

Policy for Use of the Building

Reservations for use of space within First Christian Church shall be made on a first-come, first-served basis. Church-related meetings and activities will have priority for building use. To reserve an area of the church, a *Facilities Request Form* must be completed and given to the church office. If the request is approved, the event will be placed on the church calendar when all deposits and fees are paid.

When an area is reserved, only the area requested may be used for the event. Other rooms (such as Sunday School rooms and Conference Rooms) may not be used.

A building use checklist specific to the area reserved will be provided at the time of reservation. This checklist must be completed and returned to the church office after the event. If all is satisfactory after space inspection and review of the completed checklist, the deposit will be returned.

Use of the building for weddings and wedding receptions is not included in this policy. Contact the church office for the wedding use policy and fee schedule.

Great Hall Use:

The Great Hall is available for use by the public and by active/participating members of FCC. An active member is defined in the FCC bylaws.

Public Fee: \$150 (Non-Refundable)

Public Deposit: \$50 (Refundable)

Member Fee: \$0

Member Deposit: \$50 (Refundable)

Fellowship Lounge Use:

The Fellowship Lounge is available for use by active/participating members of FCC. The public may request to use the Fellowship Lounge. All requests by members of the public must be approved by the Pastor and Executive Board.

Public Fee: \$50 (Non-Refundable)

Public Deposit: \$50 (Refundable)

Member Fee: \$0

Member Deposit: \$50 (Refundable)

All areas of the building and church campus may be requested by the public and FCC members. Use of these areas will require the approval of the Pastor and Executive Board members. Fees for other areas will be given at the time of the request. Any exceptions to the policy listed in this document must be requested and granted by the Pastor and Executive Board members.

Great Hall Guidelines and Use Agreement, General Public

The Great Hall of First Christian Church is available for the general public to use for a fee (and a refundable damage deposit). Regularly scheduled church activities will take priority over private events. No alcohol is allowed in our building or on our church grounds (this includes the parking lot).

What to do if you would like to reserve the Great Hall for a private event:

- ☐ Check the church calendar to see if the date is available.
- ☐ To reserve the date, you must submit the rental amount (\$150) and the deposit (\$50) amount, and then the date will be reserved for you on the church calendar. If there are any damages incurred during your event that exceed \$50, repairs will be made and the cost for the repairs will be billed to the signatory below.
- ☐ Schedule a time to pick up a church key.

Guidelines for your event in the Great Hall

Furniture

- ☐ Furniture may not be removed from the Great Hall.
- ☐ The tables may be carefully moved and rearranged within the room.

Walls

- ☐ We do not allow tape, Command Strips, or nails/thumbtacks to be used on any wall, ceiling, window, or door trim.

Kitchen

- ☐ Use of the ovens and stove burners must be arranged in advance with the Property and Grounds Team of First Christian Church. You may plug in crock pots and use the microwave.
- ☐ Please do not use church supplies such as napkins, plates, cutlery, or other supplies for your event.

Required Clean-Up After Your Event (After Event, Initial and Return to the Church Office)

- ☐ Tables should be wiped clean with a damp cloth.
- ☐ Floors should be swept and any spills must be cleaned with a damp cloth.
- ☐ The room should be placed back in order (as it was before the event).
- ☐ Please do not leave any food items in the kitchen/refrigerator without explanation. Items left after your event will be removed and discarded. Exception: if you are donating food items for church use (such as drinks) you may leave these items clearly labeled. Labels are provided in the organizer basket located in the Great Hall.
- ☐ Any church dish towels and dishcloths used must be left in the provided bin. These will be washed by the church.
- ☐ All trash should be removed and taken to the dumpster. Please place new trash can liners in all trash cans used.

Rental: _____ Return of this Checklist: _____

Date and Signature

Date and Signature

Great Hall Guidelines and Use Agreement, Active/Participating Members

The Great Hall of First Christian Church is available for active/participating members (as defined by the church bylaws) to use. A \$50 refundable damage deposit is required. Regularly scheduled church activities will take priority over private events. No alcohol is allowed in our building or on our church grounds (this includes the parking lot).

What to do if you would like to reserve the Great Hall for a private event:

- ☐ Check the church calendar to see if the date is available.
- ☐ To reserve the date, you must submit the deposit amount (\$50), and then the date will be reserved for you on the church calendar. The deposit will be returned after the space is inspected if no damage is found. If there are any damages incurred during your event that exceed \$50, repairs will be made and the cost for the repairs will be billed to the signatory below.
- ☐ Schedule a time to pick up a church key.

Guidelines for your event in the Great Hall

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- ☐ Any church dish towels and dishcloths used must be left in the provided bin. These will be washed by the church.
- ☐ All trash should be removed and taken to the dumpster. Please place new trash can liners in all trash cans used.

Rental: _____ Return of this Checklist: _____

Date and Signature

Date and Signature

Fellowship Lounge Guidelines and Use Agreement, General Public

The Fellowship Lounge of First Christian Church is available for the General Public to use with the prior approval of the Pastor and the Executive Board. There is a \$50 fee and a \$50 refundable damage deposit is required. Regularly scheduled church activities will take priority over private events. No alcohol is allowed in our building or on our church grounds (this includes the parking lot).

