



XENIA COMMUNITY CENTER (XCC) USAGE EXPECTATIONS SUMMARY

(Physical address of the XCC is 1265 W. Second St., Xenia OH 45385)

A ministry of **Xenia First Church of the Nazarene**

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www.xenianaz.org • churchoffice@xenianaz.org • Church office hours: M-F, 9a-3p

- * Xenia Nazarene Church is **ForXenia**, and is pleased to make the XCC available to the community.
- * **Our facilities (Xenia & Riverside Campuses of Xenia Nazarene Church, Xenia Community Center, barn & fields) will only be used in a manner consistent with the religious beliefs of the Church of the Nazarene.** If you have questions regarding the compatibility of your event, please contact the church office.
- * The XCC is first and foremost used by Xenia Nazarene Church for ministry. **Xenia Nazarene reserves the right to discontinue the availability of any portion of the XCC at any time should it be needed for ministry.** This has happened very infrequently in the past, and we anticipate this being a rare occurrence in the future. If and when it does happen, the church will give as much advanced notice as possible. This would have application to those groups with longstanding scheduled usage of the XCC.
- * **Individuals/organizations using Xenia Nazarene's facilities should understand the following:**
 - Permission to use our facilities does not imply endorsement or sponsorship by Xenia Nazarene.
 - No equipment, etc., that could potentially harm Xenia Nazarene's facilities may be brought into our building without prior permission.
 - No belongings may be left in Xenia Nazarene facilities overnight without prior permission. The church will assume no liability for lost items.
 - No possession, use or presence of alcohol or illegal drugs/medication is allowed.
 - Our facilities are smoke-free; smoking is allowed outside our buildings.
 - If any damages occur to our equipment and/or facility, the person scheduling the event will be responsible for reimbursement to the church.
- * **All fees must be paid in advance of the event.**
- * **Groups should remain in their reserved area(s).**
- * **The gym stage is off limits unless prior approval is received and additional fees paid.**
- * **Each group will be required to set up for their own event.**
 - No purple/red drinks are allowed in carpeted areas.
 - The use of ANY tape is discouraged. In the event that tape is necessary, masking tape may be used on walls and floors. Only Scotch tape should be used on glass.
 - Use only thumbtacks and pushpins on the bulletin boards.
 - Additional tables are available on a cart in the storage room.



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(Continued from reverse side.)

* **Each group is required to tear down and clean up after their event.** The facility should be left in the same condition it was found. Please notify the church office of any breakages, spills or problems. Clean up steps:

- Pick up trash. Trash bags should be removed and taken to the dumpster located in the enclosed area on the side of the Xenia Community Center parking lot.
- Replace trash liners.
- Vacuum the carpet. A sweeper is provided in the storage room.
- If gym is used, it must be swept.
- Kitchenette counter (Room 408/409) should be wiped clean.
- Do not leave items in the Kitchenette refrigerator (Room 408/409).
- Tables and chairs should be wiped clean before storing.
- Thermostat should be returned to its original setting.
- All windows should be closed, lights turned off and doors locked.
- Keys should be returned to the church office within one week of the event.

* Xenia Nazarene Church does not have banquet tables and chairs available. There are many rental companies in the area. One of those companies that we have worked with is Finch Rental (937-236-2009). Whatever company you choose, **ALL TABLES/CHAIRS MUST HAVE PROTECTOR PADS ON THE LEGS when used in the gym.**

* More information regarding the use of Xenia Nazarene Church facilities is printed in the **Facility Guidelines Handbook** available online at www.xenianaz.org > **contact** > **forms**.

* Wifi is available in the Xenia Community Center. Password for "xnaz-public" is "welcome1204"

I have read and understand the above expectations, and am happy to help maintain the XCC by complying with the statements above. I understand that failure to do so could result in the loss of my deposit.

Signature: _____ Date: _____



Please return this signed form to the church office.

Church Office (\\Xnaz\xnaz\Users) Forms_Policies > XCC Meeting Room Usage Expectations