

**Building Use Policy
for
Outside Organizations and Individuals**

First United Presbyterian Church of Milliken Colorado
(MPC)

First United Presbyterian Church (MPC) considers the use of its property as Christ would want us to serve the community by assisting local organizations as an important part of our overall mission.

Outside organizations or individuals must submit a refundable \$100 deposit to reserve a building use date.

Deposit must be submitted prior to the agreed upon building use date.

Check, cash or money order deposits will be accepted. Funds will be held without being deposited. Funds will be returned if all the conditions of the building use agreement have been met.

The Sanctuary is intended to be used for worship and to the glory of God. All functions determined by the Church (Pastor, Session and Board of Trustees) shall be compatible with PCUSA's "Book of Order " (https://www.pcusa.org/site_media/media/uploads/oga/pdf/2019-23-boo-elec_010621.pdf)

The Colorado Division of Property Taxation has strict policies with respect to a church or synagogue and its tax-exempt status. The tax administrator has ruled that activities have to be one of the following:

Religious

Educational

Of charitable nature

MPC may rent to a for-profit organization no more than 7 days per year. All other organizations must be of non-profit nature and must not seek to use the church in an educational manner that would eventually lead to a profit status.

Outside organizations or individuals promise and warrant that it/they carry liability insurance with a minimum liability occurrence limit of \$1,000,000. The Outside organizations or individuals will provide a certificate of insurance to MPC at least seven days prior to the date upon which the Outside organizations or individuals begin to use the MPC facility. The certificate of insurance will indicate the outside organization or individual has made MPC an "additional insured" on the User's policy.

Building use shall end no later than 10:30 p.m. except by prior approval.

Outside organizations or individuals using church facilities shall be responsible for its condition during and after such use, as covered by the Conditions & Guidelines for Facilities, as addressed to each group's organizations or group's contact person.

Outside organizations or individuals are responsible for any damages incurred during the time they are using the facilities.

Fire and insurance regulations require that there be NO SMOKING in the church and grounds.

Candles may only be used in a worship setting and require prior approval for all events other than regular services.

There shall be no alcohol consumption or drug use on church grounds.

No weapons of any kind are allowed on church grounds.

Any outside organization or individual must acknowledge the Mission of MPC.

Outside organizations or individuals where children are involved must designate at least one individual who will provide documentation of training in child protection identification and proper reporting procedures and requirements. That person must be always onsite when children are present and is responsible for reporting any incident that may occur.

For the purposes of this policy, a child is defined as any individual 17 years old or younger.

Outside organizations or individuals must have read and signed indicating they have read and agree to MPC's Child Safety Protection Policy.

Outside organizations or individuals must report suspected sexual misconduct, abuse or harassment of children, vulnerable adults, or spouses to the Pastor, or in his/her absence, the Clerk of Session **immediately**. Suspected child, vulnerable adult, and spousal abuse must be reported to Colorado Department of Social Services. A written copy of the report will be submitted to the parties listed above (Pastor/Clerk) **immediately**.

If the user suspects eminent danger or threats call 911.

Outside organizations or individuals must report any accidents, property damage, and/or non-working equipment to the administrative assistant as soon as possible.

Outside organizations or individuals which currently holds an approval for building use must file a new application if the organization or individual expands, changes focus, adds additional programs, etc.

Outside organizations or individuals must keep their contact information and insurance current. Updating contact information and insurance does not require a new application.

Outside organizations or individuals whose insurance has lapsed will have 15 days to ensure their coverage is current. If outside organization's or individual's insurance is 30 days past the due date, the outside organizations or individual's access to the building will be suspended until insurance is renewed.

MPC reserves the right to suspend or deny access to any outside organizations or individuals.

All applications for building use must be approved by the Pastor, Session, and Board of Trustees annually.

No outside organizations or individuals using MPC may use the seal of the Presbyterian Church in their advertising, documents, etc. or use all or part of the seal without proper authorization from PCUSA's Legal Services.

Any proposed changes in this policy shall be brought before the Board of Trustees and Session for approval.