

PEACE UNITED CHURCH OF CHRIST

1111 N 11th Ave E
Duluth, MN 55805

218-724-3637
office@peaceucc.org

GENERAL BUILDING USE POLICIES

Welcome! Making Peace Church available to the community is part of our mission:

MISSION: We expect that groups using our building will honor our mission statement:

“Our vision is to be an accessible, open, and affirming community, growing in Christian faith, committed to peace and justice, and building the beloved community. We strive to respect and value all of creation, and the diversity of people’s sexual orientation, gender expression and identity, class, race, culture, age, and physical and mental abilities.”

LIABILITY: Groups or individuals using the Peace Church facilities agree to assume full responsibility and are financially liable for any bodily injury, property damage, and/or other damages suffered by members, attendees, or others in conjunction with the event. Groups, businesses, or caterers with insurance must provide a certificate of insurance listing Peace United Church of Christ as an additional insured. Events with 100+ attendees may be required to provide special event insurance if not already insured.

KEY: If using the building on an evening or weekend, arrangements must be made through the office to pick up a key or get the lockbox code in advance if no staff are present. Doors must be locked after expected participants have arrived and when your group leaves for the day.

ROOM ASSIGNMENT: Groups are not free to use locations other than those assigned. Changes in meeting locations must be approved through the church office. Please inform us of cancellations. If we need to change your location, we will give you as much advance notice as possible. The name and phone number of the person responsible for locking up must be on file in the Peace Church office.

CHILDCARE POLICY – SUPERVISION OF CHILDREN & YOUTH: When children are present during your function, it is your responsibility to provide adult supervision for them. Children in the building must be supervised at all times following these guidelines:

1. No fewer than two adults must be present at all times during any program or event involving children.
2. These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
3. At least one of the adults present must be currently certified in First Aid and CPR.

SMOKING/ALCOHOL/HANDGUN POLICY: The Peace Church building is smoke-free and alcohol-free. Handguns are not permitted on the premises.

CANDLES/FIRE: No use of candles, burning of sage, open flames, or smoke/fog of any kind is allowed. It will set off the fire alarm and the fire department will be notified, and you will be assessed their fee!

ROOM SET-UP: You are responsible for setting up and taking down tables & chairs, taking out garbage, and sweeping, mopping, & vacuuming floors as needed. Our custodian is available to do this for an extra fee.

STORAGE: There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing their materials offsite.

STRUCTURES, FURNITURE, APPLIANCES: The addition of furniture, appliances, or temporary or permanent structures is not allowed without prior written consent from the Peace UCC Property Committee. This includes structures such as platforms or devices that attach to the floor, wall, or ceiling.

SANCTUARY SOUND/VIDEO SYSTEM POLICY: The Sanctuary sound and video systems are available upon request. The systems may only be operated by a Peace UCC technician. Recording, sound, or video equipment may not be attached to the church system without prior approval.

ADVERTISING: If you advertise your event, it must be clear that Peace UCC is not sponsoring the event and the Peace Church phone number should not be listed as a contact on any of your advertising. Partisan political groups are not allowed to advertise within the church.

KITCHEN USE POLICIES

KITCHEN ORIENTATION: New users of the kitchen require orientation. Orientation is available by appointment and must be scheduled before your event. Please call our office to schedule: 218-724-3637.

SUPPLIES: You must provide your own consumable supplies (coffee, napkins, cream, sugar, etc.) as well as your own tablecloths and/or placemats.

DISHES, ETC: You may use the dishes, silverware, and pots/pans that are stored in the kitchen, fellowship hall, and hallway. Use the dishwasher to wash all dirty dishes, then return the dishes to their appropriate cupboards. Remember to turn the dishwasher and heater off!

APPLIANCES: Please follow the instructions for the dishwasher and stove, posted on the wall in the kitchen.

CLEAN UP: Please leave the kitchen as you found it.

1. Sweep the floor and mop any spills, if needed.
2. If you use our towels, they can be placed in a laundry basket for us to wash.
3. Do not leave any food in the refrigerator.

