



Using IUCC Facilities

July 2020

IRVINE UNITED CONGREGATIONAL CHURCH POLICY & PROCEDURE	FACILITIES/SECURITY		
	Subject	Doc Number	Rev
Who May Be Authorized to Use IUCC Facilities	2.01	A	7/16/18

Date/Initial

Format Reviewed By: Policies and Procedures Task Force 07/02/2018

<i>Approvals:</i>	Administration Board	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	07/16/2018
	Ministries Board	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	

I. PURPOSE

The purpose of this policy is to establish who may be authorized to use IUCC facilities.

II. SCOPE

A. Applies To

Any groups or persons requesting use of any facilities owned by IUCC.

B. Administrator

Church Office Staff

C. Policy and Procedure Responsibility

Church Administrator

Policies & Procedures Task Force

III. POLICY

A. Irvine United Congregational Church (IUCC) is a tax-exempt, non-profit corporation. The primary purpose of the church campus is worship and Christian education. The rental of the facility must be limited to events that are sponsored by a non-profit entity, be considered a religious activity or be educational or charitable in content. The facilities of IUCC are made available to groups and organizations which are in alignment with the overall mission of the church and which provide for the service and social needs of the community. IUCC will not derive rental income from activities which are unrelated to our exempt purposes. The Church, at the discretion of the Administration Board, can deny use of the facility to any individual or group that does not exemplify the Mission Statement of the Church or if the group's or individual's beliefs conflict with the Church's Bylaws.

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B. Members may be allowed to use the facilities for life celebrations such as birthdays, anniversaries, showers, subject to availability of the space. Users shall be responsible for any damages to our facilities. The Administration Board will have the discretion to allow use of the Church's facilities to long-term, non-member participants of the church.

IV. PROCEDURE

A. Procedures for Using IUCC Facilities (Doc. 2.02) and Short-Term Rental of IUCC Facilities (Doc. 2.03) must be followed if authorization is granted.

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Using IUCC Facilities	2.02	A	5/18/2015

		<i>Date</i>	
<i>Format Reviewed By:</i>	Policies and Procedures Task Force	April 2019	
<i>Approvals:</i>	Administration Board	<input checked="" type="checkbox"/>	Yes
		<input type="checkbox"/>	No
	Ministries Board	<input type="checkbox"/>	Yes
		<input checked="" type="checkbox"/>	No
		<input type="checkbox"/>	No

I. PURPOSE

The purpose of this policy is to establish the limits under which IUCC facilities can be used. It does not define who may be authorized to use the facilities, but rather what the rules of use are once such use is approved. Refer to Doc. 2.01 for Who May Be Authorized to Use IUCC Facilities.

II. SCOPE

A. Applies To

Any groups authorized to use IUCC facilities (excluding the use of the facility for child care services under the title of IUCC Early Childhood Center since it is a direct function of the Church).

B. Administrator

Church Office Staff

C. Policy and Procedure Responsibility

Administration Board

Policies and Procedures Task Force

III. DEFINITIONS

- A. Sanctuary Large geodesic dome.
- B. Plumer Hall Small geodesic dome.
- C. Church Offices Any space designated to be used as an office for staff.
- D. Early Childhood Center A major section of the Alice Atwood Building—the one-story building with multiple classrooms located between the Sanctuary and Plumer Hall.
- E. Meeting Rooms Configurable meeting rooms adjacent to the Sanctuary.

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- F. Pastor's Patio Outdoor patio adjacent to Staff Offices and Meeting Room #106.
- G. Parking Lot All paved areas located after entering the Church's property off of Alton Parkway and extending up to and including the Woodbridge Village Association parking area which IUCC is permitted to use at certain times.
- H. Grounds The grounds include all grassy areas, the playgrounds located to the side and back of the Alice Atwood Building, the sidewalks, and the patio areas located in back and in front of the Alice Atwood Building, as well as the area located in front of the Sanctuary.

IV. POLICY

- A. It is the responsibility for those who have been authorized to use the facilities to ensure that all usage has been properly scheduled and that the facilities are left in the same (or better) condition as when they were entered.
- B. It is the responsibility for those who have been authorized to use the facilities to review, complete and return the required forms, which may include: 2.02 Appendix A, the Facility Hold Harmless Agreement, and 2.02 Appendix B, the Non-Member Group User Policies Notice.
- C. No alcoholic beverages shall be sold on the premises.

