

# REQUEST FOR BUILDING USE

NAME OF ORGANIZATION OR INDIVIDUAL \_\_\_\_\_

ACTIVITY \_\_\_\_\_ CCC GROUP \_\_\_\_\_ OUTSIDE GROUP \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_ NUMBER OF PERSON(S) EXPECTED \_\_\_\_\_

THIS IS A: ONE-TIME EVENT \_\_\_\_\_ WEEKLY \_\_\_\_\_ MONTHLY \_\_\_\_\_ OTHER \_\_\_\_\_ RECURRING: DAY OF WEEK Su M T W TH F Sa TIME: \_\_\_\_\_

TYPE OF SERVICE TO THE COMMUNITY: PROFIT \_\_\_\_\_ NON-PROFIT \_\_\_\_\_

NAME OF PERSON MAKING ARRANGEMENTS \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

PERSON(S) FROM CCC DIRECTLY INVOLVED \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

PERSON IN CHARGE OF EVENT \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**EVENT ROOM REQUIREMENTS (Please use diagram on other side to indicate rooms needed and layout desired.)**

CCC EQUIPMENT NEEDED? YES \_\_\_\_\_ NO \_\_\_\_\_ If Yes, please list: \_\_\_\_\_

SOUND SYSTEM NEEDED? YES \_\_\_\_\_ NO \_\_\_\_\_ If Yes, please list: (A sound system technician may be required) \_\_\_\_\_

WILL THE KITCHEN BE USED? YES \_\_\_\_\_ NO \_\_\_\_\_ (When using kitchen or food area, you must not be sick, contagious or have open wounds.)

IF YES: COFFEE ONLY \_\_\_\_\_ COOKING IN \_\_\_\_\_ CATERED \_\_\_\_\_

PERSON IN CHARGE OF KITCHEN \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

PERSON IN CHARGE OF CLEAN UP \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

WILL THE NURSERY BE USED? YES \_\_\_\_\_ NO \_\_\_\_\_ (If yes, our nursery supervisor will need to be notified.)

NUMBER OF CHILDREN ANTICIPATED? \_\_\_\_\_ AGES: \_\_\_\_\_

PARKING NEEDS: NUMBER OF CARS EXPECTED (APPROXIMATE) \_\_\_\_\_

SPECIAL NEEDS OR ARRANGEMENTS \_\_\_\_\_

**RESPONSIBILITIES (Must be a church member. If none involved, a custodian must be hired.)**

SET UP BY: CUSTODIAN NAME(S) \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

SET UP NEEDED BY: DATE \_\_\_\_\_ TIME \_\_\_\_\_

(Use set-up diagrams on next page.)

CLEAN UP BY: CUSTODIAN NAME(S) \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_ OTHER \_\_\_\_\_

OPEN BUILDING: NAME: \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

CLOSE BUILDING: NAME: \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

**CHURCH ORGANIZATIONS HAVE PRIORITY USE OF THE FACILITIES. IN THE EVENT OF A SERIOUS CONFLICT FOR THE SPACE (IN CASE OF A FUNERAL, FOR EXAMPLE),**

**WHOM SHOULD WE CONTACT TO CHANGE ARRANGEMENTS?: NAME: \_\_\_\_\_**

PHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

Please read all the information in *Policies for Use of the Building*. If you have any questions, please call the church office at 274-4419.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Set-up Diagrams

**Sanctuary:**  
*(Include Platform, chairs, etc.)*

**Multi Purpose Room:**  
*(Include tables, chairs, head table, platform, etc.)*

# **POLICIES FOR THE USE OF THE BUILDING**

## **PRINCIPLES**

- Church organizations have priority in the use of the building.
- The building will be available for use by the membership for personal functions.
- To encourage community service, the building will be made available for groups and organizations who are concentrating on some form of service to the community.
- The Elders will permit non-members to use the church for personal functions (e.g. weddings, receptions, etc.)
- The Elders will permit the use of the building for some forms of profit-making ventures, if such ventures show some sense of community service in their activity. This type of use requires Session approval for each activity.
- All uses of the building will be consistent with the goals, standards, and principles of the Christian Church. No one shall use the building for purposes which hurt or disgrace the cause of Christ's Church.
- The Elder Team has designated our church building as a smoke-free environment. Please do not smoke in the church building.

## **PRIORITIES**

- The regular weekly/monthly activities of the congregation's organizations shall have top priority in the use of the building.
- Occasional activities by the congregation's organizations shall have a high priority in the use of the building.
- In order to coordinate the activities of the congregation, a master calendar shall be kept in the church office. Events shall be scheduled on a first-come, first-served basis. Once a group has approval for the use of a portion of the building, the church will honor that commitment. (This includes outside groups who are given approval to use the building.) However, if a situation arises that cannot be anticipated, such as a funeral, that requires the space promised, changes may need to be made. This will be addressed when necessary.
- On-going weekly, or monthly, commitments by outside groups shall be conditional upon the needs of church groups. It shall be understood that any long-term commitment made can be reviewed, and reversed, in favor of a church organizations.
- Occasional uses by outside groups will be honored. If such commitment penalizes a church organization in a particular instance, assessment should be made as to whether the problem is carelessness in scheduling or carelessness on the part of the church organization in establishing their calendar.
- The above definitions help to establish priorities when there may be a problem in scheduling. It is hoped that all organizations within and outside of the church will work in a spirit of cooperation in using the building. Often problems can be resolved to everyone's satisfaction if there is a readiness to make adjustments.