

Recognizing that the property of First Christian Church belongs to the members of the congregation, the following steps have been instituted in order to establish a regular procedure in regard to non-wedding functions, such as birthday and anniversary celebrations, receptions, social events and non-church related meetings.

The use of church facilities should be limited to church functions, community services, or educational programs as deemed appropriate by the Property Use Committee. Functions for non-members are secondary to functions scheduled for religious events and events for members.

Reservations must be made through the Church office upon approval by the Property Use Committee or a representative of that committee. Requests for a regularly occurring use must be requested in writing to the Property Use Committee, outlining the nature and frequency of the event or meeting.

Commonly occurring events including programs and activities listed on the monthly board calendar or meetings by church members do not require prior approval except that building security arrangements must be made where necessary.

The Property Use Committee is responsible for administration of this policy and shall be a Standing Committee composed of the following:

Chair of the Official Board
Vice-Chair of the Official Board
Chair Of the Property Department
Senior Minister and Associate Minister
President of the CWF

This Committee or its representative shall have the authority to approve or deny requests for property usage. The Committee shall have the authority to waive the established fees as circumstances warrant. The Authorizing member or members of this Committee shall confirm the building security arrangements at the time of approval.

With the realization that these events do not normally coincide with times of church functions, fees to defray the extraordinary costs of church of operation must be charged and may be changed as circumstances warrant. A refundable deposit will be paid to the church office at the time of scheduling. The deposit will be returned after the event provided all policies are followed and there are no damages to the facilities.

This policy or any part thereof, including the fee schedule, can only be changed by the Board of Trustees.

Approved by the Board of Trustees on February 20, 1997.

FACILITIES

- The Sanctuary seats 350. It is available for approved functions only.
- The sound system can be operated only authorized personnel. Depending on the utilization required, a fee may be charged.
- The large and small fellowship halls are available for various size groups.
- Various sized classrooms are available.
- The kitchen is available at the discretion of the Christian Women's Fellowship.

OTHER RESTRICTIONS

1. Nails, tacks, staples, pins or anything which could mar the woodwork, walls or floors must not be used.
2. The church property must be left in the condition in which it was found.
3. Smoking in the building and the use of alcoholic beverages anywhere on the property is prohibited.
4. The use of confetti, rice or bird seed is not allowed any area inside the church.

SPECIFIC POLICIES CONCERNING THE USE OF CHURCH VEHICLES

The same general rules as outlined for Property Use will apply to the use of church vehicles. In addition the following policies apply:

1. The name and driver's license number of any driver will be required.
2. Keys are to be checked out from and returned to the church office.
3. The driver of the bus must have a Class C Commercial Drivers License.
4. The church is to be reimbursed for any use of gasoline.
5. The Property Use Committee should exercise extra caution in approving the use of a vehicle for other than normal church activities, due to the added potential for loss.

SPECIAL NOTES:

1. After deciding to have your event at First Christian Church, you should sign the use agreement and return it with all of your fees as per agreement.
2. No date will be considered reserved until all fees have been paid.
3. Church members in charge of an event should assign someone to check out a church key. Non-members in charge of an event must arrange for someone on the church staff (preferably the custodian) to open and close the building. After hours security of the building must be a primary consideration.

(FEES are due at time of calendar scheduling)

EXPENSES/FEES:	Members	Non-
Members		
1. Deposit (check made out to First Christian Church)	\$ 25.00	\$ 50.00
2. Use of the building (check made out to First Christian Church)	(no charge)	\$ 50.00
3. Custodial fees:		
Large Fellowship Hall	\$ 40.00	\$ 40.00
Small Fellowship Hall	\$ 25.00	\$ 25.00
Sanctuary	\$ 30.00	\$ 30.00
Opening and Closing Building (check made out to custodian)	(no charge)	\$ 20.00

February 20, 1997

AGREEMENT FOR USE OF FIRST CHRISTIAN CHURCH PROPERTY

This is an agreement between FIRST CHRISTIAN CHURCH, afterward known as "The Church," and

Name of User for Event Phone(s)

Address

Description of the Event _____

To be held on _____ at _____
Date Time

The following fees and costs are agreed upon:

Deposit _____

Building Use Fee _____

Custodial _____

Other Fees _____
(* describe below)

TOTAL FEES COLLECTED/PAID \$ _____

Church Secretary

Event Representative

1. Fees may not be returnable if event is cancelled within 48 hours of scheduled date.
2. No date is confirmed until all fees have been paid.

Date Fees Collected _____ Event Date Confirmed _____

Church Secretary

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