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V. PROCEDURE

A. General

1. For each event requiring space in any of the Church's facilities a person must be designated to be responsible for following and upholding the policies and procedures for using the space. Designation of said responsible person will be made via the appropriate form(s), which may include: 2.02 Appendix A, the Facility Hold Harmless Agreement and 2.02 Appendix B, the Non-Member Group User Policies Notice.

The responsible party will contact the Church Office staff (in person, by phone, or via email) or via the online room reservation system to reserve the space. The Church Office staff will enter the event on the Event Calendar.

2. Furniture, equipment, etc., is not to be removed from the facility. Exceptions may be made for Church-related events if prior permission is given to the responsible party by the Church Office staff.
3. The responsible party must obtain prior approval from the Church Office (in person, by phone, or email) before any item may be nailed, taped or hung to the walls of any of the buildings.
4. Furniture will be restored to its original placement, trash put in the appropriate receptacle, and surfaces wiped down at the end of the event.
5. At the Church Office staff's discretion, groups may be moved to another location on the IUCC campus.
6. Use of IUCC facilities is limited to programs sponsored by an IUCC Ministry or Committee, or when an IUCC member will be present to open, supervise, clean up, and lock the facility. Exceptions to this policy must be approved by the Administration Board. Normally, outside groups which meet without an IUCC member present will utilize Plumer Hall.

B. Security/Safety

1. When using Church facilities, for safety and security purposes, all doors should be locked once everyone has arrived for the event or meeting.
2. The responsible party must ensure that all doors and windows are locked and that lights and heat/air conditioning are turned off after using the facilities.

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C. Janitorial

1. The responsible party must ensure that the portion of the facility used is returned to its original condition (or better) and that all furniture, equipment, decorations, etc., are returned to their original location.
2. If any additional charges for custodial work are determined, the responsible party must notify the Church Office staff prior to the work being performed and must identify the appropriate entity to be charged.
3. The responsible party must notify the Church Office staff of any breakage or needed repairs.

D. Sanctuary

The Sanctuary is generally reserved for use in worship and meditation or for other large gatherings where the space is required.

1. Other than for sacraments of worship, food and beverages are not permitted in the Sanctuary.
2. Arts and crafts materials are not to be used in the Sanctuary.
3. Animals are not allowed in the Sanctuary except for service animals and church directory photos.
4. Significant movement of chairs within the Sanctuary is not allowed. Exceptions may be made when the responsible party has received prior approval by the Church Office staff, Ministries Board or Administrative Board. Minor rearrangement of chairs is allowed if the chairs are returned to their original configuration.

E. Plumer Hall

Plumer Hall is available for social events and classes that require the use of materials not permitted in the sanctuary. Whenever food, drink, craft projects, etc., are used in this facility, the responsible party must ensure that the furnishings are not damaged.

F. Kitchen

1. The sponsoring group must ensure that food and paper goods are supplied including coffee, creamer, coffee cups, sugar, sweeteners, etc.
2. The responsible party must ensure that the kitchen and all equipment is returned to original location and condition (or better.)

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G. Church Offices

1. Staff Offices are not available for use without permission from the Church Office staff.
2. Items should not be removed from any Office without the permission of the Church Office staff.
3. If items need to be left for a Church-related project/program, a note should be left identifying the purpose of the item(s) and a name and phone number of a contact person.

H. Early Childhood Center

Any use of the Early Childhood Center rooms requires restoration to its original configuration upon completion of the event. Events conducted during the Early Childhood Center's normal hours of operation shall not utilize any of the Early Childhood Center's equipment or disrupt any Early Childhood Center activities.

I. Equipment and Supplies

Equipment and supplies are to be used for Church-related purposes only. This includes:

1. Telephones.
2. Copy machine. Arrangements for “large run” uses of the copy machine should be made in advance with the Church Office staff.
3. Computers. These are not available for use by anyone except Church Office staff unless prior arrangements have been made with the Church Office staff.
4. Playground equipment.
5. Postage machine. This is not available except by prior arrangement with the Church Office staff.
6. Supplies. Tape, staplers, paper clips, pens, pencils, etc. are for Church-related purposes only. These items cannot be removed from the Office without prior permission from the Church Office staff.

