



FACILITY USE POLICY AND GUIDELINES

September 1, 2015

It is the policy of the elders that the Central church of Christ physical facilities be utilized to the fullest extent possible for purposes and activities which are in accordance with the aims and goals of the congregation. As the Central family and physical facilities grow, and as use of the facilities increases, it is necessary to establish procedures providing for the use, care, maintenance, and cleaning of the facilities and grounds.

These procedures are not intended to restrict the use of the facilities for approved events. They are intended as a control measure to keep order as we have numerous activities occurring in the facility at the same time. As a matter of good stewardship, we ask the cooperation of everyone, adults and children, in seeing that the facilities are used properly, and are well maintained and cleaned after use.

BUILDING AVAILABILITY

1. Central church of Christ worship assemblies, Bible classes, and any other congregational assemblies have first priority in all instances.
2. The facilities are also available to Central members for funerals, receptions, weddings, and for educational and community related activities. A member is an individual who has been in regular attendance at Central for at least 6 months. The building facilities may not be used for business purposes.
3. Wedding reservations will have priority over all other events other than Central assemblies. There is a fee collected for weddings and their associated events for building use. Any other events scheduled at the same time will not have access to those areas of the building leased for the wedding ceremony, reception, or rehearsal dinner.
4. It is assumed that if the building is reserved for either a rehearsal dinner or reception that the exclusive use of the kitchen facility is included. That will necessarily exclude use of the kitchen for any other activity that may be scheduled in another part of the building at the same time.

SCHEDULING YOUR ACTIVITY

1. The church office is normally open Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. until noon. The use of the building or grounds, or any part, including the kitchen, must be scheduled at least one week in advance with Pam Taylor or Jodie Brown. They can assist you in determining if the facility is available when you need it. **HOWEVER, YOUR EVENT IS NOT OFFICIALLY SCHEDULED UNTIL YOUR REQUEST IS APPROVED IN WRITING. Otherwise, use is not authorized.** Reasonable information must be supplied in writing on the Facilities Use Request Form; such as specific facilities needed, time of your event, plan for the use of those facilities, and the person or persons responsible.
2. Once it has been determined that there are no other activities already scheduled for that date, time and room, and your activity has been approved, it will then be entered on the appropriate date of the church calendar. At this time your reservation is complete.
3. When the facility is used by individual Central members for private meetings or parties, or by groups or organizations from outside Central church of Christ, a minimum fee will be assessed. The amount of the fee is in proportion to the size of the room being reserved. Please see the List of Fees located below. This fee will include opening, closing, setup, take down, and cleanup. An exception to this user fee is made for *50th wedding anniversary receptions* of Central members. Requests for use of the building are subject to review by the Administrative Staff and/or Jim Payne.

FEE SCHEDULE

<u>ROOM</u>	<u>DEPOSIT AT TIME OF RESERVATION</u>
Worship Center: \$200.00	\$100.00
Annex Rooms (A-1, A-2, A-3, A-4, A-5): \$60.00 per room	50% of total room cost
Kitchen: \$15/hour	
Foyer Rooms (Foyer, B-1, B-2, B-3, B-4): \$60.00 per room	50% of total room cost
Gym: \$100.00	\$50.00
<i>No other rooms or classrooms may be scheduled.</i>	
BBQ Palace: \$500	\$250.00
Sound System Usage: \$100	\$50.00

WHO IS IN CHARGE?

1. The person who schedules the use of the facility is responsible for its care and the proper clean up following use.
2. When the facility is used by ministries or other church groups of Central church of Christ, the listed responsible person(s) must coordinate with Pam Taylor and will be accountable for having the facilities and furnishings cleaned, put up, repaired, or replaced. Assistance from the Custodial Staff will be offered free of charge provided such assistance can be provided during the staff's normal working hours and does not require an excessive amount of the staff's time.
3. Should excessive assistance be needed beyond the normal working hours of the Custodial Staff, a minimum fee of \$25.00 will be charged.

