

FACILITY USE POLICY

Purpose: To provide a clear and operationally useful statement of congregational policy regarding the use of the physical facilities of this congregation of Christians.

Who may use our facilities?

1. Any person or group that is a functioning part of our congregational life is encouraged to use the facilities so richly provided by God.
2. Any group or organization with unquestionable standards of conduct and appropriate purpose as determined by the elders of our congregation may use the facility. We encourage you to return to our facility to worship Almighty God with us.
3. These facilities are NOT available to any group or organization for commercial profit making activities whether affiliated with the congregation or not. This includes instructors who charge participants for their service such as Yoga.
4. The policy for wedding use is under review and at this time permission of the Elders is required. Permission of use for Celebrations of Marriage is solely at their discretion and use may be subject to restrictions and conditions. Currently no solemnizing of marriage services is allowed.

How do you use our facilities?

1. All scheduling should be coordinated through the church office (236-8029.)
2. Proper forms must be submitted and approved by the department heads and Pastor/Elders.

What does the use of the building cost?

1. If you are affiliated with the congregation there is no charge for church related events. Non-church related activities such as birthday parties, baby showers, or non-church-sponsored classes with more than 20 people in the class. A fee of \$50.00 is expected in advance for the use of the building for these purposes. The group leader making the reservation is responsible for compliance with the guidelines below.
2. If you are not a member or regular attendee there is a charge of \$100.00 expected in advance for the use of the building unless waived by the Pastor/Elders. The group leader making the reservation is responsible for compliance with the guidelines below.

What guidelines must be followed when using the congregational facilities?

1. The person or group leader must sign an accountability statement assuring that this policy will be honored.

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2. Children under ten years of age must be supervised at all times.
3. Equipment and/or toys used must be returned to proper place without defect or damage.
4. Inform church office of any damaged equipment.
5. Leave the facility like you found it.
6. Turn off all lights when departing.
7. Close and lock all windows and doors.
8. Make arrangement with church office for assuring that facilities are open during the scheduled event.
9. The group leader is responsible for facility cleanliness. In all cases, arrangements must be made to assure the building is clean. Janitorial services are available but require additional compensation in advance.
10. Group leader is responsible for everyone who is in the building with their group.
11. Check list must be checked off and signed by group leader.
12. If you are alone, lock yourself in the facility for safety reasons.
13. Tobacco and alcohol use in the facility is strictly prohibited

First Christian Church of Huber Heights
6114 Fishburg Rd.
Huber Heights, OH 45424

Upon approval all copies should be given to department heads, elders, and custodian and scheduled in office so we are not double booked in one area or another. A copy of the approved request is to be returned to the applicant as their notification. A Building Use Checklist shall also be given to the applicant upon approval.

*Please complete, sign and either email to info@fcchh.org, fax to 937-236-6779
or drop off at church office during business hours.*

Request for Building Use

Name _____ Address _____

City _____ State _____ Zip Code _____

Phone _____ Cell Phone _____

Email _____

Member ☐ Non Member ☐

Name of Activity _____

Church Activity ☐ Non-church Activity ☐

What building or room is requested? (Circle one)

Conference Room	Main Street	Planet Prayz	Forge
Coffee Bar	BloomTown	Auditorium	BibleLand

When is building needed? _____

Day (s) of week needed: _____

Hours needed in facility (include setup and cleanup) _____

(Circle one) one day activity weekly activity monthly activity

Do you need someone to unlock? ☐ Yes ☐ No

Do you need someone to lock up? ☐ Yes ☐ No

Do you need special equipment such as tables, sound system, TV, kitchen or appliances?

If so what equipment? _____

Church activities, i.e. funerals, must take priority. Who do we contact if it becomes necessary to cancel this activity?

Name _____ Phone Number _____

You are responsible for everyone in the building and children must be supervised at all times.
There is to be no alcohol, controlled substance or tobacco usage on the church property.

You are responsible for cleanup. A check list will be provided once this request has been approved. See the current Facility Use Policy for custodial charges pertaining to non-church related activity use for Members and Regular Attenders.

The church must be prepared for Sunday morning worship; therefore no parties or related activities will be scheduled on Sunday or past 2:00 p.m. on Saturday.

Unless waived by the pastor or by elders a \$100 charge is expected in advance by non-members to use the building.

These facilities are NOT available to any group or organization for commercial and/or profit making activities whether affiliated with the congregation or not.

Signature

Date

This request may be revoked at any time by the pastor or the elders should they deem it necessary to do so. Upon signing you are agreeing to the terms stated in this request.

For Staff Use Only:

Waived by whom? _____

Approved by Department Head

Date

Approved by Pastor/Elder

Date