

GUIDELINES FOR BUILDING USE AT HERITAGE CHURCH

Updated 10/2003 by the Board of Trustees

Policy. The use of the church facilities is encouraged as long as such use complies with the following guidelines.

1. **Prohibited Activities.** The church may not be used for any of the following:
 - a. Any purpose that is not consistent with the goals and purpose of Heritage.
 - b. Political groups.
 - c. Gambling.
 - d. Serving or consumption of alcoholic beverages, tobacco products, drugs or any other illegal activities.
 - e. Use of any facilities or performance of any activity not specified in the application form and agreement.
 - f. **Food or drink are not allowed in the sanctuary.**

2. **Procedure.** Church sponsored activities will have priority over non-church sponsored activities.
 - a. Groups Within the Church.
 - 1) Special meetings, activities and programs of the boards or other church organizations require first checking with the church office to avoid conflict with other events and to have the meeting recorded on the church calendar.
 - 2) Any concerned member of Heritage may request that the decision of a board regarding building use be referred to the moderator who shall call a meeting of the Prudential Board as soon as possible.
 - b. Requests Originating from the Outside (including members requesting for non-church functions)
 - 1) All requests for use of the church facility shall be made by completing the attached application and submitting it to the church secretary who will determine if the requested facilities are available on the date requested. The church office shall maintain a calendar of facility use and keep all applications on file.
 - 2) The church office shall refer the application to the Trustees. The Trustees shall evaluate the request for consistencies with the policy.
 - 3) All requests for building use must be approved by the Board of Trustees in advance or by the pastor on short notice.
 - c. The church office will notify the staff and the requester of approval at the earliest opportunity.

3. **Rules and Fees**
 - a. The Board of Trustees shall establish rules and fees (see attached schedule) for the use of the facilities and equipment. The Trustees shall determine the conditions of use of church property (damage, liability, etc.).

- b. In most cases a member of Heritage will be required to be in the building when an outside group meets at the church. In those cases when this not necessary or practical, a key may be issued to a designated person from the group. **That person will be responsible for turning off lights, returning any equipment used to its original condition and location, and lock all exterior doors.**
4. **Damage and Insurance:** All user groups and individuals are responsible for conducting their activities in a safe manner. Any and all damage to Church property shall be paid for and is the sole responsibility of the user.
5. **Kitchen Use:** (must be applied for on the application and approved).
 - a. All persons or groups using the kitchen will be expected to leave it in a clean, sanitary condition. (This includes stove, sinks, counter tops and floors.)
 - b. All dishes, silverware, glassware and equipment authorized to be used will be washed, dried and returned to their original location.
 - c. Hot items from the stove or oven **must not** be placed on counter tops without insulating protection beneath them.
 - d. Trash disposal is the responsibility of the group using the facility. Trash containers are to be emptied and the liners replaced. Trash is to be sorted according to city of Madison requirements and the bags securely tied and placed in a designated area.
 - e. Soiled dishcloths and dishtowels are to be collected and placed next to the sink for washing. It is preferred that an individual from the group take these home, launder them and return them to the proper drawer in a timely manner.
 - f. Commercial catering services and individuals providing such services are required to furnish their own supplies and utensils. They are permitted use of the stove, sinks, refrigerator and work surfaces. They are required to clean all equipment used **and are required to remove all trash they generate, from the premises.**
 - g. Do not use the dishwasher unless instructed in its operation and its use has been approved.
 - h. Do not leave unused food in the refrigerator or freezer.
 - i. Breakage of equipment or dishes must be reported to the church office. Costs of replacement or repair of the broken items are the responsibility of the user.
 - j. Groups and individuals from outside the church must furnish their own consumable supplies.
6. **Fellowship hall use:** (Use for this hall must be applied for and approved and does **not** include classrooms unless included in the application.)
 - a. All decorations must be freestanding or hung by a device (e.g. fish line) from the ceiling tile framework.
 - b. All spills on carpet must be promptly cleaned up with appropriate materials.
7. **Sanctuary Use:** (must be applied for on application form and approved.)