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I. Meeting Rooms

1. Food trash should be removed from the meeting rooms and placed in the covered receptacles immediately outside Plumer Hall.
2. The cleaning supplies and small vac located in each room should be used to treat carpet stains and other messes immediately.

J. Parking Lot and Grounds.

1. Responsible party must ensure that all areas are left in the same condition (or better).



**POLICY 2.02 APPENDIX A
FACILITY HOLD HARMLESS AGREEMENT**

Name of Group _____

Name/Type of Event _____

Date _____ Start Time _____ End Time _____

IUCC Room _____

I/We, the undersigned responsible party(ies), acting on behalf of the above-identified group, understand and agree that neither the United Church of Christ, Irvine United Congregational Church, nor its trustees, representatives, officers, directors, employees, or agents may be held liable in any way for any occurrence in connection with said use, which may result in injury, harm, death, or other damages to any participant in the above-identified activity.

As part of the consideration for use of said facility, I/we further release the United Church of Christ, Irvine United Congregational Church, its trustees, officers, directors, employees, agents, or representatives for any damage which may occur while participating in the event listed above or in any other activity on United Church of Christ, Irvine United Congregational Church's premises during or around the time listed above (the "Activity"). I/We further agree to save and hold harmless the United Church of Christ, Irvine United Congregational Church, its trustees, officers, directors, employees, agents, or representatives from any claim by the undersigned participant, their estates, heirs, or assigns arising out of participation in this Activity. I/We also authorize the United Church of Christ, Irvine United Congregational Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the Activity.

I/We represent that the above-identified group has general liability insurance with coverage limits of _____ now in effect, and which will remain in effect during the above-identified Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/we further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this affirmation and release on the _____ day of _____, _____

Responsible Party (1) Name _____

Responsible Party (2) Name _____

Signature _____ Signature _____

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**POLICY 2.02 APPENDIX B
OUTSIDE/NON-MEMBER USER POLICIES**

An “outside/non-member user” is any party/organization that is not regularly associated with the Church or sponsored by a Church ministry. Outside users include: other religious organizations, civic groups, Alcoholics Anonymous, and Orange County Equality Coalition.

In general, IUCC rents to groups with 501(c)3 status. IUCC does not typically provide space to commercial entities, or any group that could be considered politically partisan in nature.

Children shall never to be left unattended, and playground equipment may be used only with adult supervision.

Events must end by 10:00 pm and groups must secure the facility and vacate the campus no later than 12:01 am.

All outside/non-member users must provide the following:

- A letter, or other written communication, stating the type of function and the details pertaining to the function. This should be on the organization stationary with their 501(c) 3 status and include the name of the person who will be the responsible contact person for the event.
- Certificate of Liability Insurance (CLI) naming IUCC as certificate holder for the date and times the facility will be used. The General Policy Limits must be listed as \$1,000,000 or greater. These certificates are available online or via a local insurance office. This must be submitted to the church office no later than 3 business days prior to the event.
- In some circumstances a Certificate of Liability Insurance (CLI) may not be required if one of our pastoral staff members is conducting the ceremony and will be present throughout the event. If a reception is to be held in our facility, the responsible parties must agree and sign a statement that no alcohol will be served during the event.
- Serving Alcohol may be permitted with additional insurance requirements. An insurance rider specifically covering serving alcohol must be presented along with the general Certificate of Liability (CLI). Alcohol can be served but sales of alcoholic beverages is not permitted.

- Youth Events must comply with IUCC’s Safe Church Policy, including providing appropriate chaperones. The Safe Church Policy is available from the Church Office or at iucc.org/portal/documents under the “Reports” tab.

I acknowledge that I have read and reviewed these policies before signing.

