

CCC Activity Center

Christ Community Church, 219 Berry Road, Fredonia, NY..... 716-673-1661

1. All requests for approval for the use of the Activity Center (AC) must be submitted to the trustees at least 30 days in advance of the activity. Besides a primary date, have at least one alternate date selected for your activity. The Trustees will approve your date (or alternate date) within 7 days of the request. The request can be given to anyone on the trustee board. Donations are appreciated (but not mandatory) for use of the AC.
2. Only CCC Church members, groups, and organizations will be permitted to reserve all or part of the AC.
3. Time limits on parties are 3 hours. You are allowed 1 hour before for preparation and 1 hour afterwards for cleanup (total time in AC is 5 hours).
4. Reservations may be made only by an adult member age 19 or older. This member will sign to get the key and is the member in charge. This member must be present for the duration of event. The member will be held responsible.
5. Reservations will be made on a first come first server basis. Church programs have priority. In the event of a conflict, CCC programs or groups will take precedence.
6. There will be no events scheduled on Sundays or during any worship service or other church wide programs.
7. Reservations should be PROMPTLY cancelled if plans change.
8. The AC is a part of CCC and those participating in activities held there should conduct themselves in a respectable and courteous manner.
9. The following are not allowed in the AC: tobacco products, alcoholic beverages, drugs, profanity.
10. All items used or moved during activities or events must be cleaned and put back in their proper place, this includes: tables and chairs, sweeping and mopping, carrying ALL trash to dumpsters, replacing garbage bags, cleaning kitchen appliances and utensils and cleaning restrooms. The building should be left ready for the next function.
11. Permanent fixtures are not allowed to be moved.
13. CCC is not responsible for loss, injury, or damages to persons or property. This is the responsibility of the applying member.
14. If damages occur to the facility during your event you will need to report this to the church office and coordinate the payment and/or repair work with the Trustee Board.
15. The member in charge should sign out the key in advance of event during regular office hours and it should be returned PROMPTLY afterwards. CCC keys will not be assigned to members on a permanent or extended basis with the exception of paid staff, Elders, Trustees and ministry personnel whose use of the AC is necessary for fulfilling their ministry.

Name: _____ **Phone:** _____

Date Requested: _____ **Alternate Date:** _____

Time of event (3 hours) _____ **to** _____

Date Request Submitted to the Trustees _____ **Approved by Trustees** _____

By accepting this key I am agreeing to abide by these rules:

Print Name: _____ **Signature:** _____

Date: ___/___/___ **Key #** _____ **Staff Member:** _____

Key returned date: ___/___/___ **Staff Member:** _____

ALL requests must be approved by the trustees prior to event or activity.