- a. Decorating of the sanctuary shall be done in such a way that pews or other furnishing are not marred or damaged. (The decorations should be of good and appropriate taste and approved by the wedding coordinator.)
 - b. Use of candles must be approved (dripleless only).
8. **Nursery Use:** (must be applied for on application form and approved.)
 - a. Church sponsored groups shall abide by the guidelines of the Heritage Child Safety Plan.
 - b. Groups from outside the church using the nursery shall supply **in-nursery** supervision providing a reasonable and safe adult to child ratio.
9. **Loft Use:** (must be applied for on application form and approved.) Youth using this area must have adult supervision at all times.
10. **Reservation of Rights:** The Board of Trustees may amend, repeal or replace these guidelines at any time without notice. The Board of Trustees reserves the right to deny the use of the Church facilities to any individual or group outside of Heritage Church for any reason or for no reason.

We at Heritage are proud of our facilities and ask that you help us take care of them by observing the following:

- Leave the facilities in the same condition you found them.
- Provide safe and responsible supervision of children at all times.

For weddings see additional guidelines, Weddings at Heritage.

**Fee Schedule and Capacities for Building Use at
Heritage Congregational Church**
Effective 10/2003

Sanctuary (capacity 240) \$150 for up to three hours, \$50 per hour, for each additional hour, with a maximum of \$500 per day.

Both the Sanctuary and Fellowship Hall may be used for \$200 for up to three hours (or refreshments can be served in the Narthex). \$0 for members.

Fellowship Hall (table seating capacity 125) \$125 for groups of up to 75 for three hours or less; \$175 for groups of 75-125 for three hours or less; full day use is negotiable. \$0 for members.

Classrooms (capacity 20 each) \$25 for nonmembers, \$0 for members.

Conference Room (capacity 30) Use included for weddings with the rental of the Sanctuary. Otherwise, \$30 for nonmembers and \$0 for members for up to three hours.

Nursery (capacity 10) No charge as long as its use is applied for and approved.

Loft \$50 for up to three hours.

Kitchen Only available with use of another room. Fee negotiable.

Custodial Fees \$25 per hour for members and nonmembers as needed. Payment is due with building use fee payment.

Damage Deposit There will be a damage deposit fee of \$50 on all building rentals, with the exception of weddings.

All special requests will be addressed by the Board of Trustees.

**Use of Heritage Church Building and Facilities
Damage Report**

Date _____
Event _____
Contact Person _____
Address _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email _____
Location _____

Damage reported by:
Name _____ Date _____ Time _____

Damage description:

Building Chair Comments:

Monetary Damage Assessment _____
Payment Received _____ Date _____
Work Completed _____ Date _____

Application Form and Agreement for use of Heritage Church Building and Facilities

1. Person or group requesting use _____
Address _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email _____
2. Sponsoring Organization _____
3. Designated agent or applicant _____
4. Date needed _____ Time needed from _____ to _____
5. Rooms needed and equipment to be used:
Fellowship Hall _____ Kitchen _____ Sanctuary _____ Nursery _____
Classrooms (how many) _____ Organ _____ Piano _____
Instructional Equipment _____ Other _____
6. Expected number of Attendees _____
Number (if any) who are members of Heritage Congregational Church _____
7. Names of two adult members of Heritage (not from the same family)
sponsoring this request and recommending its approval:

8. Describe the purpose of the event:

9. Name of person or group responsible for care, use and damage to facilities and
equipment used:
Address _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email _____
10. Name of liability insurance carrier: _____
11. Amount of liability insurance coverage: _____
12. Damage deposit of \$50.00. Building Use Fee (see fee schedule) _____

On behalf of the applicant, I certify that:

- **I have read and am familiar with, and will follow the Guidelines for Building Use at Heritage Church**
- **Upon approval and prior to the event, the applicant will post the appropriate fee for use of the Church facilities**
- **All safety and fire laws will be observed**
- **The applicant will undertake no dangerous activities or activities which will interfere with other uses in the Church building or the worship of God**
- **The applicant will indemnify and hold Heritage Congregational Church of Madison, WI harmless from any and all claims, damages, liabilities or judgments, including costs and attorney fees that may arise as a result of the applicant's use of the Church facilities**
- **Heritage Congregational Church of Madison, WI will be named as an additional insured on the applicant's liability insurance policy, if requested**
- **The purpose for which the Church's facilities will be used are consistent with the goals and purposes of Heritage Congregational Church of Madison, WI**

