

HOW TO ARRANGE TO  
USE SPACE IN CHRIST  
CHURCH

---

**Call:** 314-644-3033  
9:00AM– 12:00PM  
Monday-Friday

**Email:**  
[office@maplewooducc.org](mailto:office@maplewooducc.org)  
The church office to see if  
space is available.

\* We will make every effort to  
accommodate your needs.  
However, please understand that,  
even after your space is booked,  
on occasion, your space may be  
needed for an unscheduled  
church event such as a funeral.

\* Members of Christ Church may  
arrange for use of our Fellowship  
Hall, paying only a custodian's  
clean up fee of \$25. This fee  
cannot be waived.

**Christ Church, UCC**  
2200 Bellevue Ave.  
Maplewood, MO 63143

314-644-3033  
[office@maplewooducc.org](mailto:office@maplewooducc.org)  
[www.maplewooducc.org](http://www.maplewooducc.org)

Revised 10/29/2015

# Christ Church

UNITED CHURCH OF CHRIST

USE OF  
BUILDING



TEL: 314-644-3033



## CHRIST CHURCH UCC BUILDING USE POLICY



### ***Our Vision Statement***

We believe that all people are made in the image of God and that all are welcome at Christ's table. We aspire to be an open-minded community of faith, engaged in meaningful worship, and committed to social justice, community service, and personal spiritual growth.

### ***About Us***

Christ Church has a long and historic tradition of ministry in Maplewood, Missouri beginning in 1890. An expression of our United Church of Christ values of creating inclusive community around Jesus' welcome table, taking the Bible seriously in study and dialogue, and embodying Christ's ministries of healing, justice and peace. Christ Church continues to be a place where faith development and growth are encouraged. We offer worship services to the glory of God so that "Whoever you are, and wherever you have been on life's journey, you are welcome in this community of faith."

### ***In the Community***

Christ Church has a love for people, especially those with struggles and challenges in life. So we do all we can to reach out to help others. For that reason, we provide space for groups to meet, and we are actively doing our part to help community and church organizations that serve others.

*We ask non-members to pay a "building use fee" to Christ Church in order to share in the cost of hosting events.*

### ***For single events:***

- 1 If your event is one that generates revenue for a non-profit service project, we ask for 10% of your net proceeds.
- 2 For a one-time use of the Sanctuary by a non-member, such as a wedding, funeral, concert or speaking event, we ask for a fee of \$300, with an additional fee of \$50 for custodian services.
- 3 For a one-time use of the Fellowship Hall and Kitchen, we ask for a fee of \$125 for the first two hours, with an additional fee of \$50 for custodian services. Add \$40 for each additional hour.

### ***For recurring events:***

- 1 For repeated use of a room as a meeting place, either on a regular or irregular basis, we ask for \$1 per person per hour. Meetings on Saturday nights would add \$25 for custodian services.
- 2 If your group is not able to pay the requested fee, exceptions may be granted by the Church Council. This group meets on the second Thursday of each month.

### ***Guidelines for building use:***

- 1 Use of the building must, in some way, support the values of our ministry and mission. Council is the final authority on allowable uses.
- 2 The stage is usually not available for use, unless special advance arrangements have been made.
- 3 Please respect the space and leave it better than you found it. Clean up your space before you leave. Spaces that are left in poor condition will be addressed.
- 4 If you find a problem with the building, please call Ron at (314) 583-9935.
- 5 Do not adjust thermostats or timers.
- 6 Do not smoke in the building or within 15 feet of the doors.
- 7 No alcoholic beverages are allowed without specific written approval of the Church Council.
- 8 Use of any church-owned equipment must be pre-arranged with the pastor through the church office.
- 9 When children and/or youth are using the space, we will require the signatures of adult leaders on our "Safe Conduct" policy.
- 10 All use of the building is to end by 9:30 pm, unless advance arrangements are made.
- 11 If you are insured, you are asked to list Christ Church UCC as an additional insured on your policies and provide a copy to the church office.