LIMITED BUILDING ACCESS

Your activity is limited to only the room or rooms you have reserved through Pam Taylor or Jodie Brown. All other areas of the building are "off limits." Restrooms nearest your activity are the only ones to be used. Use of areas not reserved could result in an additional fee being charged.

CHILD CARE

1. For safety reasons, children are not allowed to run in the building or to be left unattended at any time. Children are not allowed to play with equipment, song books, etc. Due to the hazards (baptistery, PA system, steps, stoves and microwave ovens, etc.) children must be supervised by adults at all times.
2. Therefore, if children (ages birth through high school) will be present and will not be staying in the same room with the activity for the ENTIRE time of the activity, your activity will require child care.
3. Parents are not to send their children on "errands" with or without a key to any buildings on the Central property without adult supervision accompanying them. This includes the office area and teachers' workroom.

COMMON SENSE GUIDELINES

The over-all principles governing use of the facilities are simple:

- If you use it, clean it and put it back where you found it.
- If you turn it on, turn it off when finished using it.
- If you unlock it, lock it back when finished.
- If you open it, close it when finished.
- If you break it, fix it.
- If it cannot be fixed or is lost, replace it.
- If unable to replace it, notify Jim Schumann at 361-935-6248 of the problem so it can be addressed immediately before someone else needs it.

- If unable to replace it, notify Pam Taylor or Jodie Brown of the problem so it can be addressed immediately before someone else needs it.
- In case of an emergency, notify Jim Schumann at 361-935-6248.

SECURITY

1. It is recognized that ministry leaders, teachers, and staff, etc. routinely need access to the building during non-business hours. Keys must be signed for with Pam Taylor so that records can be maintained of the number of keys issued and to whom they are issued. Keys are the property of the church and should be returned when no longer needed. Keys are not to be duplicated. Anyone who has a key and who moves from the congregation must return their key. Anyone who has a key may be required to return it to the church office. Keys needed only temporarily or for specific events must be checked out from the office and returned when the event is over. Notify the church office immediately if a key is lost.
2. Working alone in the facilities, day or night, is discouraged. At all times, the doors should be locked and another person should know where you are. Know where the telephones are, know emergency telephone numbers, and make sure that telephone calls can be made into and out of the building. Know where the fire extinguishers are and where the exits are. All lights must be turned off and the doors must be locked when the last person leaves the building. Do not assume someone else will do it later.

HEAT AND AIR CONDITIONING

1. Arrangements should be made directly with the Pam Taylor when heat or air conditioning adjustments are required.
2. Do not change thermostats to accommodate your own personal comfort. Do not turn the heat extremely high or the air conditioning extremely low and leave it overnight. This will cause severe and expensive damage to the system.

FURNITURE

1. Users of the facilities are responsible for notifying the Pam Taylor or Jodie Brown a week before their event of furniture and equipment needed for their function. Last-minute requests will result in the user setting up his own furniture if the custodial staff is unable to “scramble” to set it up.
2. No equipment, furniture, supplies or any other church items are to be removed from the church premises unless for a congregational activity (such as Wednesday night home Bible study) and has been checked out from Pam Taylor. This includes, but is not limited to: electronic equipment, audio-visual equipment, visual aids, chairs, tables, kitchen items, song books from worship center, office supplies, etc.
3. Any item used off the premises must be promptly returned. The person to whom the item is checked out is responsible for its replacement or repair if it is lost, stolen or damaged.
4. Equipment, furniture, and supplies are not to be used for personal parties or for business activities.

SOUND SYSTEM

1. Pam Taylor will notify Jim Payne at the time reservations are made whether the worship center sound system will be used so that an operator can be scheduled. Some activities might require a fee of \$100.00. Only approved operators are permitted to operate the sound system.

