling at least two week prior to the event.

Furniture in rooms that are used must be put back in place, floors and bathrooms left clean, lights turned off, and the premises "left as found" before leaving the building unless prior arrangements were made and recorded on the agreement form.

With the exception of the bathroom, groups will restrict themselves to the use of the rooms they scheduled on the agreement form.

Reimbursement for any damage to equipment or the facility (repair or replacement) will be made to the church upon written notice from the Trustees. The Trustees shall establish the amount to be assessed.

Youth groups scheduled to use the church's facilities must have at least one responsible adult present at all times. Groups of 10 or more should have at least two responsible adults present at all times.

Fees

The fees outlined below are guidelines. The Trustees may waive or adjust the fees as deemed appropriate. No fees shall be charged for church functions or to the members of Plymouth Congregational UCC. See the Request/Agreement Form for the full list of fees.

Single Event Use Fee

A \$35 refundable security deposit is required at the time of reservation. The fee will be held until after the event. If the requirements of **Responsibilities and Expectations of Groups and Individuals** have been met, the deposit will be returned to the party that reserved the space. If it is determined that the requirements have not been met or if additional maintenance and/or cleaning is needed, the deposit will not be returned. See the Request/Agreement Form for the full list of fees.

Multiple Event Use Fee

Repeating events (i.e. weekly, monthly) fees will be determined by the Trustees in a case-by-case basis. A \$35 refundable security deposit is required at the time of reservation. The fee will be held until after the event. If the requirements of **Responsibilities and Expectations of Groups and Individuals** have been met, the deposit will be returned to the party that reserved the space. If it is determined that the requirements have not been met or if additional maintenance and/or cleaning is needed, the deposit will not be returned.

Funeral Fees

Fees for Kitchen and Fellowship Hall use are usually arranged between the funeral home and Plymouth Congregational UCC. In the case that the fees are not arranged, the Trustees shall determine the fee.

Wedding Fees

Fees include the Premarital Session, Planning Session, rehearsal and Wedding Ceremony. All weddings held at Plymouth Congregational UCC are officiated by Plymouth Clergy. If you wish outside clergy to participate, a co-officiate will be considered. A deposit will secure the church for the date. All fees are due at the first session.

Church Members

Pastor Fee: \$300

Reception: \$35 deposit

Non-Church Members

Pastor Fee: \$400

Building Fee: \$100 for Sanctuary

Sanctuary Custodial Fee \$35

Reception Fellowship Hall: \$100

Fellowship Hall Custodial Fee: \$35

Deposit: \$35

Scheduling

All requests for scheduling (except funerals) and the use of the church building and equipment are to be made with the pastor or office administrator. **Weddings are to be scheduled with the Pastor only.**

A Facility Use Request Form must be completed and returned, with deposit, to the church office administrator. The Trustees will be advised of the proposed use of the facilities.

Upon approval by the Trustees, a copy of the signed agreement will be mailed to the requester.

The office administrator will advise the Pastor and the custodian of the confirmed usage of the building.

Notice of cancellation should be at least 7 days prior to the event.