



Building Use Policy

“UCC of Missoula embraces a diverse community, while journeying in faith, to serve our neighbors and love all creation.”

With this mission in mind, UCC will make facilities available to groups both internal and external to the church.

The following document outlines our Building Use Policy and specifically covers the following items:

- Who may use the building
- What is not considered an appropriate use
- Priority of use
- How to schedule use
- Kitchen use
- Use of equipment
- Fees and deposits for use

WHO MAY USE BUILDING?

A. University Congregational Church services, meetings and programs.

B. Members and their immediate families may reserve facilities on a priority basis and for reduced fees for family events including: milestone anniversaries (e.g., 25, 30, etc.), birthdays, baptisms, weddings, funerals and showers. Events can be scheduled no more than six (6) months in advance of the requested date, with the exception of wedding services involving all or a portion of the sanctuary, narthex, Fireside Room and courtyard which may be made up to 12 months in advance.

C. Outside groups such as charitable, educational, civic and social action groups may request the privilege of using the facilities subject to the applicable fees and building use priorities. Use by all outside groups requires prior approval by the church administrator or Cabinet.

D. Outside events having particular relevance to the congregation are preferred, however, any fund-raising event for outside groups requires prior approval by the Cabinet or church administrator. Non-fundraising events may be scheduled no more than three (3) months in advance of the requested date. An appropriate release and a certificate of public liability insurance may be required. The UCC Cabinet reserves sole discretion to deny the use of its facilities to any group regardless of prior uses by the same or other groups.

E. General guidelines for use:

1. UCC Church’s Safe Church Policy must be followed at all times while conducting activities at the church.
2. All minor children must be supervised in a manner consistent with the UCC Safe Church Policy.
3. Smoking, vaping, chewing tobacco and recreational drugs are prohibited in the building or on church property.



4. Member/non- member groups and individuals will be assigned a church liaison for the event.
5. The UCC alcohol policy is applicable for all events and activities during which alcohol is present or served.

NOT CONSIDERED FOR BUILDING USE

- A. Organizations whose activities are in conflict with the mission of UCC Congregational Church
- C. Groups or activities not approved by the Cabinet or church administrator

PRIORITY OF USE: Use of the building is prioritized in the following order: (greatest to least preference)

- A. Scheduled worship services
- B. Church-related meetings, programs, music and other activities
- C. Member celebrations of matrimony, receptions or life cycle events (birthdays, anniversaries, funerals, etc.) on a "first-come, first-served" basis.
- D. Approved community-related activities. If two groups and/or applicants request usage of the facilities or grounds for the same time, the church administrator will use discretion as to which activities will be allowed and if multiple events may occur simultaneously.
- E. All other approved uses

HOW TO SCHEDULE BUILDING USE:

- A. Groups or individuals wishing to use church facilities or grounds should contact the church administrator at (406) 543-6952 for a building use packet. (Packet materials may be available online.) Review the packet and submit the Building Space Application Form.
- B. The church administrator will approve requests for building use at the earliest opportunity prior to the activity. Those approved for building use must submit the Building Use Contract Deposit and fees to finalize the reservation of a room(s), space or grounds.
- C. Advanced Reservations, reservations made six (6) or more months prior to event, will require the deposit and 50% of the fees paid with the remaining fee balance paid 30 days prior to the activity.
- D. Checks returned for insufficient funds shall be charged an administration fee. (See Fees section below.)