

**UNIVERSITY PRESBYTERIAN CHURCH
AND
PRESBYTERIAN CAMPUS MINISTRY**

110 Henderson Street, Chapel Hill, NC
University Presbyterian Church- 929-2102
Presbyterian Campus Ministry- 967-2311

Mailing Address:
P.O. Box 509
Chapel Hill, NC 27514
Email Address: upcch@upcch.org

(We are sorry that we cannot provide parking spaces in the church parking lot)

APPLICATION FOR USE OF CHURCH FACILITIES

Name of Group: _____

Contact Person for group: _____

Phone (Daytime): _____

Email: _____

Mailing Address (Include Zip): _____

Purpose of Meeting: _____

Day/date/period of use: _____

Hours: _____

Room(s) desired: _____ **Expected attendance:** _____

Is use of kitchen desired? _____ **Key needed?** _____

FEES: **Room use** _____ **Approved** _____
 Key deposit _____

Set-up needed _____

On Master Calendar _____ *Confirmed* _____ *Date Submitted* _____

SEE OTHER SIDE FOR GUIDELINES

UNIVERSITY PRESBYTERIAN CHURCH
GUIDELINES/RULES FOR GROUPS USING THE CHURCH FACILITIES



1. No alcoholic beverages are allowed on the premises.
2. No smoking is permitted in the buildings, including the restrooms.
3. Open flames are not permitted.
4. Please use only that portion of the building assigned to you.
5. Please put all tables, chairs, and furniture back in the same places as you found them. Please leave all bulletin boards and table displays as found.
6. Please check to see that all lights are turned off when you leave.
7. Be sure that windows and doors are properly locked.
8. If you check out a key, please return it within 48 hours; your deposit will be returned.
9. **Please do not use the church parking lot on Robertson Lane.** The church only has the one small parking lot, and it is always needed for church business.
10. The church facilities cannot be used for commercial purposes nor is the sale of commercial products at events allowed. No admission fee may be charged. Fund-raising events of any type are not ordinarily permitted on church property.

The Church's Right to Cancel It is impossible to anticipate the potential emergencies facing the church membership whereby it might be necessary to use the building on short notice. However, it is the policy of the church to give 30 days' notice whenever possible to any group if a conflict arises causing cancellation of that group's reservation.

Exemption from Building Use Fee It is the policy of the church to make the building available to the public as much as possible in order to meet its commitment and ministry to the community. In addition, the building use fee may be waived for certain charitable groups and groups sponsored in part by the church. Please discuss your reason for applying for an exemption with the church secretary or with one of the ministers, keeping in mind that we have certain fixed costs of cleaning and utilities that must be paid.

FEES AND DEPOSITS

<u>Room/Space</u>	<u>half day</u>	<u>all day</u>	<u>evening</u>
Student Center/Terrace Room	\$60.00	\$120.00	\$120.00
Youth Center	40.00	80.00	80.00
Fellowship Hall	75.00	150.00	150.00

Deposit for use of Fellowship Hall (all events) is \$100.00. This deposit is refundable if your event begins and ends on time and the room is left in acceptable condition.

Custodial Fees Charged only if clean-up cannot be completed during normal working hours. You will be notified when your reservation is approved if there will be any custodial fees required. There will be a minimum of \$50 based on the number of people attending, the type of event, and the space used.

- 1) Fees and deposits are due prior to the use of the facilities.
- 2) A \$20 cash key deposit is required for all outside users of the church facilities. It is payable upon receipt of keys and is returned when the keys are returned.
- 3) Please prepare separate checks made payable to UPC for each deposit and each room use event.