



## Church of Hope Building Use Guidelines

*Columbia City Church of Hope is a progressive faith community rooted in God's grace and acceptance where we work together toward justice, love, and wholeness.*

### **Building Use Information & Expectations:**

There are 3 spaces available for community use at the Church of Hope:

1. Sanctuary + Side Chapel (max. 200 people)
  - Located on the main floor
  - Optional Side Chapel is open to the main Sanctuary
2. Basement + Kitchen (max. 150 people)
  - Accessible from staircase near the main entrance, via the back staircase behind Sanctuary, or using ADA ramp on the west side of the building
  - Optional kitchen use
3. Classroom (max. 15 people)
  - Located on the main floor
  - Accessible through Sanctuary or from Basement using the back staircase

Recommended space-usage donations:

- Sanctuary Area: \$30/hr or \$200/day
- Basement: \$30/hr or \$200/day
- Classroom: \$15/hr or \$100/day
- *12 Step groups, please contact us for discounted rates or alternate options*

Donations can be made:

- Online at [columbiacityhope.org](http://columbiacityhope.org) through the "Online Giving" tab *\*\*preferred\*\**
- By cash or check to "Church of Hope" in an envelope. Please clearly label envelope with your group's name, and drop in the mailbox outside the office door (drop down over the letter tray so it falls into the back, locked part of the box).



#### Kitchen Use Information & Expectations:

- Please wash any dishes, mugs, utensils, etc. used for your event.
- Please do not leave items in the fridge unless they are clearly labeled. Any unlabeled items left in the fridge will be tossed out.
- Coffee and tea are assumed to be shared unless clearly labeled. Please clearly mark and store any non-community drinks to avoid confusion.
- The Church of Hope appreciates donations of unused non-perishable foods, and will share them with other community groups. Please mark donations when possible to avoid confusion.

#### General Information & Expectations:

- Please inquire if you have any questions or need particular amenities to help your group or organization.
- Please be considerate of others who may be using the Church at the same time. We strive to provide a safe, welcoming environment for everyone using the space.
- Please keep track of our key. There is a key recovery fee of \$25 if the building key is lost.
- If the space is left in poor shape and professional cleaning is required after your event(s), a minimum \$50 fee will be requested to cover cleaning costs. Actual amount will be calculated based on the cost of cleaning services required to restore the room to its normal state.
- Please be gentle on our old pipes, especially downstairs. Please don't put anything beyond toilet paper in the toilets.
- Please respect and be gentle with our old building. Damage recovery fees may be requested for substantial damage to furniture, equipment, plumbing, or other property.
  - Please contact us **sooner rather than later** if anything is broken.
  - Email: [columbiacityhope@gmail.com](mailto:columbiacityhope@gmail.com)
  - Phone: (206) 722-5651
- Failure to meet expectations may prevent you from using the space in the future.



**We appreciate your assistance and understanding in keeping our Church clean and readily available for our community! We look forward to working with you in making your time at Church of Hope enjoyable.**

Values:

*Church of Hope prioritizes providing meeting space for groups and organizations whose work aligns with our values of accepting and empowering all people, building community, and supporting each other to become our best selves. Church of Hope will not tolerate discrimination on the basis of race, gender, sexual orientation, ability, age, class, place of birth, or documentation status.*

Disclaimer:

*Church of Hope only provides building usage to not-for-profit groups.*

*Should schedule conflicts or other issues arise, Church of Hope will work with all parties in finding a solution for the use of the space. For groups that regularly meet at the church, we will endeavor to provide notice if space availability substantially changes. Church of Hope reserves the right to make final decisions regarding the use of our space, and to refuse building use to organizations having values that are inconsistent with our mission.*