



CICERO CHRISTIAN CHURCH

1715 Stringtown Pike / Cicero, Indiana 46034 / 317.984.4653

reachteachserve.org

Policy for Family Life Center Usage & Scheduling

Date: 3/06/99-Rev. 1

Authorized by: Elder of Administration

SPECIAL NOTES: For Property Usage related to Weddings and Funerals see separate policy entitled as such. For Church Vehicles, see policy under separate cover. For Properties Access & Use (GENERAL POLICY), see that policy under separate cover. This policy supersedes any previous Property Usage Policies.

POLICY INTRODUCTION

The facilities and related equipment of Cicero Christian Church are dedicated to the worship of God and the building up of God's people. This shall be the key principle by which all use of CCC's facilities and related equipment will be governed. Because it is the desire of CCC to be a good neighbor and contribute to the overall life of it's community, every attempt also will be made to accommodate community events and other activities that contribute to the growth and living conditions of our neighborhood, our community and the Lord's Kingdom at large. Such activities shall not compromise CCC's Purpose and Mission Statement. The Elder of Administration shall approve any activities outside the normal sphere of CCC's activities.

With these goals in mind, the following guidelines shall be used in determining use of CCC facilities and related equipment.

FAMILY LIFE CENTER FACILITIES

See "General Policy" for additional details in this area.

The FLC facilities are available first to CCC members and sponsored groups. The scheduling of these is to have priority over any other use of the building. Others may be granted use of the FLC as long as their programs do not interfere with church or church-sponsored activities or violate the Christian principles and doctrine of CCC. Community groups include such not-for-profit organizations as resident associations, local school groups, scout groups, AA, officers of the local government, home schooling groups, and senior citizen groups. For profit organizations will require special approval by the Elder of Administration and/or Elders along with the possibility of fees. The Elders have the authority to deny access or usage of the facility at any time for any group(s).

Specific guidelines for use of the FLC facilities and equipment are as follows:

- All scheduling of the FLC building is to be done with the church office secretaries. Only designated office staff is to place events on the calendar. The Elder of Administration will make the final decision in the case of special requests and scheduling conflicts.
- All fees are due according to Fees Schedule outlined in this policy.
- At the point of contact, party will be told if the date is available. For multiple dates, to be scheduled at one time, all fees are due at that time. All fees are based on one scheduled date at a time. Cancellation of any scheduled date will result in a full refund.
- Any scheduled event must have a contact person who needs to be present at the event at all times. This person will be responsible to CCC for the time and space that is

rented. In the case of an emergency this person will be totally responsible for any action that needs to be taken. A key will only be given to that person, and it will only allow access into the FLC. If the contact person cannot be at the event, the event cannot be scheduled. The contact person is to complete the CCC FLC Rental Agreement.

- In case of any regularly scheduled event, the security deposit can be held for the next event. If damage occurs and the deposit is exhausted, then the security deposit fee will be applied again.
- No profanity, improper conduct, harassment, smoking or drinking of alcoholic beverages is permitted anywhere on church property. Violations shall be cause for denying individuals and groups the right to use the facilities.
- Children's and youth activities (up to and including 12th grade) are scheduled only with the supervision of adults. The adult in charge must do the scheduling of these activities. There should be a minimum of two (2) adults supervising every activity.
- Food and drink is to be kept in designated areas.
- All groups using the facilities are responsible for the care of their assigned area; this includes set-up, take down, and clean-up.
- Any special needs for custodial assistance must be approved and arranged in advance through the church office.
- There shall be NO running anywhere within CCC except in the FLC. This includes individuals who wish to use the facility for exercise purposes by running around in the perimeter hallways. However, individuals wishing walk for exercise is permitted.

EQUIPMENT & FURNITURE

Use of CCC equipment and furniture is limited to the use of the FLC and members of CCC and its related ministries. Equipment and furniture that is the property of CCC is not to leave the church premises without approval in advance by the Elder of Administration or Office Administrator. A Building and Property Reservation Form (bpform96.doc) must be completed signed off and submitted before any property is removed from the building, see "General Policy."

Other specific guidelines for use of CCC equipment and furniture are as follows:

- Tables and chairs belonging to CCC are to be used primarily on church premises. At times, permission will be given to CCC members for the use of these items off premises, but this use will be limited to short-term events and to tables and chairs from designated areas.
- The Kitchen Team Servant Leader approves use of kitchen equipment separately from the scheduling of rooms. The Servant Leader of the Audio and Visual Team approves use of audio-visual equipment separately from the scheduling of rooms.
- Use of office equipment is limited to office personnel, paid ministerial staff, and office volunteers.
- Use of Sports Equipment outside its normal intended use will require permission of Sports Ministry Leader or Ministry Area Elder.
- Use of Toys, Tables, and Chairs from Children's area will require permission of Director of Children's Ministry.

