

**First United Presbyterian Church of Milliken Colorado
Building Use Policy**

Non-affiliated members (as determined by the Board of Trustees) must submit a refundable \$100 deposit to reserve building use date.

*** Deposit must be submitted prior to agreed upon building use date**

*** Only check deposits will be accepted. Checks will be held without being deposited. Checks will be voided and shredded if all the conditions of the building use agreement have been met.**

First United Presbyterian Church (FUPC) considers the use of its property as an important part of the overall mission program. By assisting local community organizations, the church seeks to serve, as Christ would want us.

All groups whose programs are consistent with the mission of the FUPC, as approved by the Trustees, can be considered for use of the church facility on a scheduled basis as part of the mission of the First United Presbyterian Church.

The Colorado Division of Property Taxation has strict policies with respect to a church or synagogue and its tax-exempt status. The tax administrator has ruled that activities have to be one of the following:

Religious

Educational

Of charitable nature

We can rent to a for-profit organization no more than 7 days per year. All other organizations must be of non-profit nature and must not seek to use the church in an educational manner that would eventually lead to a profit status.

The Sanctuary is intended to be used for the worship and glory of God. Any function determined by the Trustees not to be compatible with this statement or with Presbyterian Law and custom will be deemed inappropriate use of the Sanctuary.

All reservations of rooms, dates, and times are to be made in the church office and placed on the master calendar. Church-related groups will have priority.

Building use shall end no later than 10:30 p.m. except by prior approval.

All groups using church facilities shall be responsible for its condition during and after such use, as covered by the Conditions & Guidelines for Facilities, as addressed to each group's "person-in-charge."

All groups are responsible for any damages incurred during the time they are using the facilities, except where FUPC groups are covered by the church's insurance.

Fire and insurance regulations require that there be **NO SMOKING** in the church facilities. Candles may only be used in a worship setting and require prior approval for all events other than regular services.

There shall be no alcohol consumption or drug use on church property by any church member, visitor, or staff person.

No weapons of any kind are allowed on church property.

Any proposed changes in this policy shall be brought before the Trustees.