KITCHEN USE

1. The kitchen is equipped with various appliances and a limited number of utensils. Appliances and utensils are not to be taken from the facilities without advance approval of Georgia Spaeth. The person(s) signing up to use the kitchen should make arrangements with Georgia Spaeth to receive instructions on kitchen appliances if needed. Georgia Spaeth will assist in arrangements for events, but will not work in the kitchen or participate in the preparation or cleanup activities of any event.

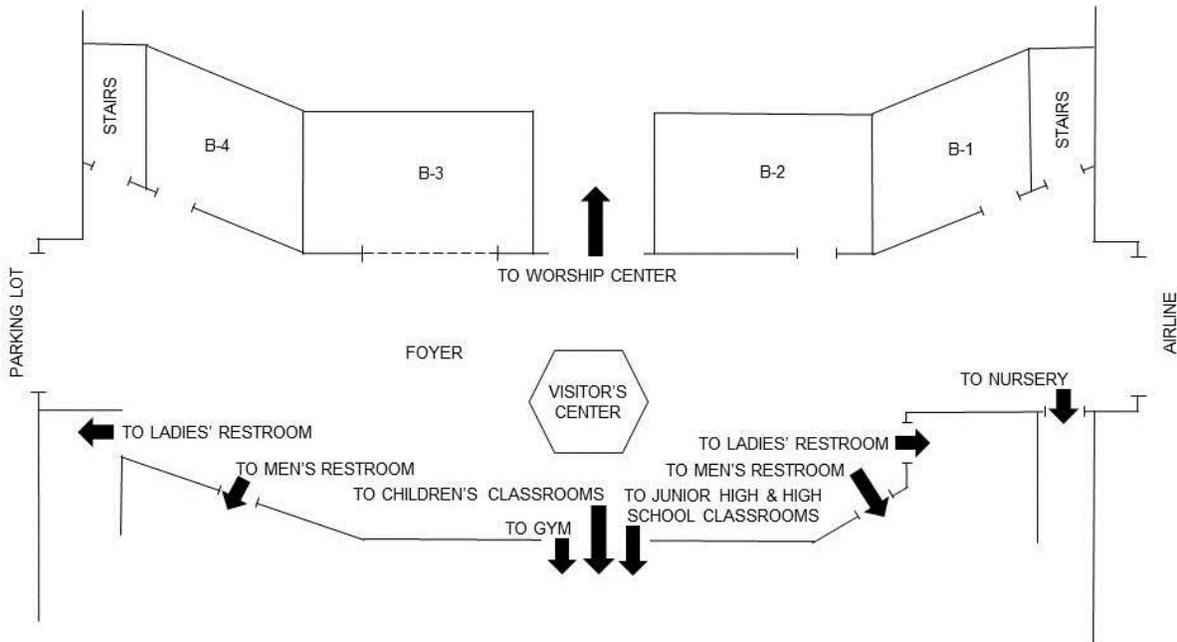
- The kitchen (including floors, counter tops, cabinets, sinks, and any other areas), all appliances, and all utensils must be cleaned and put away immediately following the event. All waste must be placed in bags and deposited in the outside dumpster. Spills, crumbs, food, and litter of any kind must be cleaned up. Arrangements for the use of mops, buckets, vacuum cleaners and other cleaning tools and materials are to be made with Georgia Spaeth.
- Leftover food must be disposed of immediately following the event. All items brought into the facilities, including food, decorations, and any other items, must be removed immediately following the event.

BBQ PALACE

This facility is available only with the approval of Dan Spaeth.

