

NON-SPONSORED GROUP FACILITIES USE POLICIES

Please read all facility use policies, complete the Facility Use Request Form (separate doc) and return to the office. Rooms will not be confirmed until paperwork/payment has been received by the office.

Macalester Plymouth United Church makes its facilities to members, neighbors and the community available for use by persons and/or groups for purposes that match spaces offered and match the values of the church. The church expects such persons/groups will abide by the following policies:

BUILDING ENTRANCES

- Enter the building through the Lincoln Ave and West parking lot doors.

The building hours* are:

Monday-Thursday: 7am—8:30pm

Friday: 7am—12pm

Saturday: 8am—11am

Sunday: 8am—1pm

**the building may close earlier if there are no activities/meetings*

- DO NOT ENTER OR LEAVE through any other entrance or doors other than the West and Lincoln entrances.
- For security reasons, the Social Hall doors are not a regular entrance to the church. DO NOT USE THEM!
- Bicycles are not allowed inside the building. A bike rack is provided near the West entrance.
- **No doors may be propped open for access.**

ROOM ASSIGNMENTS AND ROOM ARRANGEMENTS

- Use only the room(s) that your organization/event has reserved.
- Reservations do not include set-up. Set-up may be arranged and paid for separately.
- If you must rearrange the furniture, RETURN it to the original set-up after the meeting/event.
- Furniture may not be moved from one room to another.
- Turn off lights and close the door when you are finished using the room(s).
- If you hang signs for your meeting/event, please remember to take them down after you are finished.
- The kitchen is only available through a separate room fee. If dishes are used, there may be an additional fee.
- The kitchen closet and items contained in the closet is only available for use through special arrangement.
- If you use the church table cloths, they must be washed and hung back up in the alcove within one week after the event or sooner if the church needs them.
- If you use disposable event ware (plates, cups, tableware, etc.), it must be **compostable or recyclable**.
- All waste must be separated and disposed of properly in the compost, recycling, and trash bins provided.
- When the kitchen is used, the full compost, recycling, and trash bags should be taken out of the can and tied off. This is to prevent overflow of the trash cans.

SCHEDULING AND COMMUNICATION

- You must notify the church office -
 - If your group cancels or changes the date of your event.
 - If the contact person for your organization changes.
- If your group uses the church on an ongoing basis, you may reserve space for up to a six month block of time. You should reserve two months in advance. For example, if your group uses the Conference Room every Thursday, you should reserve the space for July through December by the beginning of May.
- **All room requests should be sent by email.** If you don't have email, please mail the request to the church:

Macalester Plymouth United Church
Attn: Ginger Schneider
1658 Lincoln Avenue
Saint Paul, MN 55105

GENERAL ADMINISTRATIVE

- The church premises, including the outdoor grounds are "Smoke Free" and "Alcohol Free" areas. Handguns are prohibited in this place of sanctuary.
- Damage to church property during use shall be the full responsibility of the event sponsor. The church reservation includes the specific room(s) the group has reserved, restrooms, and other common spaces, such as parking and hallways. The church does not provide storage, use of the kitchen (unless otherwise reserved and paid for), and set-up (unless otherwise arranged and paid for).
- Use of the space by community groups may be moved to another space within the building subject to use requirements of church programming.
- Church events, such as funerals or weddings, may make the church unavailable despite prior reservations by the group. If necessary, refunds will be issued upon request by the group.
- If the group needs to cancel or change any aspect of their reservation, the church must be notified as soon as the group knows and at least one week in advance of any new date. Rescheduling or adjustment of the reservation is not guaranteed.
- In the event of an emergency, the telephone in the main floor outer office may be used.
- Fees are structured to make the facilities available to a wide variety of groups needing such space. Fees are used to offset some of the operation costs of the facilities including set-up, custodial services and utilities.
- A signed copy of the completed Facility Use Request Form is required.
- Violation of the above policies may result in suspension of all use privileges.
- Outside, non-church groups are required to have insurance which names Macalester Plymouth United Church as additional insured, holds Macalester Plymouth United Church harmless, indemnifies Macalester Plymouth United Church, and waives subrogation. This insurance is required to use the church. The church will not be made available unless the insurance is presented to the church prior to use.

If there are problems with rooms, room set-up, schedule or any other issue, please contact Ginger Schneider at the church office by email - office@macalester-plymouth.org or phone – 651-698-8871.

- *Please use blue painter's tape or removable Scotch tape, if you decide to hang decorations.*
- *Please refer to our "What Bin Do I Use" for our trash/recycling/composting procedures.*