

Central Church of Christ

Facility Reservation Policy (approved by Elders Oct. 18, 2009)

In order to be good stewards of the property we have been given, we will make an effort to utilize our facilities to their fullest, while at the same time supporting the mission of the church to LOVE-GROW-SERVE-GO.

ALL activities utilizing any room/area of Central Church of Christ's property including the ball field and volleyball court should be reserved through the church office. On any given day there are several activities happening on the property, and those who reserve their space will receive preference.

The following policy is intended to deliver a consistent message for:

- Allowing members and non-members who represent a tax exempt organization to reserve rooms/areas at Central Church of Christ.
- Allowing members to use church facilities for family related celebrations.
- NOTE: Our facilities may not be reserved by non-members who are not representing a tax exempt organization.

General Guidelines

- 1) The room will be assigned based on the number of attendees expected. The room assigned will be the most appropriate room (determined by church staff) in which the activity can be completed.
For example, a group with 8 attendees could comfortably use a classroom rather than a large meeting room. Requests for specific rooms may or may not be granted based on the discretion of church staff.
- 2) This is a public accessible building. Therefore, for the safety of children/students, they may NOT be in any section of the church property without proper supervision at any time. Children are not to be on church property for any reason when the parent/guardian has not confirmed the child will be properly supervised or are supervising them themselves. This includes playing in the gym or elsewhere on church property.
- 3) Childcare is only provided at designated times in our nursery area. Those who utilize childcare provided MUST stay on the church property unless prior arrangements have been made with church staff.
- 4) Food and drinks (except communion) are not to be taken into the Sanctuary.
- 5) Smoking or use of tobacco products is prohibited within the church buildings.
- 6) No alcohol, liquor or illegal substances are allowed on the church property, either inside the buildings or on the outdoor property. Any violation will result in immediate termination of the event.
- 7) Leave the area designated for your use in a clean and orderly condition.
- 8) Use only the area assigned to you. Many events may be occurring simultaneously in the buildings.
- 9) The church will not be liable for any personal belongings that may be left unattended in the facility.
- 10) No items may be sold on church property without prior approval of the Executive Minister. Because we are a 501(c)3 tax exempt organization, nothing may be sold under our auspices by any person or organization which is not also 501(c)3 exempt.

Church Activities

(includes church related activities: i.e. Wedding ceremonies, classes, seminars, funerals):

- 1) All general guidelines apply.
- 2) Church activities need to be reserved with the Church Office Staff using the "Calendar and Facilities Request" form available in the Church Office or at www.christiscentral.com under the Quick Links Tab.

Non-Church Event Activities

- 1) All General Guidelines apply.
- 2) A "Calendar and Facilities Request" form (attached) must be completed and submitted to the Church Office for approval. The approval process will review whether the proposed activity qualifies as acceptable for using the church facility and determine if adequate space is available on the date requested.
- 3) Requests for room reservations for non-church activities may be made no more than six (6) weeks prior to the event.
- 4) Church activities take precedence over any personal or community events. Church staff will determine the appropriate room according to the space requested.
- 5) Non-church events may not be scheduled during the following times: Palm Sunday Weekend, Easter Week, the weekends before and during Vacation Bible School, the week before, during and after Bethlehem Walk, and the week of Christmas.
- 6) The maximum allowable time for a non-church activity reservation is two (2) hours. Exceptions must be approved by Executive Minister.
- 7) Facilities are not available for use by "for profit" groups or fundraising activities.
- 8) Facilities may not be used for the purposes of gambling, raffles, bingo, or gaming.
- 9) CCC does not provide setup or teardown of rooms for non-church events. If any change in the room set-up is needed, the room **MUST** be returned to its original state. Failure to do so will result in denial of future requests for facilities.
- 10) Due to the sensitive nature of our sound and audio visual equipment, only a CCC Sound/Multi-Media Technician may operate the sound, lighting and projection equipment in the Sanctuary. It will be the responsibility of the requestor to secure a CCC approved Sound/Multi-Media Technician and pay them as needed.
- 11) If sound or video display or other equipment is needed in a room other than the Sanctuary, it needs to be known at the time of the initial request to coordinate training and provide the equipment in the room.
- 12) Church supplies are not to be used for non-church activities.
- 13) Effective January 1, 2010 members sponsoring a family related celebration (i.e. shower, birthday, anniversary, etc.) must pay \$100, when their reservation is approved, to be scheduled. The charge is to help defray the utility, janitorial, and upkeep costs incurred by the church for such events. This charge is **not** tax exempt. If the event is pre-empted for church activities as noted in this policy the fee will be reimbursed within 30 days of the notice of cancellation.

