



Facility Use Policy and Agreement

Facility Use

The buildings and grounds of Christ Community Church are for facilitating the work of ministry. Christ Community Church limits the use of its facilities to those activities which are in keeping with a biblical philosophy and practice of ministry as decided by the Board of Elders.

Requests for use of facilities are processed through the church office. All requests should be submitted to the Administrative Assistant by completing this form.

General Policies

1. The Elders will determine use based upon our described ministry priorities of worship, instruction, fellowship, and evangelism. A staff elder may approve request forms submitted by church members after conferring with and coordinating with other elders.
2. Requests will be honored typically on a first-come, first-serve basis according to the date the request form is received in the church office. Exceptions may be made by the Board of Elders based on the nature and priority of the activities under consideration.
3. Ministry events and activities of Christ Community Church have priority over all requests.
4. A church member must take full responsibility and be present at all events. This person must be an Elder, Deacon, or a church member authorized by the Board of Deacons or a member of the Staff to oversee an event. This person will be responsible for opening, locking-up, lights out, etc., and ensuring that proper clean-up and facility stewardship takes place.
5. The Board of Elders may, at its own discretion, cancel previously approved reservations for the use of church facilities.
6. A request need not be obtained to use the facility for regularly scheduled events such as worship practice, Fishermen's Club, Ladies' Book Study, Youth Group, etc.
7. The church office should be informed as soon as possible upon the cancellation of a meeting date.
8. Christ Community Church is pleased to offer its facilities free of charge to members and to their children for certain private events. Such events include but are not limited to weddings, funerals, graduations, birthdays, and anniversaries. A request to use the facility must be completed.
9. In the event of a natural disaster or other such catastrophic event, the facility may be made available to federal, state, and local authorities as deemed appropriate by the Board of Elders.
10. It is highly encouraged that members seriously consider providing donation to the church to ensure associated costs do not impact the general budget.

Usage Policies

1. Tables, chairs, and equipment shall be returned to their original arrangement and cleaned, if necessary. Windows shall be closed, doors locked, and lights turned off when leaving. Decorations shall be removed immediately after an event by the organization using the facility.
2. Furniture and equipment may not be removed from the church facility without the approval of a Deacon, the Administrative Assistant, or a Staff Elder.
3. The church's nursery policy shall apply in every situation that nursery childcare is provided.
4. Projectors, sound equipment, stage lights, etc. may be used only by those individuals authorized by the church to do so.
5. No food or drink is allowed in the auditorium.
6. Use and moving of the church's musical instruments or worship team equipment is permitted only under the supervision of the Worship Team Leader or such persons authorized by the Worship Team Leader.
7. The sale of general merchandise or charging for services on church premises is not allowed, except for Christian music and books, and other ministry-related materials.
8. No smoking is allowed in church facilities. No alcoholic beverages are allowed at any time on church property.
9. Groups or individuals shall replace or repair at their expense damage to facilities or equipment due to misuse of facilities or equipment.
10. Christ Community Church assumes no responsibility for articles left at the church facility.

REQUEST FOR USE OF CCC FACILITY

Name of member requesting use of the facility _____

Address _____ Home phone _____

Responsible person (see general policy #4) _____

Requested date and time of use: on _____ from _____ to _____

Expected attendance _____

Purpose of event _____

In signing this form, the church member agrees to the policies described herein.

Signed: _____ Approved by: _____

Date: _____ Approval date: _____