

Building Use Policies (March 2024)

Thank you for your interest in using United Protestant Church (UPC). We are happy to share this beautiful building with you! Please review these building use policies. We expect your event will honor our ‘vision to serve’ expressed in our Vision Statement, as follows:

Vision Statement: *“The future vision of UPC is to serve those in Morgan Park and the communities of western Duluth by continuing to create a place where the sacredness and reverence of God can be centered in the community by upholding the values of acceptance, peace, forgiveness, compassion, love of neighbor, and respect for others.”*

Types of events: Weddings, receptions, concerts, musical group practice/recording sessions, family gatherings, Wedding/Baby showers, community meetings, classes, etc.

Arranging Use: Please contact the church office at office@unitedprotestantchurch.org or 218-626-2570 to see if the date you want to use the church is open. Once you have the date reserved, complete the attached **Application for Building Use** and mail to UPC along with the \$300 damage deposit to hold your reservation. The remaining amount due should be paid at least two months before the event.

Liability Waiver: Individuals using UPC facilities assume full responsibility and are financially liable for any bodily injury, property damage, and/or other damages suffered by members, attendees, or others in conjunction with the event. Groups, businesses, or caterers that are required to carry liability insurance must provide a certificate of insurance listing UPC as an additional insured.

Accessibility: Please note that the 100-year-old building is currently not handicap accessible.

Building Access: A staff person or volunteer from UPC will be onsite during your event(s).

Sanctuary Sound System: May be used for sanctuary events.

Supervision of Children/Youth: Children/youth are not allowed in the front or back balcony. It is the responsibility of the individual or group to provide adult supervision for children/youth.

Smoking, Alcohol/Drugs, Handguns: All prohibited on church property; smoking allowed outside.

Time Frame for Use: The typical time frame for use is 4 to 6 hours. You may come in ahead of your event to set up the area. Please make sure to schedule this with the church office.

Tables, Chairs, Coffee Pots, and Supplies: Please indicate the number of tables, chairs and coffee pots needed if using the Social Hall. You are responsible for setting up the area and returning it to the way it was when you arrived. You are expected to provide your own supplies (table clothes, linens, table ware, paper towels, etc.). You may use the refrigerator and sinks; no cooking or using dishwasher. Social Hall decorating allowed but using only removable tape.

Specifically for Weddings: Decorating is allowed the day before or early on the day of the wedding. Please schedule with the church office along with any rehearsal time. The piano and organ are available for use. You may use rice/bird seed outside after the ceremony, but sidewalks must be cleaned up afterwards. The wedding party may convene downstairs in Social Hall prior to going upstairs for the service. **Candles** are permitted for weddings but only in the alter area of the church. There are two candelabras that hold 8 candles each. Please purchase dripless candles to use for the candelabras. There can be no open flames or smoke in any other part of the building.

Application for Building Use (March 2024)

Contact Person Name _____ Email _____
 Organization (if applicable) _____ Cell Phone _____
 Address _____ City _____ ST _____ Zip Code _____
 Type of Event _____ Number of People Expected _____
 Event Date _____ Start Time _____ End Time _____
 Set Up Date _____ Start Time _____ End Time _____
 Rehearsal Date _____ Start Time _____ End Time _____
 Clean Up Date _____ Start Time _____ End Time _____

Please Note: All users are required to pay the \$300 damage deposit. If there is no damage to the building, the deposit will be returned within two weeks after the event.

Areas to be Used and Fee Schedule (Please circle the areas to be used)	Member Cost	Non-Member Cost	Non-Profit Cost
Damage Deposit (required)	\$300	\$300	\$300
Sanctuary (limit 273)	No charge	\$250	\$125
Sanctuary Cleaning (required if used)	\$75	\$100	\$75
Social Hall (limit 180) 90 or less	No charge	\$50	\$25
Social Hall (limit 180) greater than 90	No charge	\$100	\$50
Social Hall Cleaning (required if used)	\$25	\$50	\$25
TOTAL Cost of Building Use			

The kitchen may be used to access sinks and use refrigerator; no cooking or using dishwasher.

Equipment Needed: (please check or indicate #) Sanctuary Sound System: _____
 Tables: Rectangle 8 ft; 16 available; # needed _____ Round; 8 available; # needed _____
 Folding Chairs: 180 available; # needed _____ Coffee Pots: 30 cup _____ 100 cup _____
 Other _____

I have read the Building Use Policies and agree to follow them while at United Protestant Church.

Liability Waiver: *Individuals using UPC facilities assume full responsibility and are financially liable for any bodily injury, property damage, and/or other damages suffered by members, attendees, or others in conjunction with the event. Groups, businesses, or caterers that are required to carry liability insurance must provide a certificate of insurance listing UPC as an additional insured.*

Signature _____ Date _____

Please mail this completed/signed form,
 along with \$300 damage deposit to:
 United Protestant Church
 830 88th Ave W
 Duluth MN 55808

For Church Office Use
 Date Form & Deposit Received:
 Check #: Amount:
 Additional Amount Due:
 Final Payment Date Received:
 Check #: Amount: