

Southwest Conference United Church of Christ Building Use Guidelines

10/10/2012

Purpose: It is the desire of the Board of Directors of the Southwest Conference to make its facilities located at 917 East Sheridan in Phoenix available to churches and organizations within the neighborhood needing space for meetings and activities that are in keeping with the core values and mission of the conference. The Mission Statement of the Southwest Conference as stated in its bylaws reads, "We, the Southwest Conference of the United Church of Christ, are extravagantly welcoming and affirming followers of Christ called to embody God's unconditional justice and love." The facilities would be appropriate for, but are not limited to:

- Worship or planning for worship
- Classes, seminars or community forums
- Film reviews and discussions
- Neighborhood meetings
- Programs for Church Youth
- Music, Film or Art Events

Spaces available for use or rental include:

A multiple purpose room (25' x 40')

Full wall screen available for video projection (20.5'w x 12'h)

Full kitchen: Stove, oven, refrigerator, preparation space, serving counter. The Facilities agreement form lists the difference between Full Use and Incidental use of the kitchen with appropriate costs designated. Non-durable goods, such as paper and plastic kitchen supplies, are not to be used. Any kitchen equipment used must be washed and returned to its proper place.

Dining area

100 Chairs and 18 tables (6 lg. rounds, 4 sm. Rounds, 8 -6' rectangles)

Small conference room (seats 6-8)

Wi-fi is available

Fees for the spaces and equipment listed above are included on the Rental Agreement Form.

Guidelines:

The non-SW Conference users shall furnish the Conference with a Certificate of Insurance evidencing their insurance coverage including liability of \$1,000,000 and naming the Conference as named insured.

All fees for use of the facilities are to be in the conference office at least one week in advance of date of use. The Board may decrease or waive the fees in special circumstances depending on the number of meetings, number of people, and nature of the group and/or activity. A deposit (non-refundable) is required when a Facility Use Agreement is requested. That deposit may be refunded, dependent on how the terms of the Agreement are met, or applied to the balance owed.

Facilities are available on a first-come, first-served basis. If a situation arises where the conference needs the space, the Conference reserves the right to cancel the use of the facility. Every effort will be made to notify parties as far in advance as possible if a change or cancellation is needed. If a cancellation is at the request of the conference, the deposit will be returned or applied to a future date.

No reservation is confirmed until the Facility Use Agreement is approved by the Board or its assigned officer. The requesting organization needs to complete the form at least one month prior to the event. Organizations requesting continuing use of the building must reapply and complete an agreement every two months.

Smoking and alcohol, with the exception of communion wine, are prohibited in the building. Smoking may be done outside as long as smoking materials are disposed of properly.

Card playing or other games shall be for social purposes only. No gambling is allowed.

Guns and Firearms are strictly prohibited both in and outside the facility.

No items can be stored without prior permission. If items are stored they must be marked with the organization's name, address and phone number. The Conference assumes no responsibility for the items.

Nothing can be affixed on the walls of the facilities without prior approval.

All publicity is the responsibility of the requesting organization. The location of the conference facility may be listed on flyers, notices etc., but the telephone number is strictly forbidden from being published. The requesting organization must use its own phone number for publicity and reservations.

The Conference Office should be notified of any cancellation two weeks prior to the scheduled event. If an applicant fails to notify the Conference of cancellation two weeks prior to the event, all fees and deposits will be forfeited.

All signage regarding the event must have prior approval regarding content and placement. Signage must be removed as part of the routine closing of the event.

It is the policy of the Conference that harassment, sexual harassment, sexual misconduct, or discrimination by groups or persons while using this facility is contrary to its mission statement and Christian principles and is totally unacceptable. Any complaints regarding harassment or discrimination may result in termination of the agreement and dismissal from the property. Any complaints of conduct which might be considered a violation of the criminal laws of the State of Arizona will be referred to the appropriate law enforcement agencies.

Activities involving an underage group must include a listing of the supervising adults, their qualifications or certifications, and their contact information.

Any user must walk the facility prior to date of use with a SW Conference representative to learn and understand opening and closing responsibilities.

Any damage beyond normal wear and tear is the responsibility of the user to repair.

Only the approved user may occupy the space during its reserved time frame. No "sub-lets".

A copy of these guidelines will accompany each Facility Use Agreement Form which requires a signature testifying to the fact that they have been read.