

BUILDING USE

Building Use Policy

Christ Community Church has been designed and built for and by its congregation as a house of Christian worship, fellowship and service. Under no circumstances may an activity be scheduled that would violate Christ Community Church's doctrinal beliefs, Statement of Faith, constitution, membership covenant, or policy handbook.

The church facilities may also be scheduled for planned activities such as family gatherings, community social activities, seminars, meetings and other special events. Requests to use the church facilities should be made with as much advanced notice as possible through the church office by completing the Building Use Request form.

The requested activity must be done in reference to the church calendar of events. Church sponsored events take precedence over non-church activities. Scheduling will be done on a first-come first-served basis. Failure to do so, may preclude the requested date being available. Any scheduling conflict between two church events is to be resolved by the church secretary and/or Sr. Pastor.

Overall Guidelines

- Church related activities take precedence in scheduling all events. Christ Community Church reserves the right to cancel any event if it is in conflict with a church-related ministry event.
- The code for entry into the building via the Little Lambs door will be given (if required) prior to the event. Instructions for opening the doors with the allen wrench lock will be provided. The party using the building must lock the building when done.
- Food is not to be taken into the sanctuary.
- No alcohol or illegal substances are allowed in the church building or on parking lot premises.
- Modest attire will be worn at all times. Everyone will wear shirts for all activities.
- Kitchen use must be requested at the time of reservation.
- The group representative responsible for the event/activity must ensure that all people present remain in the rooms requested on the building use form.
- All parties must clean-up the facility and arrange the room chairs, tables, and equipment to the condition prior to the event.
- The group representative for non-church event/activities must sign a Waiver of Liability form.
- If accidents occur, they should be reported immediately to the group representative who signed the Waiver of Liability form. The church office should be notified within 24 hours. All damages incurred are the responsibility of those using the facility.
- Sporting activities require the group representative sign the Waiver of Liability form and each participant must also sign a Waiver of Liability (if under age 18, parent / guardian must sign).
- At least one adult (21 yrs or older) must be present with minors (under 18 yrs of age). Exceptions, depending on the activity, may be made with permission from the Finance Deacon.

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- All game activities will be played in a sensible fashion with no excessive force.
- Music must not contain explicit lyrics and the volume should be kept at an acceptable level.
- Showers in the restrooms are for emergency purposes only and should not be used.
- All lights must be turned off when leaving and thermostats set with temperature settings appropriate for the season.
- Christ Community Church is not responsible for lost, stolen or damaged items.
- Failure to follow the established building use guidelines may result in the loss of deposit, additional charges or loss of future building use privileges.

Use of Property

No furniture or equipment may be taken from the premises without first obtaining permission from the Finance Deacon.

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Building Use Rates

Building use payments may be appropriate based upon the activity and whether or not it is a church related event. The donations are intended to cover costs (electricity, heating/cooling, water, sewer, paper products, etc.) and building wear and tear. The rate schedule may include additional items such as kitchen, audio, visual, custodian, etc.

	Member/regular attender	Non-member & non-church activity
	Rates	Rates
Sanctuary	\$20	\$100
Fellowship Hall	\$20	\$100
Fellowship Hall w/Kitchen	\$40	\$200
Family Center	\$40	\$200
Family Center w/Kitchen	\$80	\$400
Entire Church facility	---	\$500 (single day)

Building payments made via a check should be written to Christ Community Church and given to the church secretary.

Support Personnel

Pianist	\$50	\$50
Audio/Visual support (Church representative required to operate the A/V equipment)	\$50	\$50
Custodian	hourly rate	hourly rate

Support personnel payments made via a check should be written to the individual and given to that person or the church secretary.

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Building Use Request

Today's Date: ____/____/____

Primary Contact: _____ Phone # _____

Address: _____

Phone # _____

Purpose: _____

Date for intended use: ____/____/____

Room(s) requested: _____

Special Requirements / Support needed

1. _____
2. _____
3. _____
4. _____

Key issued (Y / N) _____ Date returned ____/____/____
(name)

Donations received _____ Date ____/____/____

I have read, understand and pledge to uphold the Building Usage Policy of Christ Community Church.

Signature _____ Date ____/____/____

Church Representative _____ Date ____/____/____

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Waiver of Liability

The Christ Community Church building has been designed and built to serve not only its congregation but also the surrounding communities. Although the congregation welcomes and even encourages the facilities to be used by non-members, the congregation cannot accept liability risk beyond what is covered by existing insurance policies. To enable building usage beyond its members, this waiver of liability must be signed by the individual or group representative requesting to use the facilities.

By signing this document, Christ Community Church and its membership will be held harmless in the case of accident or injury during the specific event requested. In addition, signing this document indicates accident or injury insurance coverage is in force for the group and/or individual. Under no circumstances shall Christ Community Church be responsible or liable for any loss, damage or costs to the person or persons utilizing the church facilities.

Group: _____

Activity / Event: _____

Planned Date(s): _____

Group Representative: _____ Tel.: _____

Signature: _____ Date: _____

Participant name: _____

Signature: _____ Date: _____

If participant is under 18 yrs of age, Parent / Guardian signature required.

Parent / Guardian name: _____

Signature: _____ Date: _____

Church Representative: _____ Date: _____

Questions: Call (309) 747-2299