Responsible Party Name _____

Responsible Party Signature _____

Date _____

July 2018

IRVINE UNITED CONGREGATIONAL CHURCH	FACILITIES/SECURITY		
POLICY & PROCEDURE			
Subject	Doc Number	Rev	Effective Date
Short-Term Rental of IUCC Facilities	2.03	A	7/2/18

Date/Initial

Format Reviewed By: Policies & Procedures Task Force 07/02/2018

<i>Approvals:</i> Administration Board	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	07/16/2018
Ministries Board	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	

I. PURPOSE

The purpose of this policy is to establish rules regarding the short-term rental of any of IUCC's facilities.

II. SCOPE

A. Applies To

Any individual, group or entity renting the facility

B. Administrator

Church Office Staff

C. Policy and Procedure Responsibility

Church Administrator

Policies & Procedures Task Force

III. DEFINITIONS

For definitions of space available for short-term rental within the facility, refer to the policy entitled Who May Be Authorized to Use IUCC Facilities (Doc. 2.01) and Using IUCC Facilities (Doc. 2.02).

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Short-Term Rental of IUCC Facilities	2.03	A	7/2/18

IV. POLICY

The Church's facilities are available for short-term rental to persons or groups that qualify under the policy entitled “Who May be Authorized to Use IUCC Facilities” (Doc. 2.01). Fees for religious ceremonies are assessed based upon the principal beneficiaries of the event who must be present during the event. IUCC members are exempt when they, or their immediate families, are the principal beneficiaries. Rental fees for long-term, non-member IUCC participants may be waived at the discretion of the Pastor(s) or Church Administrator. The Church, at the discretion of the Pastor(s), can deny use of the facility to any individual or group that does not exemplify the Mission Statement of the Church or if the group's or individual's beliefs conflict with the Church's Bylaws.

V. PROCEDURE

- A. Any rental of the facility must be approved by the Church Administrator and entered onto the Church calendar in accordance with the policy entitled Using IUCC Facilities Doc. 2.02.
- B. A deposit of 50% of the fee, together with a signed form (enclosed) assuming responsibility for the damages to the facility, must be received by the Church Office within 15 days of scheduling to hold the space for the requested date. The balance is due at least 30 days prior to the event. For events scheduled within 30 days, 100% of the fee must be received within two (2) business days of scheduling.
- C. Initial deposits will be refunded at 100% if cancellation is made prior to 45 days before the event. Cancellation made less than 45 days prior to the event, result in complete forfeiture of all payments received. For rentals that are booked less than 30 days prior to the event, cancellations made fewer than 10 days will result in a complete forfeiture of all payments received.
- D. The responsible person must make any additional arrangements with the Church Office staff for set-up, clean-up, lock-up, or coordination of event participants.
 1. Rented equipment must be delivered the day of the event and picked up immediately following the event, unless other arrangements are made with the Church Office staff.
 2. Rehearsals and meetings with vendors may be scheduled at no extra charge, but they must first be approved by the Church office staff and entered onto the Church's calendar.

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VI. RENTAL FEES

Rental rates are as follows. These rates will be good thru December 31, 2019, unless modified by the Administration Board.

A. Sanctuary

1. \$500 for up to three hours.
2. Additional time can be scheduled at a rate of \$150 per hour.

B. Plumer Hall

1. \$350 for up to four hours.
2. Additional time can be scheduled at a rate of \$100 per hour.

C. Meeting Rooms

1. \$100/room for up to three hours.
2. Additional time can be scheduled at a rate of \$50 per hour.

D. Pastor's Patio

1. \$100 up to three hours.
2. Additional time can be scheduled at a rate of \$50 per hour.
3. May be rented only if renting Meeting Room 108.



**POLICY 2.03 APPENDIX
SHORT-TERM RENTAL OF IUCC FACILITIES**

This form is required for all Short-Term Rentals of Irvine United Congregational Church facilities. It must be filled out by the Responsible Person and returned to the Church Administrator within five days of receipt.

