

Facility Use Manual
Member-Church Event



Peoples Congregational United Church of Christ
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Ratification by Church Council

August 30, 2024

Church Member Facility Use Policy

Space Capacity Regulations

The highest priority for the use of Church space will be given to Worship and Liturgical Services, and Church-related activities, including activities sponsored by Church Boards, Clubs, Circles, and Organizations.

Room reservations may be changed, if needed, to accommodate functions of the Church. All requests to use space must be approved by the Church Office as authorized by the Senior Minister.

Facility space will be reserved on a first-come- first- serve basis in accordance with the established Facility Use Policy.

The space being requested, set-up and anticipated attendance **must** be identified on the *Facility Use Request Form*.

Attendance at events must not exceed the maximum occupancy set forth by the Fire Marshall. The space capacity available for rental ranges from 25 persons up to 600 persons. Events **will be** terminated, as authorized by the Fire Marshall, if occupancy capacity is exceeded.

Weekday meetings/events must conclude by 8:00 p.m. and on Saturday, meetings/events must conclude by 10:00 p.m., which includes clean-up time. Sundays are available for special events only and must be approved by the Church Office as authorized by the Senior Minister.

Meetings for elected political officials, or their representatives and/or candidates for public office must be approved by the Senior Minister and the Church Moderator.

Reservation Procedures: Security Officers - Overtime Requirements

Events sponsored by Church Organizations, Boards or Committees **are not** assessed a Facility Use fee. All fundraising events **require** prior approval by the Board of Trustees. (*Financial Management Policies and Procedures Handbook*)

Church Member Facility Users **must** complete and submit a *Facility Use Request Form* to the Operations Specialist no later than two weeks prior to a planned event. Submission of the form **is not** confirmation of requested space.

First-time Facility Users must submit a *Facility Use Request Form* in person during Church Business Hours: Monday- Friday 10:00 a.m. - 4:00 p.m.

Returning Facility Users may complete the *Facility Rental Request Form* on the Church's website (www.peopleschurchucc.org - Home Page Facility Rental) and submit electronically to the Operations Specialist at yhunter@peopleschurchucc.org or Fax to (202) 726-9301.

Reservation Procedures: Security Officers - Maintenance Staff and Overtime Requirements

Church Member Facility Users will be informed by email when the *Facility Use Request Form* has been received and whether space is reserved. If requested space is not available, Users will be asked to submit alternative dates.

A signed *Facility Use Agreement* that details the purpose for the Facility Use, date and time of occupancy, type of event, are required to confirm the Facility Space.

Church Members and their Guests are responsible for maintaining the condition of the facility spaces for their events. The facility space must be left in the same good condition as it was found.

The *Facility Use Agreement* **must** be signed to confirm space; and can only be signed by persons over 21 years of age.

Two Security Police Officers are required for events that **exceed 100 guests** (\$400.00 Fee).
One Security Police Officer is required for events with **less than 100 guests** (\$200.00 Fee).

Facility Renters will be charged a separate fee of \$160.00 to cover costs for required Maintenance Staff for the event.

Events that exceed the contracted end time will pay \$100.00 per hour overtime fee

Equipment Rental and Liability Requirements

Church Member Facility Users may provide equipment for an event if indicated on the Facility Use Request Form. Church Member Facility Users may use the equipment of Peoples Church at no cost according to its availability.

Church Member Facility Users are responsible for the safe use of any equipment; and must ensure that its use will not cause disturbance to other Facility Users.

Any damage to Church property must be reported to the Church Office and a *Facility Damage Incident Report Form* must be completed. (*Facility Damage Incident Report Form* is enclosed)

Church Member Facility Users may provide Hospitality/Serving supplies.

If supplies are not provided, a fee will be assessed. The Kitchen must be left clean; and all outside food/beverages and supplies **must be removed** after the event. (Fee Schedule is enclosed)

Events held for persons under the age of 18 must have adult supervision at the event and on the premises. A supervision ratio of 1 adult to 8 youth is required.

Facility Users must provide the *Serve Safe Food Certificate* from the Caterer, if applicable, to the Operations Specialist; and a current copy of the certificate is maintained on file in the Church Office.

Caterers must provide all serving supplies and Hand Sanitizer; and must leave the Kitchen clean, and all outside food/beverages and supplies must be removed after the event.

Administrative Regulations

The Church Office copy machines are for administrative staff use only. Church Member Facility Users requiring material to be photocopied for Church related events should request assistance from the administrative staff in advance of an event. A Photocopy Request/Invoice Form must be submitted. A photocopy fee will be assessed. (Photocopy Request/Invoice Form is enclosed)

Maintenance Employees are not responsible for operating or providing access to Office machines.

