

## 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.

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 with the exception of non-church related activities such as weddings, birthday parties, wedding or 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.
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.

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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  
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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.