



Church Use Policy & Building Use Request Form for Members

Welcome to The Sunnyslope Church! We are a loving, spiritual community that values Radical Inclusion, Prophetic Justice, and Play! Guided by the Divine One, the example of Jesus, the wisdom of our ancestors, and the children in our midst: Our purpose is to embrace all people, offer sanctuary for the persecuted, demand liberation with those who are suffering, speak truth to power, actively engage in peacemaking, and cultivate space for celebration, creativity, learning, and joy. The Sunnyslope Church is an Open and Affirming Congregation, which means we are welcoming and inclusive to all persons regardless of race, ethnicity, sexual orientation, gender, age, ability or other human differences.

The church building and its contents are managed by the Property and Finance Teams. The Office Administrator maintains a calendar of events (available on our website at sunnyslopechurch.org/calendar). The Sunnyslope Church has adopted the following guidelines for use of the church facilities by members for church-related and private events such as birthday parties, weddings, baby showers, etc. Members of the Sunnyslope Church are not asked to provide a donation for use of the building. However, if you feel so inclined, you can offer a donation via check, cash, or card.

General Guidelines:

1. Use of the building and any equipment shall require a signed copy of this document.
2. Members shall not use the facilities for non-church-related fundraisers. Any fund-raising events held by members must comply 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 representative of the Leadership Team may visit gatherings that use the church facility at any time.
6. All furniture and/or equipment will be set up by the Member user and returned to the original place following the event.
7. The Member user 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.
8. Member users are responsible for respecting the church property and monitoring the behavior of all guests.
9. Members using the church for non-church related activities will be liable for all persons in their group during their event(s). 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 for non-church related events will need to show proof of liability insurance, a copy of which will be attached to the signed Building Use Request.
10. The facilities shall only be used by members for events whose speech or practices are in keeping with the peace, justice, and inclusivity orientation of the church. Any Member requesting use of the building for a non-church related event shall be approved by the Property and/or a Leadership Team member of the Sunnyslope Church.
11. Failure to adhere to any of these rules shall result in termination of the use of these facilities.
12. Long-term building use agreements will be reviewed annually in January.
13. The Church Leadership Team reserves the right to withdraw its permission to use the facilities at any time in writing (via email), sent to the email address provided on the signed Building Use Request form.

Kitchen Use:

1. A Hospitality Team Representative may supervise Member gatherings that contract to use the kitchen.
2. Member users are responsible for setup and cleanup. Kitchen and/or Fellowship Hall items shall not be removed from the church building.
3. Dishware in the kitchen may be used for non-church related events, but if paper products are desired, the Member user will provide their own products.
4. The automatic sanitizer is available for members with prior approval and training from the Hospitality Team.
5. Appropriate clean-up of the space is expected.

Weddings:

1. Wedding ceremonies at the church may be officiated by the Sunnyslope Church Minister, if negotiated with them in advance. An alternate clergy person may be selected and should reflect speech or practices in keeping with the peace, justice, and inclusivity orientation of the church.
2. The Sunnyslope Church does not have a paid musician. If Member users would like a church pianist to play in their ceremony or service, this will need to be determined with the pianists themselves, with ample time to prepare.
3. Members may bring in other musicians and use the church piano.
4. The Sanctuary, Fellowship Hall, and Kitchen may be used by wedding parties. The use of these rooms should be indicated on the form below, and all guidelines outlined above should be followed. Members may request additional space in which to get ready by reaching out to the Office Administrator at office@sunnyslopechurch.org.
5. We encourage the use of eco-friendly decor and paper products (if they are used).
6. It is customary to give a monetary gift to the minister and musician(s) after the event to acknowledge their expertise and preparation.

Memorial Services:

1. Memorial services at the church may be officiated by the Sunnyslope Church Minister, if negotiated with them in advance. An alternate clergy person may be selected and should reflect speech or practices in keeping with the peace, justice, and inclusivity orientation of the church.
2. The Sunnyslope Church does not have a paid musician. Pianists are not guaranteed to be available for the date of the memorial service. If Member users would like a church pianist to play in their ceremony or service, this will need to be determined with the pianists themselves, with ample time to prepare.
3. Members may bring in other musicians and use the church piano.
4. The Sanctuary, Fellowship Hall, and Kitchen may be used for memorial services. The use of these rooms should be indicated on the form below, and all guidelines outlined above should be followed.
5. We encourage the use of eco-friendly decor and paper products (if they are used).
6. It is customary (though not required) to give a monetary gift to the minister and musician(s) after the event to acknowledge their expertise and preparation.

Please fill out the Building Use Request Form and Signature page below.

THE SUNNYSLOPE CHURCH BUILDING USE REQUEST FORM

Please complete and submit this form to the church office by email at
office@sunnyslopechurch.org.

Contact Person: _____

Phone: _____

Mailing Address: _____

Email Address: _____

Date of Event: _____

Time & Duration of Event
(including set-up/clean-up): Start: _____ End: _____

Type of Event: _____

Special Needs: _____

Kitchen Needed? Yes | No

Zoom Needed? Yes | No

Sound System (microphones)
Needed? Yes | No

Sunnyslope Church Minister
Needed? Yes | No

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

_____ Date: _____
Contact Person Signature

OFFICE USE ONLY

Approved via email by:

_____ Date: _____

Property Chair or Exec. Leadership Team Rep

Cleaning/damage deposit received on (date): _____

Donation received on (date): _____ Amount: \$_____

Proof of liability insurance (long-term user groups only - circle one): YES NO