



**THE SUNNYSLOPE CHURCH**  
 Church of the Brethren and United Church of Christ  
 3330 School Street  
 Wenatchee, WA 98801  
 Phone 509-663-5745      [sunnyslopechurch@nwi.net](mailto:sunnyslopechurch@nwi.net)

## CHURCH USE POLICY and REQUEST FORM

The church building and its contents are managed by the Property and Finance Team. The church building has been dedicated to the worship of God and to Christ-like ministries in service to all of God's people.

This information is available in the church office and on the church website. The office will maintain a calendar of events, and priority will be given to the programs and groups of the Sunnyslope Church.

The Sunnyslope Church has adopted the following guidelines for the use of the church facilities for non-church related functions (e.g. birthday parties, wedding anniversaries, etc.)

### GENERAL GUIDELINES

1. Use of the building and any equipment shall require a signed copy of this document.
2. Non-members shall not use the facilities for fund-raisers. Any fund-raising events held by members must follow practices that are in compliance with the non-profit 501(c)(3) tax-exempt laws for Washington State and the IRS: (a) 51% or more of an individual's income must be used to support the mission and ministry of the congregation (b) monies received and disbursed must be recorded in the financial records of the congregation.
3. Smoking, drinking alcohol, or the use of any illegal substances shall not be allowed in the church building or on church property.
4. Service animals accompanied by their owner are allowed in the building at any time. With prior permission from church office staff or a representative of the Leadership Team, other animals held on-leash and/or "contained" may be in the building.
5. A designated church member may visit gatherings of any organizations that use the church facility at any time.
6. Each user group is expected to donate funds to cover custodial and maintenance costs of the facility. (See details on page 3 of this policy.)
7. All furniture and/or equipment will be set up by the user group and returned to the original place following the event.
8. The user group will ensure that the area the group uses is clean immediately following the event, and all doors and windows are locked when the event has concluded.
9. User groups are expected to remain in the areas of the building approved in the Building Use Request agreement. Groups are responsible for respecting the church property and monitoring the behavior of all guests.

10. The users shall be liable for all persons using the church facilities during the time in use. The users shall be liable for any and all damages and are financially responsible for any repairs. The Sunnyslope Church will not be responsible for any accidents or injuries that may occur during the use of the church facilities. Long-term users need to show proof of liability insurance, a copy of which will be attached to the signed Building Use Request.
11. The facilities shall only be used by organizations whose speech or practices are in keeping with the peace and justice orientation of the church. Any non-member organization requesting use of the building shall be approved by the Property and Finance Team and/or a Leadership Team member of the Sunnyslope Church.
12. Failure to adhere to any of these rules shall result in termination of the use of these facilities.
13. Long-term building use agreements will be reviewed each January, and annually thereafter.
14. The Church Leadership Team reserves the right to withdraw its permission to use the facilities at any time by certified letter to requestor at the address provided on The Building Use signed form.

### **KITCHEN USE**

1. A church member shall supervise gatherings of non-member organizations that contract to use the kitchen.
2. User groups are responsible for setup and cleanup. Kitchen and/or Fellowship Hall items shall not be removed from the church building.
3. Outside user groups shall schedule kitchen use a minimum of two weeks in advance of their event.
4. The automatic dishwasher is not available for use by non-members.

### **WEDDINGS**

1. Wedding ceremonies at the church shall be officiated by the Sunnyslope Church pastor, unless otherwise negotiated with him/her in advance. An alternate clergy person should reflect speech or practices in keeping with the peace and justice orientation of the church (see 10, under "General" above).
2. We encourage Christian marriage based on Christ-like love and grace. With that goal, it is expected that appropriate pre-marital counseling sessions be negotiated with the pastor or alternate clergy.
3. The wedding party will check with the pastor or ceremony coordinator regarding the use of eco-friendly celebration materials.
4. A wedding package of \$500 includes: pre-marital counseling with the pastor, use of the sanctuary and keyboards, a sound technician, use of the fellowship hall for a reception, and a coordinator to help with the ceremony and sanctuary clean-up.
5. A wedding reception coordinator is available. Personnel and costs need to be negotiated on a case-by-case basis.

**BUILDING USE – SUGGESTED DONATION SCHEDULE PER EVENT:**

Important – Please indicate any and all needed:

A \$100 cleaning/damage deposit (which includes a \$25 key deposit for lost keys) from a non-member user group is requested. The payment will be made by cash or check at the church office when application is approved and prior to the event. If there is no claim for damage, any deposits will be returned when the key is returned to the office.

_____	Wedding ceremony (see above for inclusions)		\$500.00	_____
_____	Sanctuary (including narthex, piano & keyboard)		\$ 75.00	_____
_____	Organist or Pianist*	Members	negotiable	_____
		Non-Members	\$75.00	_____
_____	Sanctuary Sound System (includes technician**)	Members	\$ 50.00	_____
		Non-Members	\$125.00	_____
_____	Portable Sound System (in Fellowship Hall)		\$ 20.00	_____
_____	Sound Technician**		\$ 30.00/hr	_____
_____	Fellowship Hall		\$ 30.00	_____
_____	Kitchen		\$ 50.00	_____
_____	Dishwasher (not available for non-members)			_____
_____	Church Meeting Room		\$ 20.00	_____
_____	Overhead projector and screen		\$ 15.00	_____
			TOTAL SUGGESTED DONATION: \$	_____

\* Several keyboard players are available. Date, time, and specific music needs must be negotiated through the church office.

\* \* Three sound technicians are available. Their time must be negotiated well in advance of your event through the church office.

THE SUNNYSLOPE CHURCH  
BUILDING USE REQUEST FORM

*(Please complete and submit to the church with donation. A copy of this form will be returned to you upon final approval, donation, and appropriate signatures.)*

User organization (if applicable): \_\_\_\_\_

Contact person: \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_  
(full address)

E-mail address \_\_\_\_\_

Date of event: \_\_\_\_\_

Time and duration of event: Start \_\_\_\_\_ End \_\_\_\_\_

Type of event: \_\_\_\_\_

Special needs: \_\_\_\_\_

I have read these guidelines and commit to honoring them during our event.

\_\_\_\_\_ Date: \_\_\_\_\_  
Contact person signature

Approved by (only one required):  
\_\_\_\_\_ Date: \_\_\_\_\_  
Building representative

\_\_\_\_\_ Date: \_\_\_\_\_  
Leadership team member signature

Proof of liability insurance (long-term user groups only) \_\_\_\_\_

Cleaning/damage deposit received (date): \_\_\_\_\_

Donation received (date) : \_\_\_\_\_