

# CLEAR CREEK CHRISTIAN CHURCH FACILITIES POLICIES AND PROCEDURES

The primary purpose for Clear Creek Christian Church facilities is to be ministry enhancing tools functioning to the Glory of God. Our buildings have very different roles and purposes compared to private rental facilities. Our preference is to minimize rules and policies, but some are necessary in this instance to protect the church and its facilities from negligence, misuse or unintended conflict. The rental of our facilities by individual Clear Creekers and outside groups for community activities (weddings, birthday parties, anniversaries, receptions, etc.) is welcomed but must be scheduled such that church worship and ministry activities are not hampered or greatly inconvenienced.

The Christian Life Center is the main worship center for the church. We will make efforts to work with groups who wish to use the facility and to accommodate their gatherings at Clear Creek; however, our Sunday morning services cannot be interrupted or inhibited by the rental of our facilities. Adequate time must be allowed for the CLC, commons area, and classrooms to be cleaned and restored to conditions ready to greet Sunday morning worshippers. Adequate time must also be available for our volunteers and staff to prepare for our Sunday morning worship, bible studies and student and children's ministries, which occur weekly. All events scheduled on Saturdays in the CLC should be finished and cleaned up by 7pm.

## **Scheduling**

Our first priority in scheduling is to insure availability for CCCC worship and ministry activities. Many worship and ministry activities follow a regular schedule but others are scheduled with just a few weeks' notice. For that reason, rental reservations for church facilities that are made more than 30 days in advance will be made for a "space" in the facility. A specific room can be requested with the reservation, but will not be guaranteed more than 30 days prior to the event. Our intent here is to prevent a group or individual who happens to schedule months in advance from "bumping" or negating an emerging ministry opportunity for that same facility. For example, Sally schedules her daughter's birthday party, requesting the main room of the CLC for a Saturday morning six months in advance. Then six weeks out the Missions Ministry is made aware of an available simulcast focusing on global church persecution for that same Saturday which would fit best in the main room. In such a scenario, if we have other space which could accommodate the birthday party and not distract from the Missions Ministry event, we would try to do both. If only one group can be accommodated, it would be the ministry group.

We do want our facilities to be a resource to our community and welcome people into our facilities whenever possible. If we can fit outside requests for events into our schedule and don't have a compelling reason to reject the event, we will welcome the event. We understand that the 30 day limit on locking a reservation may be a challenge and in some cases impossible for a group requesting to schedule an event several months in advance. In these cases, a facility with a primary purpose to be a rental facility will better suit their needs. Keep in mind that the CCCC facilities have a primary purpose to support CCCC ministries and they are in use daily.

## **Weddings & Funerals:**

We understand that space for wedding & funeral services require special considerations. Wedding service space may be reserved further in advance. Couples requesting to have their wedding at CCCC must have a completed wedding application on file at the church that has been approved by the minister. Funerals and funeral dinners are naturally scheduled on much shorter notice. **We make every effort to accommodate grieving families' wishes for specific spaces and times. We do ask for flexibility on both location and times. Some activities can be moved and others are very difficult to move or adjust on short notice.**

## **Usage Priorities:**

1. Usage requests are considered in the following priority:
  - a. Worship
  - b. CCCC ministry including growth groups, fellowship events, senior citizen activities, youth activities, children's ministry activities, Christian school activities, etc.
  - c. Special family events and celebrations (weddings, funerals, reunions, etc.) Note bolded information in previous paragraph relating to funerals and funeral dinners.
  - d. Other activities
2. For-profit organizations are not allowed to use the facilities.
3. In an effort to accommodate multiple groups, activities are limited to the area reserved.

## **Event Sponsor:**

1. An adult sponsor will be on duty whenever facilities are used. The sponsor must be a member, regular attender, or someone otherwise familiar with CCCC facilities.
2. The sponsor is responsible for coordinating any necessary setup, obtaining keys from the church office, and opening and locking up the facility.
3. The sponsor is responsible for clean-up after the event and making sure that all equipment is put away, trash is collected, lights are off, and doors are locked.

## **Rules for Use:**

1. No alcohol or tobacco is permitted.
2. No tape or staples may be used to hang decorations or posters. Decorations may be pinned to the carpeted walls.
3. Do not attempt to use the sound or projection equipment without prior arrangements and the assistance of the AV team.
4. No hanging from the basketball rims or nets is permitted.
5. No dancing or music, other than Christian and/or wedding music, is permitted.

## **Fees:**

1. The attached chart provides rates for facilities that apply to all non-ministry usage
2. All rates are for up to 5 hours of use including setup and post event cleanup.
3. Additional hours are 10% of the base fee.
4. Fees for para-church & non-profit organizations whose missions are consistent with the mission of the church may be waived if the event is sponsored by a CCCC ministry that will participate in setup, operation, and clean-up for the event.
5. All usage of sound and projection systems must be identified in advance, coordinated by the sponsor, and performed by the CCCC AV team at the rates specified below.

The authority for the interpretation of these policies and procedures rests with and is at the sole discretion of the Elders of the Clear Creek Christian Church.

**Fee Schedule**

<b>Facility</b>	<b>Members</b>	<b>Non-Member &amp; Private Groups</b>
CLC (Commons, Kitchen & Multipurpose Room)	\$150	\$300
CLC (Commons & Kitchen)	\$100	\$200
CLC (Commons only)	\$75	\$150
Conference Center Auditorium (Sanctuary)	\$75	\$150
Conference Center Basement & Kitchen	\$50	\$100
Conference Center Classrooms	NC	\$25
Audio-Visual Set-up and operation	\$25/hr	\$50/hr

**Office Use Only**

<b>Date Received</b>	<b>Date Approved</b>	<b>Rental Fee Due</b>	<b>Amount Paid/Date</b>	

# Facility Use Request Form

You must have a designated sponsor who will be at the event (Note sponsor criteria on page 2). We ask that your group treat the buildings with respect and care. Please designate an individual from your group to be responsible for clean-up immediately following the activity, and reporting damages. Please leave the building in as good (or better) shape than you found it.

**Events will be scheduled and confirmed when reservation sheet has been received and reviewed.**

**Event** \_\_\_\_\_ **Date** \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Event purpose \_\_\_\_\_ Approx. Attendance \_\_\_\_\_  
Person/Group Requesting \_\_\_\_\_  
Event Sponsor \_\_\_\_\_ Phone \_\_\_\_\_

## Facilities Needed

\_\_\_ **CLC**      \_\_\_ **Commons**  
\_\_\_ Auditorium (Seats \_\_\_\_\_)      \_\_\_ Nursery--Ages? \_\_\_\_\_  
\_\_\_ Kitchen      \_\_\_ Playground/Basketball Court

## \_\_\_ Church Conference Center/Education Building

\_\_\_ Sanctuary      \_\_\_ Classrooms-How Many? \_\_\_\_\_  
\_\_\_ Kitchen/Basement      \_\_\_ Nursery--Ages? \_\_\_\_\_

## Equipment Needed

\_\_\_ Sound System      \_\_\_ Piano  
\_\_\_ Table(s) No. \_\_\_\_\_      \_\_\_ Kitchen Equipment  
\_\_\_ Chairs No. \_\_\_\_\_      \_\_\_ DVD Player/TV

**Disclaimer: During this organized event, if any injury occurs, the church will not be held liable for any medical bills or payments due.**

Comments:

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_