The Facility Use Agreement authorizes the use of reserved space only. Restrooms most proximate to the reserved space(s) are available. All other areas of the Church are not open to Church Users and guests.

A courtesy telephone is available for local telephone calls at the Reception Desk.

Church Member Facility Users and their Guests will be instructed to use the Church's parking lot as space is available and/or park legally on neighborhood streets.

Food/beverages are **not** allowed in the Sanctuary, Chapel, and Hallways.

Smoking/drugs and alcoholic beverages are prohibited on the premises.

Church Hours of Operation (January through December)

Monday 9:00 a.m. – 5:00 p.m.

Tuesday 9:00 a.m. – 5:00 p.m.

Wednesday 9:00 a.m. – 5:00 p.m.

Thursday 9:00 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 2:00 p.m.

Sunday 9:00 a.m. – 2:00 p.m.



**Facility Use Request Form
Member (Church Event)**

General Information:	
Name of Requestor: _____	Date Submitted: _____
Telephone No. Day: _____	Telephone No. Evening: _____
Address: _____	
Email Address: _____	
Name of Church Organization: _____	
Type of Event: Banquet ___ Meeting ___ Reception ___ Wedding ___ Fundraiser ___ Funerals ___	
# Of Guests: _____	Date of Event: _____
Event Start Time: _____	Event Ending Time: _____
Space Request/Capacity/Fee:	
Atrium (25-40 w/tables) ___ Bridal Suite (3-4) ___ Chapel (75) ___ Classroom (Rooms 203, 205, and 206) (25) ___ Corbin Lounge: (30) ___ Fellowship Hall (350 w/tables & 450 wo/tables) ___ Gallery (25-30) ___ Kitchen (15) ___ Library: (25-30) ___ Parking Lot (75) ___ Plaza (30-40) ___ Quiet Room (10) ___ Reaffirmation Garden (25-30) ___ Sanctuary (600) ___ Facility Rental w/ Security Officer (100 and under)= 1 Officer \$200 ___ (100+)= 2 Officers \$400 ___	
Room Information and Setup-Type:	
Sound System & Technician \$75/hour ___ Microphone \$50/each ___ How many will you need? ___ LCD Monitor-Laptop-Live Stream \$200 ___ Musician(s) ___ (Fees will be discussed during the planning meeting.)	
(13) Round Tables # _____ (6) Rectangle Tables # _____ (170) Chairs # _____	
Set-up Type: Banquet ___ Auditorium ___ Clear Space ___ T-Shape ___ Other: _____	
Requestor Signature: _____	Date: _____
Operations Specialist: _____	Date: _____

Peoples Congregational United Church of Christ

Facility Use Agreement

Requestor (Church Organization) _____

Contact Person: _____ Date: _____

Street Address: _____

Phone Number (s): _____ C _____ H _____

Facility Use Date: _____

Purpose of Event: _____

Email: _____

Event Start Time: _____ Event Ending Time: _____

Number of Guests Attending: _____

Space Request/Capacity/Fee:

Atrium (25-40 w/tables) ___ Bridal Suite (3-4) ___ Chapel (75) ___
Classroom (Rooms 203, 205, and 206) (25) ___ Corbin Lounge: (30) ___
Fellowship Hall (350w/ tables & 450 wo/tables) ___ Gallery (25-30) ___
Kitchen (15) ___ Library: (25-30) ___ Parking Lot (75) ___ Plaza (30-40) ___
Quiet Room (10) ___ Reaffirmation Garden (25-30) ___ Sanctuary (600) ___
Facility Rental w/ Security Officer (100 and under - 1 Officer \$200 ___ (100+) -2 Officers \$400 ___

PAYMENTS ACCEPTED BY BANK CHECK/MONEY ORDER/CREDIT-DEBIT CARD ONLY

\$ ___ Facility Rental Security Officers **(Required)**
\$ ___ Staff Maintenance Service Fee - \$160.00 **(Required)**
\$ ___ Overtime Fee - \$100.00 per hour/or fraction of hour
\$ ___ Sound Technician - \$75.00 per hour (If applicable)
\$ ___ **Grand Total (Payable to Peoples Church)**

Requestor: _____ (Signature)

Operations Specialist: _____ (Signature)

Emergency Policy

The elevator will be shut down in case of emergencies such as a fire, and the elevator may also be out of service in the event repairs are required. Consequently, Peoples Congregational United Church of Christ is not responsible for and bears no liability for getting those with disabilities and others who must use an elevator: (a) to and from the Lower Auditorium or the Second Floor in the event that the elevator is not in service, or (b) off of an elevator that suddenly stops functioning.

