

PLYMOUTH CONGREGATIONAL UNITED CHURCH OF CHRIST

Building Use Information

ADDRESS: 115 W. Merrimac Street, Dodgeville, WI

ABOUT THE BUILDING

Plymouth UCC is a historic building at the heart of Dodgeville, with a legacy as a space for community gatherings. It has been used in the recent past for youth programming, cheerleading practice, yoga, book clubs, a piano recital, wedding, fundraising events, and community programming.

Most guests enter through the side door, on Main Street. The building is wheelchair-accessible and includes a small elevator. There are two bathrooms with stalls, and a third large individual bathroom. The building has WiFi, air-conditioning and heat, and ample light from large windows.

THE RESERVATION / REQUEST PROCESS

1. **Read through the Building Use Policies**
2. **Fill out the Building Use Request Form and send it to MerrimacMain@gmail.com.** If you prefer a paper copy, these can be dropped off at the PUC Building during open hours - we recommend you email or call to schedule a time.
3. The PUC Board of Trustees will review your request and assess appropriate fees
4. If approved, you will need to **submit your deposit** in order to actually reserve the space
5. For now, we are using a simple lock-and-key system, which we hope to upgrade soon. We will coordinate a way to let you into the building or lend a key to you.
6. After your event, we encourage you to **clean up thoroughly** - put away tables and chairs, wipe down any crumbs, take out any large trash items if applicable. (If you prefer not to clean up, that's okay! We can deduct cleaning fees out of your Deposit.)
7. We will return your Deposit to you within 7 days of your event, or be in touch about assessed deductions.

FEES + EXPECTATIONS

Building Use Fees will be determined with consideration of the following:

- ✧ The space and supplies requested
- ✧ Length of time needed, including set-up and tear-down
- ✧ Your involvement in Plymouth UCC or Merrimac + Main as a member or volunteer
- ✧ Whether the space will be free and open to the public, and aligns with the values and goals of Plymouth UCC and/or Merrimac + Main

A Deposit of \$25-\$1,000 will be assessed, based on the usage request. This deposit will be reimbursed 7 – 30 days following the event, minus any charges for additional cleaning, repairs, or replacements. The space will not be reserved until the deposit is paid in full. This deposit includes the custodial fee. If building users clean up thoroughly after themselves, no custodial fee will be charged. In the case of cancellation, the deposit will be returned in full if canceled 7 days in advance. Otherwise, the fee will be returned at 50%. Plymouth UCC reserves the right to adjust the return as needed and deemed appropriate.

ROOMS + SPACES AVAILABLE

✧ SANCTUARY

The Sanctuary is a large, octagonal room with stained glass windows, a brass organ, rows of wood pews, and a raised stage. The room has capacity of several hundred and is set up with A/V equipment.

Hourly: \$50 | **Four hours/half day:** \$175 | **Full day/8+ hours:** \$350

✧ OVERFLOW ROOM

The “overflow room” has wood floors, tall ceilings, and a small corner stage.

Hourly: \$20 | **Four hours/half day:** \$70 | **Full day/8+ hours:** \$140

✧ FELLOWSHIP HALL

The Fellowship Hall, on the ground floor, is a large, open room, with a capacity of about 60 people. This is a great space for long tables and chairs and can be set up with some A/V equipment.

Hourly: \$30 | **Four hours/half day:** \$105 | **Full day/8+ hours:** \$210

✧ KITCHEN

The Kitchen, next to the Fellowship Hall, has a double industrial oven, large sink, and plenty of workspace. The kitchen comes equipped with cleaning supplies, and additional kitchenware can be borrowed (see below).

Hourly: \$30 | **Four hours/half day:** \$105 | **Full day/8+ hours:** \$210

✧ NURSERY

The Nursery is designed for young kids and has a small table, toys, a rocker, changing table, and sink.

Hourly: \$10 | **Four hours/half day:** \$35 | **Full day/8+ hours:** \$70

✧ EDUCATION ROOM

The Education Room, on the ground floor, is a large open room with carpeted floor and tall ceilings. It has been used in the past for gymnastics, or could be equipped with tables and chairs.

Hourly: \$20 | **Four hours/half day:** \$70 | **Full day/8+ hours:** \$140

SUPPLIES + SERVICES AVAILABLE

✧ A/V EQUIPMENT

Plymouth UCC has microphones, video, recording equipment, and large screens. A fee will be assessed based on equipment requested and the level of support needed.

✧ TABLES + CHAIRS

Plymouth UCC has 8-foot folding tables, 6-foot round tables, and metal folding chairs. Please describe your request below. A fee will be assessed based on quantity of items and your willingness to set up or tear down on your own.

✧ KITCHEN + DINING

Plymouth UCC has pots, pans, knives, cutting boards, dish sets, silverware, and more that can be borrowed.

✧ PASTOR FOR WEDDING

\$300 fee for Plymouth UCC Members, \$400 fee for non-members

✧ OTHER

It may be possible to borrow office equipment, such as our printer or laminator, use office supplies, or borrow decorations, books, or instruments (e.g., organ or grand piano).