CLEANING POLICY

- Any CCC member has the choice of paying for custodial services or cleaning the areas used themselves. If a CCC member chooses custodial services, the fees below will occur.
- All Non-members will be subject to custodial fees.

FEES SCHEDULE

There will be no fee for CCC members to schedule the use of the FLC, unless they choose to have custodial services. If custodial fees are chosen, the fee's below will be applied (\$ 1 5.00/hour--normally 2 hours).

NOTE: All CCC members who do not use custodial services will be responsible for their own clean-up immediately after the scheduled event.

Any non-member scheduled event for the FLC will be subject to the following charges outlined below.

For **Birthday Parties** (no food preparation or use of kitchen facilities).

\$50.00 (payable at the time of reservation)

For **Banqueting Scheduled Events** (those offering any food preparation or catering services and use of the kitchen...

For **Graduations...**

For **Performing Arts Scheduled Events...**

For **General Assembly Scheduled Events...**

\$150.00-rental

\$100.00-security deposit (refundable if no damages occur)

For **Recreational/Athletic Scheduled Events** outside of the normal Sports Ministry activities (those having any physical activity needing athletic or recreational equipment)...

\$15.00-per hour, (plus 2 hours custodial time)

\$100.00-security deposit (refundable if no damage occurs)

Note: The Church Sports Ministry leadership may develop it's own fee schedule for it's church sponsored events in order to defer certain facility costs or raise money for equipment repair or purchases.

For **Weddings & Receptions Scheduled Events**

See "Policy and Information for Facility Usage and Services Involving Weddings and Funerals."

SCHEDULING PRIORITY

First-Any CCC sponsored/scheduled event, member, or ministry sponsored group.

Second---Any non-CCC scheduled event.

DISCLAIMERS

All non-member groups or organizations must supply a copy of insurance at the time of scheduling, due to CCC not being liable for personal injuries or damages.

If at any time, any person or group, has been found to use the FLC or FLC equipment in any inappropriate way, CCC reserves the right to decline any other scheduling requests from this individual or group.

If at any time, damage is found to be the fault of the person or group renting, costs will be taken from the security deposit and used to pay for the damages. CCC reserves the right to itemize the cost from the security deposit for any damages done to the FLC, FLC equipment, or anywhere else on CCC property.

CCC is not held liable or responsible for any personal injury that occurs during the use of the CCC FLC. You rent, occupy, and use at your own risk.

Any check found to be of a nature of "Insufficient Funds" will have a fee of \$25.00 plus regular fees applied to the rental agreement.

Any scheduling done without the procedures outlined in this policy is invalid.

Agreement and Event Information

For use by non-CCC members or church sponsored groups. Provide copy to contact person, keep original on file.

I, _____, HAVE READ, UNDERSTAND, AND WILL FOLLOW ALL GUIDELINES FOR RENTING THE CICERO CHRISTIAN CHURCH FAMILY LIFE CENTER. ALL OF THE ABOVE WILL APPLY AT THE TIME OF SIGNING THIS AGREEMENT. I AM PERSONALLY RESPONSIBLE FOR ANYTHING THAT HAPPENS TO ME (Contact Person) OR MY GROUP WHILE RENTING AND USING CCC'S FLC. CICERO CHRISTAIN CHURCH IS HEREBY RELEASED OF ANY LIABILITY ASSOCIATED WITH THE EVENT DESCRIBED BELOW.

NAME OF GROUP (if applicable) _____

NATURE OF EVENT _____

CONTACT PERSON NAME (print) _____ (signature) _____

CCC WITNESS _____

DATE CONTRACT SIGNED _____

CONTACT PERSONS PHONE (home) _____ (office) _____

DATE OF EVENT _____ HOURS OF EVENT _____

KEY PROVIDED (check if yes) ___ KEY RETURNED (check when returned) ___ date _____

RENTAL COST _____ SECURITY COST _____

TOTAL RENTAL COST _____ MONEY COLLECTED BY _____

(To be completed after event.)

SECURITY DEPOSIT WITHHELD (amount) _____ REASON(S) _____

COMMENTS ABOUT THE EVENT RENTAL (to be completed by renter)

COMMENTS ABOUT THE EVENT RENTAL (to be completed by office)

