

Facilities Rental Policy (non-wedding)

Centerburg Church of Christ • 3830 S Columbus Road • Centerburg OH 43011
CenterburgChurchofChrist.com • 740.625.6924

Daryn Dawes, Lead Minister • Roger Crego, Discipleship Minister • Luke Robison, Worship Minister
Tim Ellis, Student Minister • Kristin Netting, Children's Director

→ To view the current church calendar for availability, visit the church website at
centerburgchurchofchrist.com.

Centerburg Church of Christ sets forth the following:

- Please complete the attached **Reservation & Agreement Form** for all rental requests.
- 48 hour notice is required for rental of the building.
- **All events must be scheduled so that the last person is out of the building by 9:00pm on Weekdays. Events scheduled on Saturdays must end in time for the building to be vacated by 6:30pm.**
- If your event requires chairs and/or tables, it is your responsibility to set them up prior to your event, and tear them down when your event is completed.
- When your event is completed, **the rental area of the facility must be clean and in the same condition as it was found.** This means that floors must be swept, trash emptied, tables put away, and linens, if used, taken home & washed before being returned. Centerburg Church of Christ does not employ a paid custodian.
- **For activities that include the use of the Family Life Center:** The Main Stage area is **OFF-LIMITS** unless your event specifically needs this space. If the stage area is needed, the drum cage & keyboard do not move; all other equipment on the stage can be moved at the discretion of the Worship Minister, and must be requested on the reservation form. (the actual removal of items will be done by the Worship Minister) The Lower Level Preaching Stage is available for use.
- The church building is a place of worship. Therefore, every member of your party will conduct themselves in a respectful manner.
- Alcoholic beverages, drugs and smoking are prohibited in the church & on church property.
- The use of church equipment can be requested on the attached **Reservation & Agreement Form.**
- Wedding policies are not covered by this general usage policy. Please ask specifically for a **Wedding Policy** and **Wedding Information & Agreement Form** when scheduling this type of facility usage.
- A donation for the use of the building is appreciated. If you require a Sound Technician or other church assistance for your event, please see the Fee Chart listed below.

Facilities Rental Policies for Large Groups

Use of Church Facilities for Large Groups (Home Educators, Boy/Girl Scouts, etc.)

All policy guidelines as outlined on the separate ***Reservation & Agreement Form*** are to be followed as written. In addition, all large groups, especially those with children, should conduct themselves as outlined below:

- Parents/guardians are responsible for their children at all times. Do not leave children of any age unattended.
- If children are not in a class or supervised activity, they need to be with a parent or other adult.
- Be respectful - no running, yelling or playing on the furniture.
- Playing in the Family Life Center (FLC, gym) is only permitted with adult supervision. Children should NOT be on the main stage, on or near the stacked chairs, and should not touch the soundboard and equipment.
- If using the building during regular business hours, please respect the church staff by using quiet voices in the main lobby and office area.
- Abide by the facility guidelines regarding food and drink (NO red liquids permitted in the building).
- Clean up after yourself - this includes when eating, doing crafts, etc. *See Reservation & Agreement Form for specific details of clean-up.*
- The playground and shelter area are available for use, but all children must be accompanied by a responsible adult. DO NOT leave children unattended in this area for their own safety.
- No playing in the mulched/landscaped areas outside the building.

The Elders and staff of Centerburg Church of Christ reserve the right to deny any entity the privilege of using the facilities known as the Centerburg Church of Christ.

The Elders and staff of Centerburg Church of Christ also reserve the right to stop or bring to an end any approved request, if they become aware of an individual, group or company who is no longer using the facility for the original stated purpose, or no longer abides by the guidelines set forth in the Reservation & Agreement Form and/or the Facilities Rental Policies.

Facilities Rental Policies

Use of Church Facilities for Profit

In the course of day to day activities, Centerburg Church of Christ is not to be used as a facility for individual, group or company profit. However, if the individual, group or company is providing a service to the church family or community, they are allowed to charge a fee for services rendered.

Individuals, groups and companies whose purposes do not conflict with the established doctrine of Centerburg Church of Christ may request use of the Church. Requests will be reviewed and granted by the Senior Minister in consultation with others on an individual basis. Ministries of the church take priority over requests from individuals, groups and companies, even if there is a connection between those parties requesting use and the church.

The Elders and staff of Centerburg Church of Christ reserve the right to deny any entity the privilege of conducting for-profit services on the property of Centerburg Church of Christ.

The Elders and staff of Centerburg Church of Christ also reserve the right to stop or bring to an end any approved request, if they become aware of an individual, group or company who is no longer using the facility for the original stated purpose.

Reservation & Agreement Form

If you are interested in reserving space in the church building or outside at the shelter house or playground, please complete this form and turn it in to the church office. This form must be completed before any plans can be finalized.

Today's Date: ____/____/____

Applicant Name: _____

Street address: _____

City/State/Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Activity Information:

Event Name: _____

Requested Date(s): _____

Time of Event:

Set-up: _____ From: _____ To: _____ Tear Down: _____

Room(s) Requested: _____

Number of Participants Expected: _____

Equipment Needed: _____

BUILDING RENTAL FEES:

Rental Fee \$ _____ **Donation** (not required but appreciated)

Sound Tech \$ _____ 40.00 (first two hours)

..... \$ _____ 15.00 (each add'l hour)

Amount Paid \$ _____

I/we completely understand and accept the above conditions for church building rental.

Applicant

Applicant