PLYMOUTH CONGREGATIONAL UNITED CHURCH OF CHRIST

Building Use Policies

PREFACE

Plymouth Congregational UCC serves its community in various ways. The church considers their facilities an extension of ministry, its use an opportunity for service and its care an aspect of responsible stewardship. The Trustees reserve the authority to make final decisions regarding its appropriate use.

PRIORITIZATION FOR USE

No events shall be scheduled prior to 1:00 PM on any Sunday.

The following priority will be used in scheduling:

- 1) Plymouth Congregational UCC regular worship and education, and special worship services
- 2) Plymouth Congregational UCC events
- 3) UCC Association, UCC Conferences, ecumenical church events
- 4) Non-profit service/youth groups/events
- 5) Non-profit community groups/events
- 6) For profit groups/events

RESPONSIBILITIES AND EXPECTATIONS OF GROUPS AND INDIVIDUALS

- ✧ Use of equipment (tables, kitchen items, audio-visual, etc.) must be designated on the agreement form or arranged with the person responsible for scheduling at least two weeks prior to the event.
- ✧ Furniture in rooms that are used must be put back in place, floors and bathrooms left clean, lights turned off, and the premises “left as found” before leaving the building unless prior arrangements were made and recorded on the agreement form. Any clean-up required after an event will result in a deduction of the deposit, typically at a rate of \$20/hour for labor, subject to change. Please see **Deposit** section.
- ✧ With the exception of the bathroom, groups will restrict themselves to the use of the rooms they scheduled on the agreement form.
- ✧ Reimbursement for any damage to equipment or the facility (repair or replacement) will be made to the church upon written notice from the Trustees. The Trustees shall establish the amount to be assessed.
- ✧ Youth groups scheduled to use the church’s facilities must have at least one responsible adult present at all times. Groups of 10+ should have at least two responsible adults present at all times.

SCHEDULING

- ✧ All requests for scheduling (except funerals) and the use of the church building and equipment are to be made with the pastor, office administrator, or building coordinator.
- ✧ A Facility Use Request Form must be completed and returned, with deposit, to the church office administrator or building coordinator. The Trustees will be advised of the proposed use of the facilities.
- ✧ Upon approval by the Trustees, a copy of the signed agreement will be mailed/emailed to the requester.
- ✧ The office administrator, building coordinator, Pastor, and custodian will all be informed about the confirmed usage of the building.
- ✧ In the case of cancelation, the deposit will be returned in full if canceled 7 days in advance. Otherwise, the fee will be returned at 50%.

FEES

The fees outlined below are guidelines. The Trustees may waive or adjust the fees as deemed appropriate. No fees shall be charged for church functions or to the members of Plymouth Congregational UCC. The Building Use Information Sheet includes information about specific room fees.

DEPOSIT	<p>A \$25 - \$1,000 deposit is required at the time of reservation, depending on the nature of the event and space requested. The fee will be held until after the event. If the requirements of Responsibilities and Expectations of Groups and Individuals have been met, the deposit will be returned to the party that reserved the space. If it is determined that the requirements have not been met or if additional maintenance and/or cleaning is needed, the deposit will not be returned. See the Request/Agreement Form for the full list of fees.</p> <p>Please note that, in the past, a mandatory custodial fee was charged. In lieu of that, we encourage building users to clean up thoroughly after themselves. Any clean-up left behind will be deducted from the Deposit. Plymouth UCC reserves the right to deduct from the deposit for extensive coordinating labor, and any other costs that result from the building usage – before, during, and after the event.</p>
ROOM USE	<p>Fees for reserving and using each room will be determined based on the specific room and the length of time. Suggested ranges are included in the Building Use Information Sheet - \$5/hour for the nursery, up to \$500/day for the Sanctuary.</p>
FUNERAL	<p>Fees for Kitchen and Fellowship Hall use are usually arranged between the funeral home and Plymouth Congregational UCC. In the case that the fees are not arranged, the Trustees shall determine the fee.</p>
WEDDING	<p>Pastoral fees include the Premarital Sessions, Planning Session, rehearsal and Wedding Ceremony. All fees are due at the first session. Outside clergy are welcome. A deposit will secure the church for the date.</p> <p>Church Members: \$300 Non-Church Members: \$400</p>
MATERIALS	<p>Building users may borrow tables, chairs, and A/V Equipment from Plymouth UCC as part of their request. The following is a <i>starting point</i> for fee assessment, subject to change based on the type of use, length of time, etc.</p> <p>Each table - \$5 Set of 8 chairs - \$5 A/V Equipment per room - \$25 - \$100 Kitchen pots, pans, dishes – <i>range of \$5 - \$200</i> Set-up - \$20/hour for labor</p>
PUBLIC USE	<p>Plymouth UCC aims to offer reduced or no fees to any group hosting an event that is free, open to the public, and supports some of the goals and values of Plymouth UCC.</p>
MEMBER + MM FEES	<p>Members of Plymouth UCC are not charged for building use, but may be asked for a Deposit, depending on the nature of their event. Active volunteers with Merrimac + Main may be offered a discounted rate.</p>