

GUIDELINES GOVERNING USE OF FACILITIES AND EQUIPMENT

FIRST CHRISTIAN CHURCH (Disciples of Christ), Richlands, NC

The facilities of First Christian Church have been constructed to the Glory of God and are held in trust for First Christian Church by the Church Board. The facilities are intended for the use of the congregation in worshipping God and carrying out Christian ministries through activities of education, stewardship, Christian social concern, health and welfare, and mission outreach. The church is also called to continue sharing herself with her members and non-members of the community in efforts to share the Gospel and grow the kingdom of God. All facility requests should further the mission of First Christian Church to be God centered, Spirit Driven, and People Focused. Therefore, a policy is needed to provide the long-term use of Church's facilities that will allow First Christian Church to continue its ministry well into the next century. The church must be sensible and wise stewards as well as caring and compassionate while carrying on our mission and ministry of Christ.

Therefore, the intent of this policy is to protect these facilities and furnishings from, misuse or abuse and to maximize their orderly use by the Church congregation, Church members, the Scouts and certain non-members. These policies are not designed to be authoritarian, but rather are to remind us that all Church property is God's property, and that we have a responsibility to make every effort to respect, and use God's house in a responsible manner. The physical facilities include the Sanctuary, Fellowship Hall, Christian Life Center, Kitchens, Sunday School Rooms, Playground, Picnic Shelter, and Activity Field.

The usage of the Sanctuary, Fellowship Hall and Christian Life Center (CLC) may be for all FCC functions and by all FCC members and their immediate families. First priority is given to the congregation. Second priority is given to the church members and their immediate families. Third priority is given to weddings and funerals of individuals who are not members of FCC. Scheduling of the Sanctuary, Fellowship Hall and CLC facilities will be done through the Church office and placed on the church master calendar.

The paragraphs below define the terms for the facilities:

- 1) Use of church facilities by First Christian Church members, First Christian Church sponsored groups, and non-members are subject to approval by the Church Board.
- 2) Use of church facilities must be scheduled by the office secretary and put on the "master calendar". Events may be booked no more than one year in advance.
- 3) Members may use the facilities for personal events at no cost; however the cleaning deposit is required. **Any business related or non-profit organization whether by members or non-members will be charged the full rental fees as well as a cleaning deposit. The Sanctuary may not be used for business related events.**
- 4) Non-members must be sponsored by a church member. The church member (sponsor) must be present while non-members are using the facility. The church sponsor is responsible for opening the building, for seeing that the guidelines are followed, and for the closing of the building. The church sponsor must coordinate arrangements with a member of the Property Committee for the facility Guidelines and the after use inspection.

Policy Approved: 10/12/09

5) Use by non-members (or business related events) is subject to charges as follows:

<u>Building</u>	<u>Rent Charge</u>	<u>Refundable Deposit</u>
Sanctuary	\$400	\$175
Fellowship Hall	\$300	\$175
Christian Life Center	\$300	\$175
Picnic Shelter	\$50	\$100
Activity Fields	\$50	\$100

- 6) Use of church facilities by church members for family-oriented functions does not require payment, however, donations are accepted to offset the additional cost of operating the building during the event.
- 7) Scheduled dates will be written on the calendar once the rental fee, cleaning deposit, and the booking application is received. Following a successful check-out inspection of the rented property, appropriate deposits will be refunded within five (5) business days. If the inspection shows that the facility was not cleaned and returned to its original condition, the deposit will not be returned.
- 8) The renter and its sponsor will be responsible for any damages incurred over and above the refundable deposit.
- 9) All paper products and cleaning supplies are to be furnished by the renter.
- 10) Church property (tablecloths, chairs, tables, silverware, coffee pots, televisions, etc.) are to be used for First Christian Church member sponsored activities **in the church facilities only. It is expected that if anything is damaged or broken, it will be repaired or replaced by the renter or member responsible.**
- 11) Anyone using the facility for a wedding must also comply with the First Christian Church Wedding Policy.
- 12) Any **emergency** situation can be approved by the Chairman of the Board

CHECK LIST FOR CARE AND CLEANING OF CHURCH FACILITIES

It is necessary for each person or group who use the church facilities to follow certain rules regarding maintenance. All cleaning and restoring of facility to original condition is to be done at completion of the event. The building used will be checked to be sure everything is left in satisfactory condition before deposits are refunded.

- 1) No children are allowed in the facilities without an adult present.
- 2) Each facility should be restored to its original condition and arrangement. Room furnishings must be left in the order in which they were found.
- 3) Chairs and tables are to be stored on the appropriate rack and returned to the storage building.
- 4) All facilities will be cleaned according to its appropriate cleaning checklist.
- 5) Vinyl floors should be swept and mopped. Carpeted floors vacuumed. Concrete floors are to be swept clean and all spills mopped. All food and personal items must be removed from the facility.
- 6) Bathrooms should be cleaned, swept and mopped.
- 7) If you are having a meeting in a class room, please do not disturb or use existing teaching materials. Leave the room in better condition than when you found it.
- 8) ALL trash is to be bagged, tied up and taken to the outside container. Be sure the trash container lid is down.
- 9) When you leave the facility, ALL heat and A/C units must be turned off; all lights should be turned off to include bathrooms and storage areas; all appliances off (including stoves); and all doors are to be locked.
- 10) Remember to keep the heat as low as possible to be comfortable and keep the air-conditioning as high as possible to be comfortable. Our electric bill is a concern for everyone.
- 11) Nails or regular tape or two sided sticky foam are not to be used on the walls of any building. Special tape is available which will not damage the surface when removed. Check package label to insure it states it will not damage the surface. This type of tape will be permitted and all tape and decorations must be removed.
- 12) Smoking is not permitted within any of the church buildings. Receptacles for outdoor smoking are in designated areas and must be utilized.
- 13) Alcoholic beverages are not permitted on the church property at any time.

REMEMBER: THE CHURCH CUSTODIAN IS NOT RESPONSIBLE FOR CLEANING THE FACILITY OR CHURCH PROPERTY FOLLOWING ANY PERSONAL FUNCTIONS.

Note: A copy of these procedures and policies are to be given to the Requestor/Renter.

Policy Approved: 10/12/09