What to do if you would like to reserve the Fellowship Lounge for a private event:

- ☐ Contact the church office at 765-529-2403. Your request will be given to the Pastor and the Executive Board for consideration. You will be notified if your request is approved.
- ☐ To reserve the date, you must submit the fee (\$50) and the deposit amount (\$50), and then the date will be reserved for you on the church calendar. The deposit will be returned after the space is inspected if no damage is found. If there are any damages incurred during your event that exceed \$50, repairs will be made and the cost for the repairs will be billed to the signatory below.
- ☐ Schedule a time to pick up a church key.

Guidelines for your event in the Fellowship Lounge

Furniture

- ☐ Furniture may not be removed from the room.
- ☐ The large, center table may not be moved.
- ☐ The round tables may be carefully moved within the room. It is recommended that you do not move these tables to prevent damage to the floor and the tables.

Walls

- ☐ We do not allow tape, Command Strips, or nails/thumbtacks to be used on any wall, ceiling, window, or door trim.

Kitchenette

- ☐ Use of the kitchenette is included in your rental price.
- ☐ Please do not use church supplies such as napkins, plates, cutlery, or other supplies for your event.
- ☐ Please check to make sure you turn off the oven and stove burners.

Other Guidelines

- ☐ The fireplace is decorative only. Do not attempt to light a fire in the fireplace.
- ☐ The window blinds are electronic and cannot be raised or lowered manually. Please do not touch the window blinds. Before your event, please discuss window blind placement with the Church Office, if desired.

Required Clean-Up After Your Event (After Event, Initial and Return to the Church Office)

- ☐ Tables should be wiped clean with a damp cloth
- ☐ Floors should be swept and any spills must be cleaned with a damp cloth
- ☐ The room should be placed back in order (as it was before the event)
- ☐ Please do not leave any food items in the kitchenette/refrigerator without explanation. Items left after your event will be removed and discarded. Exception: if you are donating food items for church use (such as drinks or baked goods for Coffee Hour) you may leave these items clearly labeled. Labels are provided in the organizer on the refrigerator
- ☐ Any church dish towels and dishcloths used must be left in the provided bin. These will be washed by the church. Only a damp cloth and dishwashing liquid should be used to clean the granite sink area. No disinfectant wipes
- ☐ All trash should be removed and taken to the dumpster. Please place a new trash can liner in the trash can

Rental: _____ Return of this Checklist: _____

Date and Signature

Date and Signature

Fellowship Lounge Guidelines and Use Agreement, Active/Participating Members

The Fellowship Lounge of First Christian Church is available for active/participating members (as defined by the church bylaws) to use. A refundable damage deposit is required. Regularly scheduled church activities will take priority over private events. No alcohol is allowed in our building or on our church grounds (this includes the parking lot).

What to do if you would like to reserve the Fellowship Lounge for a private event:

- ☐ Check the church calendar to see if the date is available.
- ☐ To reserve the date, you must submit the deposit amount (\$50), and then the date will be reserved for you on the church calendar. The deposit will be returned after the space is inspected if no damage is found. If there are any damages incurred during your event that exceed \$50, repairs will be made and the cost for the repairs will be billed to the signatory below.
- ☐ Schedule a time to pick up a church key.

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Furniture

- ☐ Furniture may not be removed from the room.
- ☐ The large, center table may not be moved.
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Walls

- ☐ We do not allow tape, Command Strips, or nails/thumbtacks to be used on any wall, ceiling, window, or door trim.

Kitchenette

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- ☐ Please do not use church supplies such as napkins, plates, cutlery, or other supplies for your event.
- ☐ Please check to make sure you turn off the oven and stove burners.

Other Guidelines

- ☐ The fireplace is decorative only. Do not attempt to light a fire in the fireplace.
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- ☐ All trash should be removed and taken to the dumpster. Please place a new trash can liner in the trash can.

Rental: _____ Return of this Checklist: _____

Date and Signature

Date and Signature

Facilities Request Form

Area Requested _____

Date and Time Requested _____

Other Notes _____

Great Hall Use:

The Great Hall is available for use by the public and by active/participating members of FCC. An active member is defined in the FCC bylaws. More detailed guidelines are included on the Great Hall Use checklist.

Member Fee: \$0

Member Deposit: \$50 (Refundable)

Public Fee: \$150 (Non-Refundable)

Public Deposit: \$50 (Refundable)

Fellowship Lounge Use:

The Fellowship Lounge is available for use by active/participating members of FCC. The public may request to use the Fellowship Lounge. All requests by members of the public must be approved by the Pastor and Executive Board. More detailed guidelines are included on the Fellowship Lounge checklist.

Member Fee: \$0

Member Deposit: \$50 (Refundable)

Public Fee: \$50 (Non-Refundable)

Public Deposit: \$50 (Refundable)

All areas of the building and church campus may be requested by the public and FCC members. Use of these areas will require the approval of the Pastor and Executive Board members. Fees for other areas will be given at the time of the request. Any exceptions to the policy listed in this document must be requested and granted by the Pastor and Executive Board members.

Deposit and Fee Paid _____

Request Approved and Placed on the Church Calendar _____

I agree to abide by all guidelines outlined in the documents received.

Signature _____