Signature _____
Name (print) _____
Title _____
Date _____

For Church Use Only

____ Approved _____ Denied by the Pastor _____ date
____ Approved _____ Denied by the Board of Trustees _____ date
Comments: _____
Applicant informed of decision _____ date Use Fee Paid _____ date
Custodian informed of decision _____ date
Damage deposit received _____ amount _____ date
Use Fee received _____ amount _____ date



*Weddings at
Heritage Congregational Church
3102 Prairie Rd.
Madison, WI 53719
(608)274-0833
heritageoffice@heritagemadison.org*

Congratulations on your upcoming wedding! We at Heritage rejoice with you and pray for you during this time of preparation. We consider marriage to be a holy covenant and the service itself to be a true and meaningful expression of your love for one another and your love for God. The following information is given to assist you in planning your special day. Please feel free to ask any questions you might have after reading this information.

Meeting with the Minister

Each couple will meet with the minister of Heritage Church 2-3 times to prepare for the wedding. We believe this is important so that you and the pastor can get to know one another, plan a wedding service that reflects the love that God has given to you, and discuss issues that will play an important role in your marriage. Please call the church phone or send an email to set up these meetings 2-4 months prior to the marriage.

If you would like to have your own pastor perform the ceremony, this can usually be worked out with the pastor of Heritage.

The Wedding Coordinator

The wedding coordinator will help with plans such as decorating the church and floral delivery, plus be present at both the rehearsal and the ceremony to assist in any way that is needed. The wedding coordinator will contact you a month prior to the wedding to work on these details.

The Church Music Director

The Heritage Music Director is available to play organ, piano and/or violin at your wedding. He will send you a CD of selections and a form to complete as soon as your wedding is scheduled. If you would like to have your own soloist or musician participate in the service, it may be done with the permission of the Music Director. If you wish to choose music that is not listed on the Music Director's selection list, please submit the selection and it will most likely be approved. Our only request regarding music is that it be fitting for the reverence of a wedding ceremony.

The Wedding Service

Included in each service will be the following elements: scripture reading, prayer, wedding vows and exchange of rings. You may also include other readings, candle lighting, signing of the marriage license and other symbolic rituals that you feel reflect the gift of your love and the future of your married life together. These details will be decided upon when you meet with the pastor.

Miscellaneous, but Very Important, Information

- 1) All weddings at Heritage Congregational Church are performed at the discretion of the pastor.*
- 2) If you would like to use real candles (rather than electric or battery-operated), make sure they are driplless.*
- 3) A guide for the photographer is to not take any flash photos during the worship portion of the wedding, such as scripture readings, message, vow and ring exchange. Also, they should not get too close to the chancel area when these elements of the service are taking place.*
- 4) Do not bring any alcohol or drugs into the church building, and be completely sober for this holiest of ceremonies.*
- 5) Please refrain from throwing rice, birdseed or confetti inside or outside the church building.*

Wedding Fee Schedule

The entire fee (excluding any excess custodian hours) is to be paid prior to the setting of the date on the church calendar. If the wedding is cancelled thirty (30) days prior to its scheduled date, all but \$100.00 of the fee will be refunded.

Church Members

Use of Building No Charge

*Honoraria \$ 500.00**

Honoraria Breakdown:

\$125 Church Musician (includes accompaniment of two vocal selections)

\$200 Minister

\$125 Wedding Coordinator

\$50 Custodian

Non~Church Members

*All~inclusive Fee \$1000.00**

Hourly Custodian Fee \$ 25.00 (for custodian services in excess of 2 hours)

**The church is available for a total of three and one half hours, which is comprised of two hours prior to the scheduled time of the service, one half hour for the service and one hour following the service. Anything more is to be arranged prior to the date and subject to a billing of \$25 per hour.*