Accordingly, Users should not request the Lower Auditorium or Elmes Classrooms located on the Second Floor unless they know and are sure that no persons who require elevator service, such as those who use wheelchairs or walkers or who cannot walk up and down steps, will attend the event.

In the event of an emergency, Church Members, who organize events, must identify all exits for their Guests at the start of the activity.

Worship and Prayer Schedule

Holy Communion Service

First Sunday 10:00 a.m.

Baptism and Christening Services

Second and Fourth Sunday 10:00 a.m.

Church School

Sunday Adult Church School 9:00 a.m.

Sunday Church School 10:00 a.m. (September – June)

Prayer Meetings

2nd & 4th Wednesday Word Devotional Conference Call 7:00 - 7:30a.m.

Every Wednesday Noon Prayer Service 12:00 – 1:00 p.m.

Bible Study

Thursday Bible Study 6:00 – 7:00 p.m.

Nursery Service

Available During 10:00 a.m. Worship Service

VISION OF THE CHURCH

“... so we, who are many, are one body in Christ and individually we are members of one another.” (Romans 12:5 NRSV)

Peoples Congregational United Church of Christ is a progressive Christian community called by faith, led by hope and united by love to build strong and committed disciples for Jesus Christ and to be a spiritual presence locally and globally in service to humanity. This vision is lived out through our focus on relationship with the Lord, which produces perspective; scholarship in study of the Scriptures, which produces focus; stewardship awareness in our giving and sharing which produces trust; and fellowship with our sisters and brothers in Christ, which produces unity.

“Write the vision and make it plain on tablets, so that a runner may read it, for there is a vision for the appointed time...” (Habakkuk 2:2-3 NRSV)

MISSION OF THE CHURCH

- ✦ To worship God and preach the gospel of Jesus Christ and to labor for peace and justice so that the world may become the kingdom of God on earth;
- ✦ To foster with its membership, by its teaching and its ministry, the spirit which was in Christ;
- ✦ To be to its membership and the community a source of spiritual refreshment, guidance, transformations, comfort and support;
- ✦ To impress upon its membership the need for mutual loyalty and charity;
- ✦ To teach its young people the noble traditions of its past; to point them the possibilities of its future, and to give guidance in the building of Christian character; and
- ✦ To educate and develop its members for consecrated and sacrificial service.

Peoples Congregational UCC

Photocopy Invoice

4704 13th Street NW
 Washington, DC 20011
 (202) 829-5511
 www.peopleschurchucc.org

Sold To:
 Church Organization

 Contact Person
 Telephone Number

Invoice Number | 1
 Invoice Date

 Prepaid/Collect

Quantity	Description	Unit Price	Amount
		0.00	0.00
		0.00	0.00
		Subtotal	0

Pay this Amount

Peoples Congregational United Church of Christ

Facility Damage/Incident Report

Date of Report: _____

Name of Person Submitting Report: _____

Date Damage/Incident Occurred: _____

Was Church Office Notified? Yes ___ No ___

Indicate the Rental Space and/or contents damaged and the extent of the damage:

Did damage/incident cause interruption of the event? Yes ___ No ___

Describe how damage/incident occurred:

Name(s) and address(es) of anyone sustaining bodily injuries as a result of the damage/incident and the extent of such injuries:

Was damage caused by fire? Yes ___ No ___

Time fire discovered: _____

Was Fire Department called? Yes ___ No ___

Name of person who called Fire Department: _____

Was building evacuated? Yes ___ No ___

Was fire alarm activated? Yes ___ No ___

Was fire extinguished? Yes ___ No ___ If yes, by whom _____

Signature of Person Submitting Report

Peoples Congregational United Church of Christ Facility Use Evaluation

Name: (Optional) _____

Event Date: _____

Space Location: _____

	Very Satisfied	Satisfied	Fairly Satisfied	Dissatisfied	Very Dissatisfied
Initial Contact					
Tour of Facility					
Interaction with Staff					
Explanation of Use Agreement					
Space Set-Up					
Set-up as Requested					
Facility Cleanliness					
Flexibility of Staff					
Rate your Experience					
Overall Customer Service					
Accessibility of Facility					
		Yes		No	
Overall Satisfaction					
Would you Use Again?					
Would you Recommend this Facility?					
Would you Submit a Review?					

Other Feedback or Comments:

Complete Online at www.peopleschurchurch.org: Select Facility Rental on the Home Page