

Church Usage Policy for Connersville Christian Church

In view of our responsibility to be accountable to the Lord and to His church for the use of these facilities dedicated to His glory, we the elders, deacons, and trustees of Connersville Christian Church, share with you the following guidelines and policies regarding church use.

Please initial each section to verify that you have read the church usage policy and as a commitment to follow these guidelines.

_____ 1. A church usage form must be completed and presented to the board before authorization can be given. This includes both members and non-members. We request a minimum of 1 month notice as to the date you wish to schedule your event to allow time for Church Board approval. Requests made by those who are not active members of Connersville will not be considered any earlier than 3 months prior to event date.

_____ 2. The church board shall approve or disapprove each use of the church facilities. If approved, the event will be added to the church calendar and the requestor will be contacted following the church board's decision.

_____ 3. The usage of the church facilities shall not be permitted to interfere with normally scheduled church services or programs. Weddings may not be scheduled for Palm Sunday or Easter weekend, or during VBS in June, or any weekend in December. The church must be vacated by 8:00 p.m.

_____ 4. The church sound system is to be used by authorized or approved personnel only.

_____ 5. The party shall be responsible for any damages to the church that occurs during the event. They also agree to assume liability for any personal injuries incurred during their use of the facilities and shall hold the church harmless from any such claims against it.

_____ 6. Alcoholic beverages, illegal drugs are not permitted on church grounds. Smoking inside the building is prohibited at any time during the use of the building. This will result in the immediate cancellation of your event.

_____ 7. The party using the church is responsible for all valuables, gifts, and personal items brought into the church.

_____ 8. All music during the event must be appropriate for God's house.

_____ 9. The party is responsible for leaving the church in the condition that it was found such as classrooms, the fellowship hall, and sanctuary items, including decorations, furniture, tables, chairs etc... Each item must be returned to its proper place.

_____ 10. Cleaning of the church facilities after the event is the responsibility of the requesting party. Arrangements for cleaning shall be made by the requesting party. Cleaning and decoration and garbage removal shall be completed by the morning after the event OR before the next scheduled church event, whichever comes first.

_____ 11. Decorations shall be presented in such a way as to not damage the church facility walls, floors, ceilings, windows, doors etc... Holes from the usage of nails, tacks, staples, etc...

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are not permitted. Tape or any other material that may cause damage is also not to be used. Dripless candles only may be used in the sanctuary. All decorations must be appropriate for God's house.

_____ 12. For safety and fire code reasons, under no circumstances, are doors, entrances or exits to be locked, restricted or blocked during the event.

_____ 13. No keys will be issued. A church representative will be present to open the facilities.

_____ 14. Fees: The following fees are payable to the church no later than 2 weeks after approval. Fees for the sanctuary and the fellowship hall are payable to the church. All other fees are payable to the individual.

Members: When the requestors are active members of CCC the church home is naturally yours. You have been caring for your church through your stewardship. However, a charge for the custodian and sound technician is expected unless you agree to take care of it yourself.

_____ I would like to be responsible for the church cleanup.

_____ I would like the church to be responsible.

Custodians: \$150
Sound Technician: \$100

Non-Members: Non-members will pay the above charges as well as a fee for use of the church. Non-members have the option of cleaning the church if presentable a \$150 will be refunded from the custodian fee.

Key Custodian: \$50
Building: \$500

***violation of any policies will result in immediate cancellation of the use of the building and the forfeiture of any deposits.**

I understand the responsibilities required for the use of the church facilities.

Signature: _____ Date: _____

Phone number: _____

Address: _____

Intent of usage: _____

Date and Time of usage: _____

***If wedding please fill out an additional form and fees on wedding form supersede above fees.**