Non-Church Event Activities defined

- 1) A non-church event activity is an activity that has not been sponsored by church staff, but is sponsored by a church member and:
- 2) Is in line with our church mission to LOVE, GROW, SERVE, GO.
- 3) NOTE: Any activity on church property that is not in furtherance of the church mission is not allowed by tax-exempt regulations, unless the activity is done by another tax exempt organization.

CENTRAL CHURCH OF CHRIST

Calendar and Facilities Request Form

This form is provided as a way to make a request for using a portion of the CCC facilities. Please read the Facility Reservation Policy before filling out this form. Rooms, dates, & times are NOT guaranteed until confirmation has been made back to you (usually between 7-10 days)*. Please contact the church office as soon as possible if any details of your event change.

Today's Date: _____ Person making request: _____ # Attending _____

Event Description: _____ Time (Start/End): _____

Date(s) Requested: _____
(Ongoing Programs should list each specific date)

Contact Person: _____ Phone Number: _____

Key Question 1 – Is this request for a CCC ministries event (Ministerial Staff Contact: _____), or an individual/group or Non-Church event to use a room? (Please Circle One)

Key Question 2 – Potential Participants: (Please circle all that apply) Men Women Teens All Church Other _____

Please Check ALL Rooms Being Requested:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Worship Center/Sanctuary** | <input type="checkbox"/> Room 4 West | <input type="checkbox"/> Room 5 South | <input type="checkbox"/> Ministry Center Room 3 |
| <input type="checkbox"/> Gym/Fellowship Hall | <input type="checkbox"/> Room 6 West | <input type="checkbox"/> Chapel | <input type="checkbox"/> Ministry Center Room 4 |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Room 7 West | <input type="checkbox"/> Upper Room | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Room 1 West | <input type="checkbox"/> Nursery | <input type="checkbox"/> Ministry Center Room 1 | <input type="checkbox"/> Volleyball Court |
| <input type="checkbox"/> Room 2 West | <input type="checkbox"/> Toddler Room | <input type="checkbox"/> Ministry Center Room 2 | <input type="checkbox"/> Ball Diamond |
| | <input type="checkbox"/> Beginner's Dept. | | |
| | <input type="checkbox"/> 2's & 3's Room | | |

Resources Being Requested:

- | | |
|--|--|
| <input type="checkbox"/> Sound Equipment | <input type="checkbox"/> Rectangle Tables: 16 available (How many? ____) |
| <input type="checkbox"/> DVD/TV | <input type="checkbox"/> Chairs: 150 available (How many? ____) |
| <input type="checkbox"/> Video Projection | <input type="checkbox"/> Coffeemaker |
| <input type="checkbox"/> Marker Board | <input type="checkbox"/> Large Thermos: 2 available (How many? ____) |
| <input type="checkbox"/> Round Tables: 18 large available (How many? ____) | |

NOTE: No "for profit" vendors may in any way solicit for business whether vocally, business cards, displaying wares or sign up at any function held on church property. This will put our "not for profit" 501(c)3 status at great risk. See the CCC Fund Raising Policy.

*Confirmed events can be canceled for needed CCC events (i.e. funerals) upon very short notice.
 **Use of sound, lights, or video equipment in the Worship Center requires CCC trained technicians.
 Unless other agreements are included set-up for events can occur no sooner than 2 hours prior to actual event.

I have read and will abide by the Facilities Reservation Policy: _____

 Signature or person reserving the facilities

----- Office Use Only -----

Date Received _____ Denied/Approved _____ Date Approved _____

Is Requested date available: Yes No

On CCC Calendar: Yes No Public/Private

Deposit Amount received (if applicable) _____ Key Checked _____

Certificate of Insurance (if applicable) _____

Notes _____