Date _____ Time From _____ To _____

I would like to reserve:

_____ Sanctuary

_____ Plumer Hall

_____ Meeting Room 106

_____ Meeting Room 107

_____ Meeting Room 108

_____ Meeting Room 106 + 107

_____ Meeting Room 107 + 108

_____ Meeting Room 106 + 107 + 108

_____ Pastor's Patio (may only be reserved if renting Meeting Room 108)

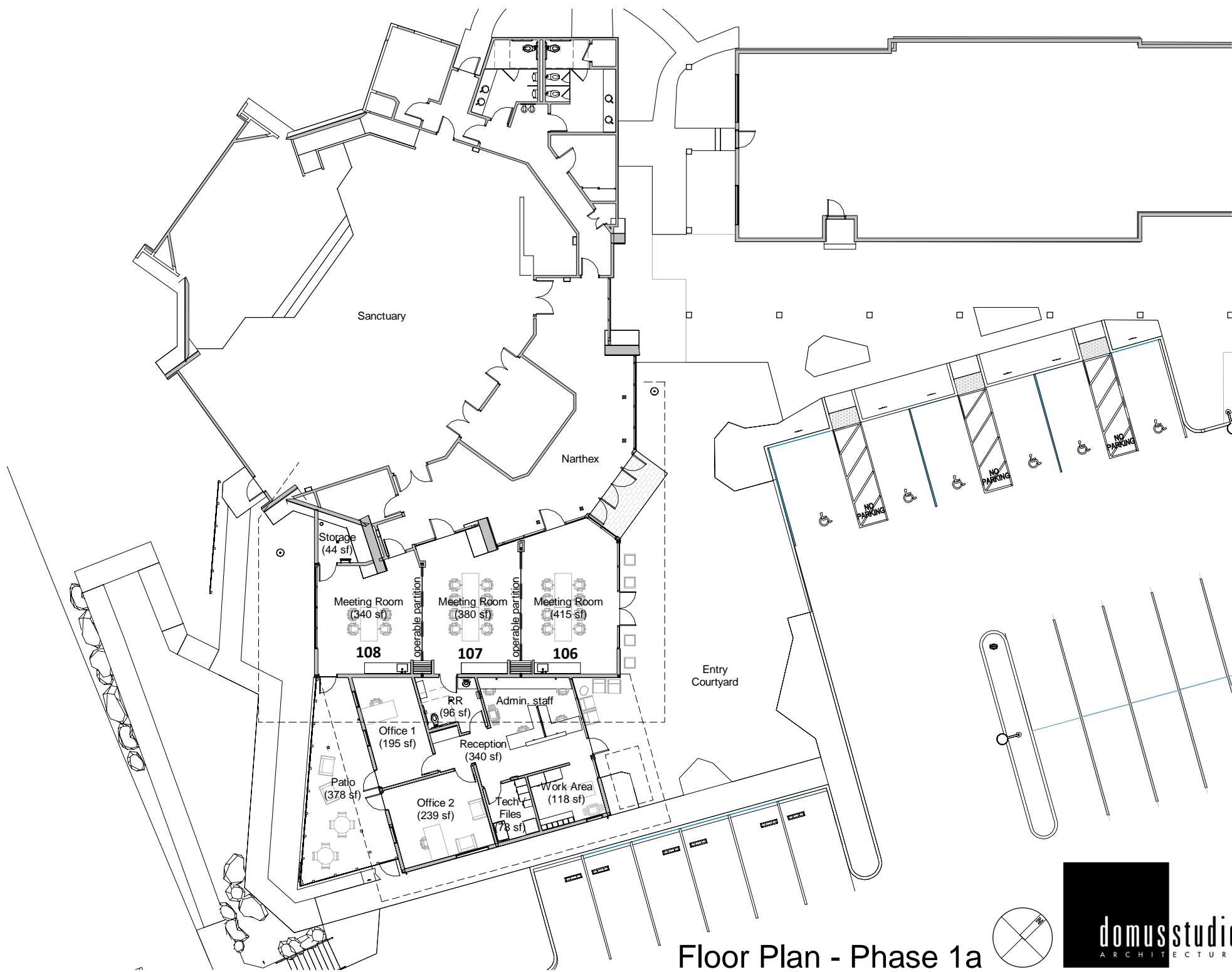
I have read 2.03, Short-Term Rental of IUCC Facilities, and will comply with all guidelines. I understand that I will be held personally responsible for any damage to the facility.

Responsible Person Name _____

Signature _____ Date _____

Phone Number _____ Email _____

Deposit Amount _____ Method of Payment _____



Irvine United Congregational Church

Floor Plan - Phase 1a

