



# Inclusive, Inquisitive, Intentional, Intimate, Inspiring **The Other Evangelical** [www.evangelicalucc.org](http://www.evangelicalucc.org)

## EVANGELICAL UNITED CHURCH OF CHRIST SHARED SPACE POLICY

BECAUSE OF WHO WE ARE...

*Our Mission: Following the God made known in the life and teachings of Jesus, we at Evangelical United Church of Christ gather as an Open and Affirming community to worship, learn and serve.*

*Our Values: As a community, Evangelical United Church of Christ celebrates the values embodied in the ministry of Jesus:*

- *Inclusiveness in our diversity,*
- *Intentionality in our commitment to social justice,*
- *Intimacy in our fellowship together,*
- *Inspiration in our communal worship and*
- *Inquisitiveness in our personal spiritual growth.*

*Our Vision: We desire to be a leader in helping the wider community affirm that God is still speaking.*

*Adopted by the congregation, July 2007*

WE DESIRE TO SHARE OUR SPACE:

The members and friends of Evangelical United Church of Christ want to share our facility. We celebrate the sharing of our facility for many reasons. Because a significant portion of our church budget is used to maintain our facility, we understand that the fullest use of the facility is good stewardship. We also understand ourselves to be a community within a community, and wish to have our facility available for the good of the wider community. Most centrally, however, we believe that our facility can be used to extend our ministry beyond those we currently serve. Therefore we encourage:

**Members/Friends:** EUCC members/friends to use the facility to extend the ministries that they are currently involved in. This may include activities with which members lead and/or participate (such as La Leche League and the St. Louis Woodcarvers). This may also include family gatherings and new initiatives. This building belongs to the members/friends of EUCC for the purpose of sharing our ministry.

**Our Community:** the wider community to consider using our facility to expand ministries of justice and compassion. We support the ongoing use of our facility by community groups serving the vulnerable persons/groups (such as the AARP, the OLOC, St. Louis Equality Dancers, and others) and we invite the exploration of new ministries that will model our mission, values and vision.

204 East Lockwood – Webster Groves, Missouri 63119 – 314/968-1727

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SHARED SPACE EXPECTATIONS AND ACCEPTANCE  
*(The following must be reviewed and signed at least annually.)*

Availability of Space:

All use must be scheduled through the church office to be published on the church calendar. While we attempt to provide consistency and honor specific space requests, church programming use will have first priority and all other uses will be subject to availability and at the discretion of EUCC.

- Dedicated (exclusive use) space is available only by action of the Governing Body.
- Designated (consistently assigned) space is subject to availability and does not preempt church programming.

Financial Expectations:

Rent is not charged for use of the facility but each Shared Space user selects one of three ways to support the shared expense of utilities and maintenance, subject to EUCC approval:

- Revenue generating: for revenue generating uses (fees, donations, sales), 10% of proceeds will be given as contribution to the church.
- Non-revenue generating: for non-revenue generating uses, users provide a 'fair share' of our actual cost of operations which is currently \$1 per person hour. (If you have 12 people for a 1 hour meeting, a donation of \$12 is a fair share.)  
*Note: This amount will periodically be reviewed by our Governing Body.*
- Waiver: if individuals and/or groups have need of our space and are not able to provide financial support, exceptions may be granted by the Governing Body. ***To request a waiver, please attach a letter of explanation.***

Guidelines for Use:

- § Groups sharing our space will respect and strive to embody our values.
- § Clean Up Expectations:
  - § Cleaning staff is not available daily, all users of our facility share in the care-taking.
  - § Please leave the facility *better* than when you found it, and ready to welcome the next group; dishes washed and put away, furniture arranged, vacuum area used.
  - § All trash is to be taken to the dumpster (located on the lower parking lot).
  - § ***If the facility is not returned to it original state, your organization will be billed for the related janitorial fee.***
  - § Restock paper towels and toilet paper and leave a note in the church office if supplies are low.
  - § If maintenance needs are identified, note them in writing and leave in the church office.
- § Security:
  - § Keys are to be checked out through the church office and returned when not needed so that they can be reused. The exterior key opens all exterior doors, the interior key opens most interior doors.
  - § When leaving the facility, make sure that all lights are turned off and all doors are securely locked.
- § Thermostats are not be adjusted, most are set on timers. In the unlikely event that you should need to adjust them, make sure they are returned to their original settings.
- § No smoking is allowed in the building or on the grounds. Alcohol is not to be served at social events. No food is to be left at the church unless prior arrangements have been made.
- § Use of the sound/music equipment in the sanctuary needs to be cleared through either the Music Director (Donita Bauer) or the Administrative Assistant (Laura Barrett).

I have read these expectations and have shared them with members of my organization. We agree to follow these expectations.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Room used: \_\_\_\_\_ Day of the week: \_\_\_\_\_ Time: \_\_\_\_\_

*Questions and concerns about The Other Evangelical's Shared Space can be directed to:*  
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