

# Facility Usage Guidelines

The First Christian Church Board wishes to establish an ongoing and constructive relationship between groups using our church facility. We wish to maintain our facilities in the best possible condition so that all groups will receive maximum benefit. In order to preserve the useful life of the facilities and to conserve the natural resources used to heat, cool and light the building, the following guidelines **must** be followed:

1. No alcoholic beverages are permitted on the premises and no smoking within any part of the building.
  - a. **You are responsible to:**
    - i. Provide containers for ashes/butts for anyone smoking outside of the building.
    - ii. Make sure there is no smoking evidence left on the premises.
2. Doors must remain closed to avoid loss of heat or cooling.
  - a. **You are responsible to:**
    - i. Turn off all lights in rooms not in use.
    - ii. Turn off all lights and lock all doors when your group leaves.
3. All rooms utilized by your group will be left clean and orderly.
  - a. **You are responsible to:**
    - i. Clean up any debris on the floor.
    - ii. Immediately clean up any spillage on floors, table, counter tops, etc. **If stains result from spillage, you are responsible for the cost of professionally cleaning the stain.**
    - iii. Put all trash in wastebaskets/trash cans in room.
4. A deposit of \$100.00 is **required at the time reservation is made.** (Deposit, or balance thereof, will be refunded after event is over and the facility has been checked for cleanliness and damage. **Verbal checking of date does not constitute posting to the church calendar.** In the event another organization requests the same date, completes paperwork, and provides deposit, their activity will be posted to the calendar.
  - a. **You are responsible to:**
    - i. Pay for repair of any damage to the building, furniture or fixtures that exceed the deposit.
5. A contact person must be designated to coordinate with our church office during our regular office hours (8 a.m. – 2:30 p.m., Monday through Friday.)
  - a. **You are responsible to:**
    - i. Complete all required forms and provide certificate of insurance liability.
    - ii. Secure any keys that might be needed and to return them within 2 business days of the activity. (Lost key forfeits entire deposit and may also incur additional charges if re-keying is more than \$100.00 given as deposit.)
    - iii. Inform the church office immediately of any changes in your plans. **Cancellations made within a week prior to the event will forfeit the \$100.00 deposit** as our custodial staff will have been used to prepare the room(s) for you.
6. Decorations used for walls and table tops must be flame retardant or flame resistant to meet fire code requirements. The only adhesive allowed in Koinonia Hall is painter's tape (this includes the floors and the stage). Push-pins and tacks can be used on the special tack-board on the walls of Koinonia Hall.
7. Use of kitchen does not include use of consumable supplies
  - a. **You are responsible to:**
    - i. Provide all paper plates, napkins, cups, etc. (We will supply garbage bags and cleaning supplies.)
    - ii. Provide all beverages (coffee, tea, punch, etc.). (We will provide ice with sufficient notice so that our ice machine can be turned on for a fresh supply of ice cubes.)
    - iii. If a professional caterer is used, caterer must agree to cover any and all damages to facilities or kitchen equipment. (The Church will provide serving utensils, pots and pans, etc., such as we have available. Anything not available will need to be provided by caterer or other vendor.)
8. Koinonia Hall stage is not to be used for any activity without prior authorization.

9. Children must be supervised at all times.
  - a. **You are responsible to:**
    - i. Make sure children are not alone (unsupervised in an adequate manner) in any room of the facility, or any other place on the grounds. Usage of the facility does not automatically imply usage of the playground. Separate authorization for playground access is required and adult supervision must be maintained at all times. There is not necessarily an extra fee to use the playground, but it is a safety/liability issue that must be considered.
10. Telephone and/or office equipment usage:
  - a. **You are responsible to:**
    - i. Provide your attendees and our church office with a cell phone number. Our facility does not allow communication between rooms.
    - ii. Come prepared with any and all materials you will need. Office equipment such as copy machine or computer is not available for usage.
11. Use of the sound system requires prior authorization.
  - a. **You are responsible to:**
    - i. Make arrangements for and receive instruction for sound system in Koinonia Hall.
    - ii. Sanctuary system is **only available** by one of our technicians and is charged separately.
12. Provide set up diagram to church office.
  - a. **You are responsible to:**
    - i. Complete the set up diagram and return it to the church office no less than 1 week prior to the date of your event. Verbal instructions do not constitute set up instructions.

**Failure to abide by these guidelines may result in the denial of future requests to use our facility. We reserve the right to present a request to comply or quit for any violation of these facility guidelines.**

I have read the Facility Usage Guidelines and agree to honor these guidelines.

Date: \_\_\_\_\_ Signature of Responsible Party: \_\_\_\_\_