



Church in the Circle
University Circle United Methodist Church
All are Welcome. All the Time.

University Circle United Methodist Church Guidelines for Church Usage

Damage: All rooms will be checked for damage/spillage following their use. Additional charges will be assessed if any damage is discovered. Expenses incurred by University Circle United Methodist Church from damage to any doors, entrances/exits, hallways, bathrooms, or other areas directly resulting from use by building guests will be charged to the renter.

Room Setup: Set-up should be arranged at the time of room reservation (including special requirements for caterer's early entry and kitchenette access).

Cancellation of previously scheduled room rentals, catering requirements, and any changes in room set-up require a 48-hour advance notice.

Changes requested on the day of the event will result in additional \$100.00 charge.

Audio/visual equipment: (TV/DVD/Wifi, projector, Microphones) are available for rental. See complete pricing chart on "Online Rental Page".

Food/Beverages: Catering is not provided by the church. Referrals can be provided. Groups may bring in food; however, all arrangements must be discussed at the time a room is reserved and confirmed with staff.

Storage:

Outside groups are not allowed to store items inside the church between meetings. Exceptions to this rule may be made by the church office. The church will assume no responsibility for security of items stored in the church by outside groups.

Smoking, Drugs & Alcohol is NOT prohibited inside the church building or on the premise: No smoking, drugs or alcohol consumption is allowed either in the buildings or in the courtyards. The outside group using the building is responsible for monitoring the premises to prevent the above.

Parking: Depending on the time and date of a scheduled event, free parking is available in several lots

Security/Maintenance: University Circle Church can only be used with a security guard (or a specially trained employee) present, along with maintenance staff of the church. Security is provided from 8:00 am to 5:00 pm Monday through Friday. If an organization wishes to use the church at any other time, a security fee (listed on fee schedule) will be charged. If more than one group contracts to use the church at the same time, security costs will be evenly divided among the participating groups.

Kitchen Use:

There is an hourly fee of \$125 for use of the kitchen, along with a fee for the Kitchen Hostess (both listed on fee schedule). The kitchenette (which has a sink, refrigerator and range top) may be used at no additional charge.

Entering/Exiting Building: Unless other arrangements are made, persons using the church are requested to enter and exit the building only through the doors located on East 107th Street or Handicap Accessible entrance.

Closing Time:

The outside doors to the church will be locked at 8:00 p.m. If a group expects members to arrive later than 8:00, they must station someone at the door to let the late-comer into the building. The doors will not be left propped open or unlocked. All meetings must be concluded by 9:30 p.m. so that the church building can be secured by church personnel no later than 10:00 p.m. (unless otherwise approved).

Billing: For groups renting a room for the first time, payment is requested on or before the date of the scheduled event (unless otherwise designated by Church Executive Director). Repeat renters may be billed. University Circle United Methodist Church reserves the right to change its fees at any time.

Publicity:

When an outside group using University Circle United Methodist Church plans to publicize a meeting, the advertising shall contain a clause that states that University Circle United Methodist Church neither endorses nor sponsors the particular group's activity (unless arranged otherwise with staff prior to the event). If University Circle United Methodist Church official logo is used on any promotional it must be approved by Director of Marketing before being disseminated.

Violations:

Violations of these rules is sufficient grounds for University Circle United Methodist Church to immediately withdraw any group's use of facilities and/or deny future use.

Cancellation:

In the event of church priority use, University Circle United Methodist Church may cancel this agreement or change the accommodations with notice of 30-60 days.

Renewal:

Reservations for continued periodic use by groups regularly using our facilities must be renewed by September 1 of each year.