GARBAGE/ RECYCLING/ COMPOST:

1. Please take your garbage out to the dumpster in the lower parking lot near the shed. All garbage must be inside the dumpster. If the dumpster is locked, there is a key in the cupboard above the kitchen hand sink.
2. Please recycle properly. We recycle paper, cardboard, glass, plastic, and metal/aluminum cans. NO paper or foam plates/cups, NO food, NO plastic silverware. Make sure that it is broken down. Please take your recycling to the three bins in the lower parking lot near the shed.
3. You may also compost food waste and BPI certified compostable dishes only. Please take your compost to the compost dumpster in the lower parking lot near the shed.
4. You will find new garbage bags on the shelf under the counter by the kitchen windows or on the custodial cart in the boiler room.

LICENSING: Our kitchen is commercially licensed for Peace Church use only. Group using our kitchen can check with MDH for licensing questions at 723-4834 or 723-4642.

BUILDING LOCK-UP POLICIES

1. Check that all lights are turned off.
2. Turn off all faucets.
3. Turn off the stove and dishwasher if you used them.
4. Unplug all coffee pots.
5. Clean the space. Sweeping, mopping, or vacuuming if necessary.
6. Take out garbage, recycling, and compost.
7. Close windows.
8. Be sure that all doors are locked.
9. Return key during office hours if given.

EMERGENCY CONTACTS

Dan Shepard, Custodian: 218-293-0756
Rachel Obed, Business Manager: 218-409-7187
Pastor Corinne Freedman Ellis: 218-409-6163

Peace United Church of Christ Building Use Application

Please complete and **sign** this form. If not signed, it will be sent back to you.
 Email to office@peaceucc.org or mail or bring to:
 Peace UCC, 1111 N. 11th Ave. E., Duluth, MN 55805

Completed applications must be received at least one week before your event.
 We can't guarantee availability but will do our best to accommodate your request.

For office use only	
Approved By:	_____
Calendar:	_____
Payment Date:	_____
Insurance:	_____
Key:	_____
Orientation:	_____

Fee Schedule for Peace Church Facilities

Check boxes below for the room(s) you are requesting.

	Regular Room Fee		Member and Non-Funded Community Group Fee	
Sanctuary (Limit 370)	\$230.00	<input type="checkbox"/>	\$130.00	<input type="checkbox"/>
Fellowship Hall (Limit 200).....	\$150.00	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>
Kitchen (New orientation required. Review policy).....	\$110.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>
Fireside Room (Limit 30).....	\$70.00	<input type="checkbox"/>	\$45.00	<input type="checkbox"/>
Chapel (Limit 15).....	\$60.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>
Music Room (Limit 20-25)	\$60.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>
Sunroom (Limit 15).....	\$45.00	<input type="checkbox"/>	\$35.00	<input type="checkbox"/>
East Timor Room (Limit 15-20).....	\$45.00	<input type="checkbox"/>	\$35.00	<input type="checkbox"/>
Additional charge for event longer than 4 hours	\$30.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Sanctuary Sound/Projection Tech (Review policy)	\$75.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>
Custodian Fee*	\$75.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>

**Custodian Fee includes setting up and taking down tables & chairs, taking out garbage, and sweeping, mopping, & vacuuming floors as needed. If you do not request custodial services, you are responsible for doing these tasks or a fee will be billed to you.*

 Name of Person Making Request Email Phone Number

 Organization Address Organization Phone Number

 Type of Event Date of Event

 Set up and clean up start & end times Actual event start & end times

of event attendees: _____ Will there be an event fee? Yes No (If yes, regular room fee will apply)

Equipment Requested:	<input type="checkbox"/> Round Tables # _____ (seat up to 8)	<input type="checkbox"/> Rectangular Tables # _____ (seat up to 10)	<input type="checkbox"/> Chairs # _____
<input type="checkbox"/> TV/DVD Player	<input type="checkbox"/> Microphone	<input type="checkbox"/> Projector <input type="checkbox"/> Screen	<input type="checkbox"/> Easel <input type="checkbox"/> Coffee Pot

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Please check the appropriate box: We have insurance We do not have insurance

I have received a copy of the Building and Kitchen Use Policies for Peace UCC and understand and accept them. I accept responsibility for any church keys checked out and will return them as requested. I will implement proper locking up procedures as stated in instructions.

Signature: _____ Date: _____

Total Fee: \$_____ (Add together all checked boxes from fee schedule above)

If your application is approved, payment will be requested and is due ASAP prior to your event.