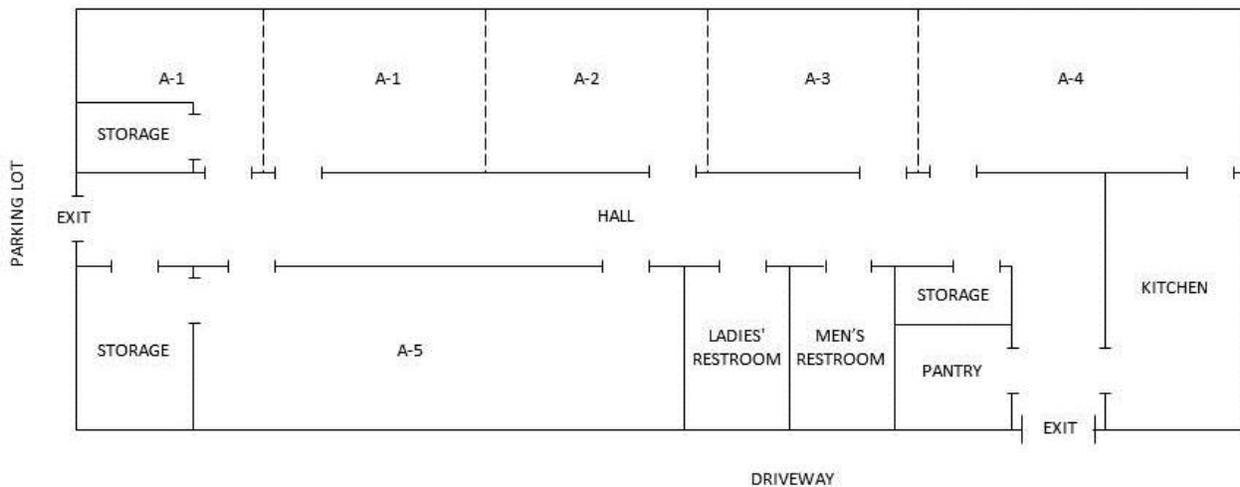
SKETCH OF FOYER

NOT TO SCALE



SKETCH OF ANNEX

NOT TO SCALE



FACILITIES USE REQUEST FORM

Today's Date _____ Date(s) requested for event _____

Event to be scheduled: _____

Person responsible for event: _____ Phone number: _____

Room(s) requested for event: A-1 A-2 A-3 A-4 A-5 B-1 B-2 B-3 B-4
 Gym Worship Center Kitchen Foyer BBQ Palace
All Other Classrooms Are Unavailable For Use

Note: You will not have access to any part of the building other than the room(s) you specifically request.

Actual time of event: _____ Opening time: _____ Closing time: _____

One-time event Regularly scheduled event Number of People: _____

Furniture set up? NO YES – Describe needs _____

Audio/Visual System? NO YES – Describe needs _____

TYPE OF EVENT: CHURCH MINISTRY (No Fees)

- 50th Wedding Anniversary
- Wedding With Reception
- Church Fellowship
- Dinner/Banquet
- Meeting
- Seminar/Class
- Other _____

NON-CHURCH MINISTRY (Fees)

- Wedding Anniversary
- Wedding With Reception
- Dinner/Banquet
- Party (Including all birthdays)
- Meeting
- Other _____

NOTE: All functions that are recognized ministries of Central church of Christ are provided without charge. Any other functions do require fees or at minimum a deposit to guarantee adequate supervision and cleanup. Pam Taylor or Jodie Brown makes the determination of fees and deposits.

FEES FOR NON-CHURCH MINISTRY EVENTS

Deposit \$ _____ Date Paid _____ Fee \$ _____

Amount Prepaid \$ _____ Date Prepaid _____

Balance Due (1 week prior to event) \$ _____ Date Paid _____

Refund Due \$ _____ Date Paid _____

NOTE: Your event will require child care if children (ages birth through high school) will be present and will not be staying in the same room with the event for the entire time of the event.

I understand my responsibilities and obligations in using this facility as outlined in the Building Use Policy. I will take great care to insure the facility is presentable for the next schedule event.

(Requestor's Signature)

Approved and Noted on Calendar by _____ Date Approved _____

Not Approved by _____ Reason _____ Date Disapproved _____