



# Church Facility Use Policy

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## Approved Users and Priority of Use

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The elders must approve all uses of church facilities.

Priority will generally be given to organized groups that are part of the ministry, organization, or sponsored activities of the church and members of the church.

The church elders may make any exception to this rule.

## General Guidelines

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1. The requested use cannot involve a profit-making program.
2. The requested use cannot involve outside agency fundraising unless an exception is made by the church elders.
3. The requesting person must be a member of the York Christian Church.
4. The requesting person must attend the function being requested.
5. The church facility must be left in the same condition following the function as before the function began.
6. The total occupancy of the building is not to exceed 300 people.
7. Any expense incurred by the church following the event as a result of the use of the facilities will be reimbursed by the using party.
8. Children must be supervised by an adult at all times.

## Facility Use Hours

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Facilities are available between the hours of 7 am and 10 pm. Use outside these hours must be approved by the church elders.

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## Scheduling Events

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Requests for facility use must be made to CCC's Communication Team by submitting the "Event Request Form" at least fifteen days prior to the beginning of the event's promotion. The event will be reserved and placed on the church calendar only after the church elders have approved the use. The contact person listed on the "Event Request Form" will receive an email when approval status is granted.

## Event Promotion

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All event promotion will be handled by CCC's Communication Team. CCC will create the promotional materials requested in the "Event Request Form." If you have promotional material already created that you would like to use, it must first be approved by CCC's Communication Team before it is used. For questions about pre-made promotional material contact the Graphic Designer.

All Facebook events and online promotion will go through CCC's Communication Team. Events using the church facilities are not to be promoted on personal Facebook pages or anywhere else online without the approval of CCC's Communication Team. It is acceptable to share events created on Connection Christian Church's Facebook page.

Event promotion will not begin until approval for the event is granted by the church elders. The contact person listed on the "Event Request Form" will receive an email when approval status is granted for their event and will also be notified when the promotion period begins.

CCC's communication team will make every effort to supply the promotional materials requested. However, it may not always be possible to fully meet the requests. CCC's communication team maintains the right to decide what promotional materials will be created and distributed.

## Fees

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Church members will not be required to pay a fee for usage.

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## Fundraising Activity

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Only fundraising activity that is in support of the ministries of CCC are permitted in the building unless the church elders make an exception.

No gaming fundraisers that could be interpreted as gambling and do not represent the purposes and priorities of CCC are permitted. This will be determined at the discretion of the elders.

## Facility Use Guidelines

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1. Alcohol Policy: Alcohol is prohibited on church property.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages are not allowed in the Worship Center.
5. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. You must empty all trash and place in the dumpster behind the church.
7. All lights must be turned off, doors locked, and alarm set upon departure, unless another group is still using a different part of the building.
8. It is the responsibility of the group using the facility to leave the building in the same or better condition than it was in when their event began. Any expense incurred by the church following use will be reimbursed by the using party.
9. Abusing or foul language, violent behavior, and illegal drug or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premises.

## Kitchen Use Policy

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1. You must provide your own paper goods. Church supplies are only available for church functions.
2. The kitchen may only be used for warming up food and clean up purposes.

\*Please contact Hal Schwartz (York Campus) at 717-244-7238 or Sam Moon (Lancaster Campus) at 717-758-5691 at least 1 week prior to the event for access to the building.