

Section D.

Date Approved/Revised:

Approved By:

GENERAL GUIDELINES FOR USE OF FACILITIES

Statement of Policy:

Significant financial resources have been invested in Concord Christian Church facilities by generous contributions from its members. Therefore, proper oversight must be given to these facilities to ensure that:

- adequate facilities exist to effectively carry out the ministry objectives and goals;
- such facilities are properly protected against loss or misuse;
- wise stewardship is being obtained through energy conservation, cost reductions and safety measures; and
- the life of the facilities is extended through a proper maintenance program.

“Within your temple, O God, we meditate on your unfailing love.” Psalm 48:9

Procedures:

1.0 ELIGIBILITY

.01 The programs and activities of special groups requesting building usage must be consistent with Concord Christian Church's statement of purpose and ministry philosophy. It is to be understood that the facilities and equipment of Concord Christian Church exist for the primary purpose and exclusive use of its members through its organizations and ministries.

.02 Activities and programs are limited to the space that is assigned.

.03 Regularly scheduled Church meetings and activities of Concord Christian Church will have first priority in the use of its facilities. Other Church related meetings and functions would have second priority. Groups outside the Church, which are non-profit or ministry related in nature may use the facilities when they

are not already scheduled for use by some Church function, and the purpose is ministry related.

.04 Concord Christian Church services and programs have priority over any and all outside organizations requesting use of Church facilities.

.05 Facilities are not normally available to outside groups or Church members for profit making activities.

.06 Organizations engaged in partisan political campaigns are not eligible to use Church facilities for their programs.

.07 A CCC Facility Use Request (4.025) shall be completed by all outside organizations requesting facility use.

.08 A review group consisting of the Executive Minister, a member of the Building & Grounds Team, and a member of the Worship Ministry Team (only if a musical event is in question) will determine the eligibility of an organization to use Concord Christian Church facilities.

.09 A Certificate of Insurance must be provided by all outside groups to Concord Christian Church for the purpose of covering liability and property damage or accidents that might occur on Church property.

.10 All outside groups requesting use of Church facilities must also have and adhere to sexual molestation policies and procedures regarding minors. If the organization does not have such policies for their organization, the outside group will be furnished a copy of Concord Christian Church's Prevention of Children and Youth Abuse policies for them to follow. They will be required to sign a written assurance that they will follow these policies while on Church property. The Executive Minister will work directly with the leader of the outside group to ensure that these policies are in place before the event occurs.

2.0 RESERVATIONS

.01 A Facility Use Request form (4.025) must be completed and submitted to the Executive Minister's office. The Family Life Center may not be used after 8:00 pm on Saturdays. Sunday's activities are limited to the hours between 2:00 and 8:00pm. Set up may not begin prior to 1:15 pm and teardown must be completed by 8:30pm.

.02 All usage fees are to be paid through the Executive Minister's office

including a reservation fee of 25% of the total estimated usage fee to be charged. The balance must be paid no less than two weeks before the date of the usage. There is a cancellation fee of 15% that is not refundable. The Executive Minister will complete a Use of Facilities Expense/Reimbursement Summary (4.026). This form will be the basis of billing the outside group for usage fees and expense reimbursements relating to the use of the facilities.

3.0 GUIDELINES FOR USE OF FACILITIES

.01 The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.

.02 When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on Church property.

.03 Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the Church.

.04 If custodial services will be required before, during, or after the time of usage, the user will be charged for this service.

.05 If security is provided by off-duty police officers or private security, the name of the individual officer or the firm shall be provided to the Executive Minister in advance of the event. Payment shall be made directly to the individual officer or the firm in lieu of the Church. Permission to use private security or off-duty police officers may be denied.

.06 Food and/or beverages are prohibited in the Worship Center. Special arrangements must be made with the Executive Minister for the serving of foods and/or beverages in other areas of a building. Shall this regulation not be followed; the person(s) or organization(s) using the facility shall be invoiced for all cleaning costs.

.07 Weapons, firearms, and other dangerous items, as defined in the policy entitled Possession and Use of Weapons, are not permitted in Church buildings or on Church properties.

.08 No electrical appliances may be used unless arrangements are made in advance with the Executive Minister.

.09 Due to design and construction for a very specialized use and open access to

extremely expensive equipment, the following building areas cannot be used by outside community groups: video and tape facilities, television equipment, sound recording rooms, etc without special permission.

.10 The user is expected to leave the building clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done in such a way as to prevent damage to the building and Church furniture and equipment.

.11 The person(s) or organization(s) making application for use of Church facilities shall agree to indemnify the Church for any damage to Church property by any person(s) participating in or attending the activity. An indemnification clause is included in the Facility Use Request (4.025). If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages will result in future requests being denied.

.12 The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

.13 All outside groups using the facilities of Concord Christian Church must be furnished a copy of the following "Building Use Procedures" when using Concord Christian Church facilities.

4.0 BUILDING USE PROCEDURES

.01 The leader of the group must submit a Facility Use Request (4.025) at least 10 days in advance of activity with the church office.

.02 If approved, the ministry leader or organization representative is responsible for the following:

- Diagramming setup and requesting any special equipment needs.
- If needed, secure building keys on the last business day before the event from the Executive Minister.

.03 After building use, clean up all the areas used. The area shall be returned to the same condition as before your use. A Room Cleanup Checklist (4.027) shall be completed and returned to the Church office. If special areas of the church are to be used (i.e. Worship Center, Family Life Center, kitchen), additional guidelines must be followed. These guidelines are located in the Special

Guidelines Regarding Use of: procedures as located in this Facilities Section of the Church's Policies and Procedures Manual.

.04 Secure the building by checking all exterior doors.

.05 Report any maintenance problems and damages to the Executive Minister.

.06 Turn in keys to the Executive Minister on next business day.