



# United Church of Underhill

In covenant and connection with the people of the  
United Church of Christ and the United Methodist Church

*Jen Mihok, Pastor*

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## BUILDING USE POLICY

*Use of church facilities and property shall be in accordance with the following rules:*

- 1) Facilities and properties are available to non-profit organizations, community service agencies, individuals and families whose intentions are consistent with the values and beliefs of the United Church of Underhill (UCU) as interpreted by its Trustees ministry. Priority for groups/individuals will be based upon the following:
  - I. The UCU, its ministries and its members.
  - II. Civic and/or community organizations (e.g. AA, Red Cross, Lions Club, etc.)
  - III. Non-profit organizations and/or community social groups (e.g. Boy/Girl Scouts, Little League, Jericho-Underhill Water District, etc.)
  - IV. Profit organizations and/or individuals.

***NOTE: In certain circumstances it may become necessary for the church to hold a service or other church related function on a date and at a time previously reserved. In this case, the church's need has priority. The church will notify the organization or individual as far ahead as possible if an event needs to be rescheduled or canceled.***

- 2) Facility and property use must be approved by the Trustees ministry, contacted through the Trustee of the month. Please call (802) 899-1722 for contact information or email [trustees@ucu.church](mailto:trustees@ucu.church).
- 3) Persons or groups using church facilities and properties are liable for any damage resulting from their use (see fee schedule below for damage deposit fee).
- 4) Persons or groups using church facilities and properties are responsible for returning them to their original condition. Returning furniture and equipment to their original places, removing trash, removing flowers, etc. is expected.
- 5) All groups are responsible for ensuring that excessive wear or damage to buildings, fixtures and properties does not occur. Any damage to buildings, property or equipment will be billed to users.

- 6) If a key is borrowed to open church buildings, it must be returned within 24 hours.  
The church key code for the rear entrance may be obtained by calling (802) 899-1722.
- 7) Smoking and alcoholic beverages are not permitted on church property.
- 8) No food or drinks are permitted in the sanctuary.
- 9) The accessibility lift is off-limits to unattended children.
- 10) Failure to observe rules may result in future denial of facility and property use.

## EQUIPMENT USE POLICY

*Use of church equipment shall be in accordance with the following rules:*

- 1) Equipment is available to non-profit organizations, community service agencies, individuals and families.
- 2) Equipment use must be approved by the Trustees ministry, contacted through the Trustee of the month. Please call (802) 899-1722 for contact information or email trustees@ucu.church.
- 3) Persons or groups using church equipment are liable for any damage resulting from their use (see fee schedule below for damage deposit fee).
- 4) Equipment must be returned within 24 hours of use unless alternate arrangements are made by the Trustees ministry ahead of time.

## FEE SCHEDULE

*Please make out all checks to: United Church of Underhill*

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**NOTE: Fees for weddings may differ.**

**Please see the "Wedding Information and Planning Packet" for more information.**

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### **Non-Members:**

- 1) Sanctuary and Fellowship Rooms (Fellowship Hall and basement): **\$100 for ½ day. \$200 for a full day.** (50% off for community and non-profit groups).
- 2) Church Kitchen: **\$70/day.**
- 3) Equipment use fee: **\$20.**
- 4) There are no set fees for funerals or memorial services.
- 5) The use of Live Streaming technology for funerals, memorial services, or other events in the sanctuary use fee: ranges from **\$40-\$100** (dependant on the availability of camera operators and programming needs)

### **Members and Affiliates:**

Donations may be made on a discretionary basis. **NOTE:** Affiliates are defined as those who support the ministries of the church prayerfully, financially or through service.