

BUILDING USAGE INFORMATION & REGULATIONS (2015)

Purpose: To support the church, school and community by offering the space for activities.
Priority is given to church and school activities. The building is a house of God and all activities will respect this place of Christian worship.

A. Usage Fees: regulated by church board based on time/space availability

(Set-up & Clean-up are part of the rental time!)

1. Building charges *(include utilities & parking)*
 - Sanctuary – Y5,000/hour *(kitchen & main floor classrooms are included)*
 - Lower level - *(2 classrooms & kitchen area)* – Birthday party Y5,000/4 hours
 - Single classroom: Y1,500/hour
 - Kitchen only – Y1200/hour
 - Prayer Room – Y600/hour
 - Concerts: Y30,000/6 hours *(this includes your rehearsal time)*
2. Weddings: Contact Sudo-san (090-3218-3511) *discusses the details with those inquiring*
3. Funerals – Member & non-member - Contact pastor to discuss details & see the funeral handout
4. Parking fees
 - a. Cars: Y1000/day
 - b. Large trucks/film crews - under the church *(3/2015)*
-Y600/car/hour or Y3000/day – under the church
-Y1000/big van or truck/hour or Y10,000/day *(includes toilets & electricity)*
5. **Regular vendor use**
 - ✓ 10% donation of collected fees turned in monthly
 - ✓ January of each year a one-time Y12,000 utility fee
 - ✓ You are limited to the same days agreed upon in contract *(i.e. Thursday - then only Thursdays – more than one day charges additional utility fees)*
 - ✓ Contracted time only - no early entry to school areas or extended stays
 - ✓ Church & school activities have priority
 - ✓ You are expected to bring your own supplies - come prepared. Church and school resources, computers, furniture and materials are **NOT** available for your use. You are contracting for the space only.
 - ✓ Copies can be made: Y10 each/black & white, Y100 yen each/color for each copy - payment at time of copying *(record your use in the small blue book at the side of copier)*
 - ✓ Utility use guidelines: Maximum heat in winter 24C, Minimum cooling in summer: 26
 - ✓ Remember to turn off the A/C and lights every time!

B. How to Book

1. Call (045-651-5177)
2. Office receives applications & completes an inquiry form; tour if needed
3. Complete the agreement form in a timely manner
 - Dates may be booked one year in advance.
 - Church Board approval is needed for all functions, so plan accordingly
 - Church and school activities have priority
4. When the application & booking fee (5,000) is received it is reserved on the Master Calendar by the office only
5. Payment by bank transfer is possible:
Yokohama Bank, Motomachi branch (311)
Futsu #1150200
Shukyohojin Yokohama Union Kyokai

C. Guidelines for Use

1. Before booking

- ✓ Set-up & clean-up are part of the rental time - extra time is charged at the rental rate *(see above)*

- ✓ No proselytizing is allowed
- ✓ Smoking is NOT permitted within YUC and outside only in specified areas.
- ✓ Use of alcohol must have prior approval - *YUC reserves the right to refuse its use*
- ✓ You are responsible for all damage and must pay for repairs/replacements
- ✓ You must provide your own audio/technical personnel (*prior approval required*)
- ✓ You must provide your own ushers and parking attendant, if it is a large event - no street parking please
- ✓ Two posters & small flyers for advertising may be displayed - submit them with the application
- ✓ YUC appliances (TV, VCR, kitchen, etc.) will not be used without advance permission
- ✓ Permission for kitchen use must be secured in advance
- ✓ Beverage (*coffee, tea, bottles drinks, etc*), snack items and paper goods are supplied by your group - coffee pots for 42 cups and hotpots are available for use

2. Setting up for your event

- ✓ Only green tape is used on the walls and floors; use tarps as needed
- ✓ Piano tuning is at your expense - *we have a list of tuners if you need one*
- ✓ Safety - **Do not** block the 3 fire doors in the sanctuary
- ✓ Safety & neighbors - Don't block the street
- ✓ Utility use guidelines: Max heat in winter 24C, Minimum cooling in summer: 26C

3. Completed event

- ✓ All facilities must be cleaned prior to departure. Vacuum and cleaning supplies are located in closet near or in the restrooms.
- ✓ All chairs, tables and other items must be cleaned and returned to their proper location after an event unless specified otherwise.
- ✓ Garbage goes home with you
- ✓ Complete the check out sheet and have a church staff person check it
- ✓ Pay any extra charges due at check-out time to the staff person
- ✓ Personal belongings must be taken with you at the time of departure. The church is not responsible for lost or missing items.

D. Items available for use – you set up/clean up

1. 120 padded church chairs & 25 folding chairs
2. Tables – 8 round; 8 rectangle; 1 dining table, 4 short-legged rectangle, 4 short-legged round tables, 4 small folding tables, 1 coffee table,
3. A simple stage (*you must set up & take down*) 4-2 step risers, 2-1 step risers
4. A concert piano: Yamaha C3B
5. A Croda Tone Electronic Organ: Toyo Densogakki Model 2AS
6. White board/ 2 easels for chalk or other displays
7. A large Projection screen
8. 5 electric pianos with stands
9. Parking – 16 spots / you supply an attendant if you use
10. Four microphones – 2 wireless, 2 stands
11. Tarps to cover sanctuary floor
12. Garbage containers, vacuum, mop