

**DUNBAR UNITED CHURCH OF CHRIST
REGULATIONS FOR USE OF FACILITIES AND GROUNDS**

I. General Regulations For All Facilities and Grounds

- 1) Use of alcoholic beverages and smoking are prohibited in buildings and on grounds
- 2) Gambling for a monetary prize is prohibited
- 3) All groups or individuals using church facilities shall be responsible for closing windows, locking doors, turning off lights and resetting thermostats. Facilities shall be left reasonably clean. Furniture, if moved, shall be returned to its original placement.
- 4) Responsible adults must supervise children and youth groups
- 5) All requests for use of church facilities by outside groups must be presented to the Chairperson of the Board of Trustees for permission.
- 6) All use of church facilities by church groups must be listed well in advance on the church calendar
- 7) Costs for facility use are listed in a separate schedule.
- 8) In case of problems while using facilities, Call:
 - o Sexton: _____ Phone: _____
 - o Trustee: _____ Phone: _____

II. Sanctuary

- 1) The sanctuary shall only be used for worship or other religious purposes. Weddings and funerals are services of worship, under the supervision of the pastor. Uses for other events require approval of the Board of Trustees.
- 2) The sanctuary organ shall be played only with permission from one of three persons: the organist, the pastor or the chair of the Music Committee.
- 3) No decorations shall be glued, nailed, tacked or taped to any surface in the Sanctuary, except by advanced approval of the Church Council. In such approved instances, masking tape should be used in place of “Scotch” tape or glue as these may damage the paint or wallpaper.
- 4) No flash photography or use of spotlights is permitted in the Sanctuary during worship service.
- 5) No rice or confetti may be thrown inside or outside the church.

III. Fellowship Hall and Parish House

- 1) Fellowship Hall exists for the social needs of the congregation. It may also be used by outside groups whose purposes are consistent with the beliefs and traditions of Dunbar Church. When conflict arises between use by an outside group and use for church activities, Dunbar Church has first priority.
- 2) Any outside group using church facilities on a regular scheduled basis must coordinate plans with the Church Council well in advance. Church use has first priority.
- 3) The Parish House rooms are primarily for the use of the Dunbar Church School.
- 4) Advance planning is necessary to prevent conflict between two or more groups using church facilities simultaneously.

DUNBAR UNITED CHURCH DONATION SCHEDULE

	Sanctuary	Fellowship Hall		Parish House
	Full Day	1/2 Day	Full Day	
Parish Members	\$0	\$0	\$0	\$0
Non-Members	\$175	\$200	\$275	See #1 Below

1/2 day = Up to 4 hours
Full Day - Up to 8 hours

- 1) The Board of Trustees will examine donations for use of the Parish House on a case-by-case basis.
- 2) A \$75 custodial fee deposit is required for use of Fellowship Hall. This is in addition to the donation.
- 3) Consult the pastor and organist about additional fees for weddings and funerals.
- 4) Any use not covered by the above schedule requires negotiation with the Board of Trustees.
- 5) Fellowship Hall can be used to prepare and serve a meal. However, use of church flatware, cooking utensils, cookware, etc. is not permitted.
- 6) Consumable items such as paper goods, coffee, tea, sugar, table cloths, aluminum foil, etc. must be furnished by users.
- 7) Do not leave leftover food, drinks, etc.
- 8) You are required to take your garbage and trash when you leave.
- 9) Please return thermostat to its original setting if you have changed it.
- 10) Tabletops must be protected from cutting, staining, markers, etc. Users are responsible for protective materials, and any damage.
- 11) Facilities are not available for commercial use.
- 12) Deposit will be forfeited for the following conditions:
 - a) Garbage
 - b) Damage
 - c) Mess