

**Building Use Guidelines and Responsibilities for  
Memorial Service, Funeral or Celebration of Life and Reception  
First Unitarian Church, South Bend**

1. **Building Availability:** The building is available to church members, their immediate family and pledging friends and their immediate family for a memorial service, funeral, or celebration of life with minister approval, or Care Committee approval in the absence of a minister. The family will be responsible for any minister, musician, sound or Zoom host fees.
2. **Catering:** For a reception in the foyer, following a memorial service, funeral, or celebration of life, the church will supply coffee and finger foods. The family will pay for any additional food requested.
3. **Public Access:** The reception in the foyer is for all members and attendees of the memorial service. If the family wishes the reception to be limited to only family or a select few, an alternative site will be required.
4. **Building Use Committee Responsibilities:** The Building Use Committee will provide a representative to open and close the building and communicate with the family for any special setup or other needs. A representative will be available before the service to receive flowers, and afterward for cleanup.
5. **Social Committee Responsibilities:** The Social Committee will assist with finding volunteers to provide finger foods, making and serving coffee, setup, and cleanup.
6. **Care Committee Responsibilities:** The Care Committee will assist in finding greeters, sound and Zoom hosts. The Care Committee will also assist with setting up photo displays and cleanup.
7. **Grounds Committee Responsibilities:** Snow removal.
8. **Order of Service:** The office administrator will assist with printing the order of service provided by the family.

Date Approved: April 1, 2026