

Shared Space Policy  
(effective January 2018)

*Because of who we are....*

**Our Mission:** Following the God made known in the life and teachings of Jesus, we at Peace United Church of Christ gather as an open and affirming community to worship, learn and serve.

**Our Values:** As a community, Peace United Church of Christ celebrates the values embodied in the ministry of Jesus:

- Inclusiveness in our diversity,
- Intentionality in our commitment to social justice,
- Intimacy in our fellowship together,
- Inspiration in our communal worship, and
- Inquisitiveness in our personal spiritual growth.

**Our Vision:** We desire to be a leader in helping the wider community affirm that God is still speaking.

(Adopted by the congregation, July 2007)

*We desire to share our space....*

The members and friends of Peace United Church of Christ want to share our facility. We celebrate the sharing of our facility for many reasons. Because a significant portion of our church budget is used to maintain our facility, we understand that the fullest use of the facility is good stewardship. We also understand ourselves to be a community within a community, and wish to have our facility available for the good of the wider community. Most centrally, however, we believe that our facility can be used to extend our ministry beyond those we currently serve. Therefore, we encourage:

**Members/Friends:** Peace UCC members/friends to use the facility to extend the ministries that they are currently involved in. This may include activities with which members lead and/or participate (e.g., St. Louis Woodcarvers). This may also include family gatherings and new initiatives. This building belongs to the members/friends of Peace UCC for the purpose of sharing our ministry.

**Our Community:** the wider community to consider using our facility to expand ministries of justice and compassion. We support the ongoing use of our facility by community groups serving the vulnerable persons/groups (e.g., alcoholics and narcotics anonymous groups) and we invite the exploration of new ministries that will model our mission, values and vision.

# Peace United Church of Christ Shared Space Expectations and Acceptance

(This agreement will be reviewed and signed annually)

## Availability of Space

Identify the day(s) of the week you will use the space and it will be published on the church calendar. While we attempt to provide consistency and honor specific space requests, church programming use will have first priority and all other uses will be subject to availability and at the discretion of Peace UCC.

- Dedicated (exclusive use) space is available only by action of the Governing Body
- Designated (consistently assigned) space is subject to availability and does not preempt church programming

## Financial Expectations

In most cases, rent is not charged for use of the facility but each shared space user helps support the shared expenses of utilities and maintenance, subject to church approval, by either:

- Revenue generating: For revenue generating uses (fees, donations, sales), users provide 10% of proceeds to the church.
- Non-revenue generating: For non-revenue generating uses, users provide a 'fair share' of our actual cost of operations which is currently estimated at \$1 per person hour (e.g., if you have 12 people for a one-hour meeting, a donation of \$12 is a fair share). *Note: This amount will be reviewed periodically by the Governing Body.*
- Waiver: If individuals and/or groups have need of our space and are not able to provide financial support, exceptions may be granted by the Governing Body. **To request a waiver, please attach a letter of explanation.**

## Guidelines for Use

- Groups sharing our space will respect and strive to embody our values.
- No smoking in the building or on the grounds.
- No alcohol at any events.
- No food left in the building unless prior arrangements have been made.
- Use of the sound/music equipment must be cleared through the church office.
- Thermostats are set on timers, reflecting your schedule on the church calendar. Contact the church office in advance if you request the use of fellowship hall or the sanctuary.
- Groups will abide by the Peace UCC Safe Church policy.
- Security
  - Keys must be checked out through the church office and returned at end of space usage. The exterior key opens all exterior doors; interior key opens most interior doors.
  - You must ensure that all lights are turned off and all doors are securely locked when you leave the building.
- Clean-up Expectations
  - Custodial service is only part time; therefore, you must share in clean-up services.
  - Take all trash to the dumpster (on the lower parking lot). Please distinguish between recycling and trash dumpsters.
  - Restock paper towels and toilet paper.
  - Wash dishes and put them away, rearrange furniture to original setting and vacuum area used.
  - If the area is not returned to its original state, your organization may be billed for related custodial fees.
  - Check bathrooms (both levels), hallways and all common areas for trash and vacuum and supply needs.
  - Leave a note for the office staff if you see the need for supplies or extra custodial services.

I have read these expectations and shared them with members of my organization. We agree to follow these expectations.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE NEEDED \_\_\_\_\_ TIME \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_ ROOM # \_\_\_\_\_

SIGNATURE \_\_\_\_\_

KEYS RECEIVED \_\_\_\_\_ KEY AGREEMENT SIGNED \_\_\_\_\_